

July 31, 2007

MEMORANDUM TO: Deborah W. Johnson, Team Leader
Recruitment Team
Human Resources Services and Operations
Office of Human Resources

FROM: Timothy F. Hagan, Director **/RA/**
Office of Administration

SUBJECT: EVALUATION OF EMPLOYEE SUGGESTION #516

The Office of Administration (ADM) has evaluated the employee suggestion submitted by Ms. Elizabeth A. Thompson (enclosed). Ms. Thompson suggested that the Agency use two-sided printing as the default setting for all jobs sent to the print shop electronically through the NRC network. As indicated in the attached Evaluation of Suggestion (NRC Form 364), we agree that Ms. Thompson's suggestion is a valid one and that it is in line with our Agency standard of reproducing two-sided copies whenever practical. In fact, ADM encourages the use of two-sided copying in all cases as appropriate, whether copying documents at a satellite copier, requesting duplication of paper copies hand-delivered to the print shop, or reproducing documents requested electronically.

Ms. Thompson should be rewarded \$200.00 for prompting ADM to review this matter and implement changes to existing duplicating processes that would support conservation and reduce operating costs.

Enclosed is a Standard Form 52, Request for Personnel Action, to process the award.

If you have any questions about this action, please contact Linda Schneider at 301-415-6141 or by e-mail: LLS1.

Enclosure:
As stated

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