

**From:** Katanic, Janine  
**Sent:** Tuesday, February 19, 2013 5:16 PM  
**To:** Meyer, Karen  
**Cc:** White, Duncan  
**Subject:** AD-800 comments

Hi Karen,

I mentioned to you that I wanted to provide some comments on AD-800. Sorry if these are late. Let me know if you have any questions.

**General comment:**

What/Who is the "RSAO Project Manager?" This is a new term to me. Maybe I missed a discussion at a branch meeting? The last time AD-800 was revised, the "RSAO Quarterly Call Project Manager" was created, and I commented about it at that time because I didn't understand how a "Project Manager" was necessary to run a quarterly call. Now it has become "RSAO Project Manager." Where are the responsibilities of this position outlined? What is the role of the "RSAO Project Manager" other than to set up the quarterly calls and the counterpart meeting? The term "RSAO Project Manager" sounds like someone that is responsible for many more types of interactions with the RSAOs other than just four calls and one meeting a year. It sounds like the "RSAO Project Manager" has some type of supervisory or oversight role over the RSAOs and I don't think that is what is intended in this procedure. If we are to use this term "RSAO Project Manager," then we need to clearly define this position's roles and responsibilities.

**Specific comments:**

1. Section IV. C.: delete the word "respective"
2. Section IV.D.: insert the word "RSAO" before the word "Quarterly"
3. Section IV.E.: insert the word "Subject" before the word "Matter"
4. Section IV.F.: delete this entire section – this is identical to Section IV.C.
5. Section IV.G.: the last half should read "...from the ASPB Branch Chief to his or her respective Agreement States."
6. Section V.A.3.: this should specifically include ASPB branch members as participants in the call
7. Section V.A.3: the last sentence is missing a period at the end
8. Section V.B. in the first sentence, delete the word "assigned" after the word "Expert"
9. Section V.C. first paragraph: the title of AD-200 should be corrected to be "Format for FSME and RCPD Letters"
10. Section V.D, first paragraph, second sentence: "RSAO's" should be "RSAOs"
11. Section V.D, second paragraph and Appendix C : I don't believe it is necessary to include this specific example or an example of the email. What added value is provided by the example in Appendix C? I don't believe there is added value in App C and I don't think it is necessary. Suffice to say that in certain instances the ASBP Branch Chief may request that the RSAOs collect information on emergent issues or other matters where it is either not timely to send a FSME or RCPD letter or does not rise to that level. Isn't that what we are trying to convey? I recommend modifying this second paragraph accordingly and deleting App C.
12. Section V.E.: Please define "training." What one RSAO calls "training" another may call "information sharing." I think it is necessary that this section outline or define what is "training" and what would be some examples of "training."
13. Section VII.: if possible, put the ML# for the OIG audit

14. Section VII.: Correct the title for AD-200 to “Format for FSME and RCPD Letters”
15. Appendix A: I think it is premature to put Binesh down as RSAO. Although he’s been selected as RSAO, he has not started in the position yet. If you put his expected number on here (1116), people may start calling that number. That number currently goes to a voice mail message from Rachel and directs the callers to Randy. Likewise, state folks really shouldn’t start emailing Binesh since he is not officially in the position yet. Also, for future reference, Binesh’s last name is spelled wrong – it is Tharakan not Trarakan.

Thanks,  
Janine