

December 31, 2003

MEMORANDUM TO: Ellis W. Merschoff
Chief Information Officer

FROM: Corenthis B. Kelley, Director */RA by M. Vera for/*
Office of Small Business and Civil Rights

SUBJECT: IMPROVING STAFF PROFICIENCY IN USING ADAMS

In response to your memorandum dated March 4, 2002, SBCR has eight staff members.
Currently, all staff members have completed the required ADAMS training.

cc: P. Norry, DEDM

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