

December 9, 2002

MEMORANDUM TO: Kathryn O. Greene, Director  
Division of Contracts  
Office of Administration

FROM: Stuart Reiter **/RA/**  
Chief Information Officer

SUBJECT: PROJECT OFFICER (ALTERNATE) FOR TASK ORDER DR-01-0290,  
INFRASTRUCTURE SERVICES AND SUPPORT CONTRACT

Donald Larrick, Alternate Project Officer for the subject contract will be retiring in January 2003. We plan to have Dawn L. Oliver serve as his replacement for this effort. Ms. Oliver has not been certified through the Acquisition Certification and Training Program currently mandated for project officers; however, she has completed prior NRC project officer training (see attachment). In addition, she has served as Project Officer on past contracts.

I believe it is in NRC's best interest to immediately designate her an alternate project officer. Any training required will be completed by the end of June 2003. I also ask that you consider giving her credit for her previous acquisition training and experience as appropriate.

Attachment: As stated

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Distribution:

CIO R/F  
CSB R/F

ADAMS ACCESSION NUMBER: ML023360225

ADAMS DOCUMENT TITLE: PROJECT OFFICER (ALTERNATE) FOR TASK ORDER DR-01-0290, INFRASTRUCTURE SERVICES AND SUPPORT CONTRACT

OFFICE	OCIO/ITID/CSB		OCIO/ITID		DCIO		CIO		
NAME	J A Shields: <b>JAS</b>		A E Levin: <b>AEL</b>		J E Silber: <b>JES</b>		S Reiter: <b>SR</b>		
DATE	12/2/2002		12/2/2002		12/4/2002		12/5/2002		

OFFICIAL RECORD COPY

## **COMPLETED NRC ACQUISITION TRAINING**

Acquisition 11 - for Supervisors & Managers of Project Officers 10/14/94

Acquisition of FIP Resources for Project Officers - Overview 01/09/95

Acquisition - Module 1 01/10/95

Acquisition - Module 2 01/18/95

Acquisition - Module 3 01/30/95

Small Purchase Procedures/GSA 02/02/95

Acquisition - Module 4 02/21/95

Acquisition - Module 5 02/23/95

Acquisition - Module 6 02/26/95