

May 1, 2001

MEMORANDUM TO:

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Bruce S. Mallett, RII
James L. Caldwell, RIII
Thomas P. Gwynn, RIV

FROM:

Patricia G. Norry */RA by Michael L. Springer Acting For/*
Deputy Executive Director for Management Services

SUBJECT:

CONTACT FOR COMMUNICATIONS TASK FORCE

One of the challenges of fulfilling the goal of increasing public confidence in the agency hinges on improving our methods of participating with the public and being responsive to their concerns. Much of the success in this area will depend on our working closely with the program offices.

I would like to establish a communications task force with the goal of coordinating major communications-related activities in the agency. The task force will meet periodically to address major communications issues for which we need program office input. There may be periods when especially high interest items need to be resolved in a timely manner, thus prompting more frequent meetings. Routine communications can be achieved through e-mail.

One such high interest item is the response to a January 17 Staff Requirements Memo (attached) which tasks the staff with examining issues related to public participation at meetings. Many comments and suggestions were received at the April 4 public participation workshop. At this time, we need to define some short and long term actions that can be accomplished as a result of the suggestions received at the workshop.

Please provide me, by May 7, the name of a senior manager who will serve on the task force. This individual will represent your office (or region) and as such, should be authorized to speak for you in this area. Our intent is to set up a meeting approximately one week later to review the viability of suggestions from the workshop and begin work on the SRM response.

The task force will be chaired by my Assistant for Communications, Mindy Landau, 415-8703. Please contact her with any questions regarding this initiative.

Attachment: As stated

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Attachment: As stated

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