

April 16, 2010

Mr. David L. Meyer, Director  
Office of Administrative Services  
11555 Rockville Pike, O2-H1  
Rockville, MD 20851

SUBJECT: Letter of Appreciation for Graphics Support from Administration Services  
Employees Darrin Raaum and Woody Machelak

I wish to express great appreciation for the efforts of Messrs. Darrin Raaum and Woody Machelak in support of recent Office of Federal and State Materials and Environmental Management (FSME), Division of Intergovernmental Liaison and Rulemaking (DILR), Intergovernmental Liaison Branch (ILB) activities.

In 2009, FSME's DILR ILB staff developed a "*Tribal Protocol Manual*" for use by NRC employees to help guide their interactions with Native American Tribes. Near completion of that effort, and after months of interviews, research, and investigation, DILR staff had finalized a draft version of the manual containing roughly 30 pages of information.

In September 2009, DILR ILB staff met with the Office of Administrative Services (OIS) graphics artist Mr. Darrin Raaum, to discuss the new guidance document. After meeting with DILR staff, Mr. Raaum designed a cover, organized the content in a user-friendly format, developed appropriate fonts, and finalized the page design. Working constantly with DILR staff over a period of five months, Mr. Raaum was instrumental in completing the project well within the timeframe sought by DILR ILB personnel. During this time, Mr. Raaum also ensured all comments from the DILR ILB staff were incorporated or responded to as necessary. In addition, Mr. Raaum proactively made printing arrangements to ensure the timely delivery of the "*Tribal Protocol Manual*." In short, upon delivery of 400 copies in March 2010, DILR ILB considered the document quality to be exceptional, exceeding our expectations. Its design and layout, as developed by graphics personnel, significantly added to the substance of the material as intended by DILR ILB authors.

During Mr. Raaum's efforts and accomplishments on this project, Mr. Woody Machelak provided much appreciated guidance and leadership in support of this project. Inquiries and requests made by DILR ILB staff to Mr. Machelak resulted in timely and constructive feedback that also greatly improved the draft product. No request was too small or insignificant for the graphics designers working under Mr. Machelak, and my staff greatly appreciated this support.

D. Meyer

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I thank you for the time, professionalism, and support the ADM graphics department staff and management provided to DILR ILB staff in this important effort.

Sincerely,

**/RA Mark Thaggard for /**

Mark R. Shaffer, Director  
Office of Federal and State Materials  
and Environmental Management Programs  
Division of Intergovernmental Liaison  
and Rulemaking

D. Meyer

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I thank you for the time, professionalism, and support the ADM graphics department staff and management provided to DILR ILB staff in this important effort.

Sincerely,

Mark R. Shaffer, Director  
Office of Federal and State Materials  
and Environmental Management Programs  
Division of Intergovernmental Liaison  
and Rulemaking

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