

**GROUP: D**

**RECORDS BEING RELEASED  
IN THEIR ENTIRETY**

## Outline of Draft RIII Action Plan

### 1. Topical Areas & Selection Method

#### a. Training

- i. Identified by Divisions as an area for improvement using Region III survey data and other staff feedback
- ii. Reflected in items identified for consideration/action by SBCR "Diversity and Inclusion Follow-up Actions"

#### b. Performance Management

- i. Identified by Divisions as an area for improvement using Region III survey data and other staff feedback
- ii. Reflected in items identified for consideration/action by SBCR "Diversity and Inclusion Follow-up Actions"

#### c. Open, Collaborative Work Environment

- i. Region III survey data shows this to be an area of considerable improvement since 2005; opportunity for continuing a positive trend
- ii. Aligns with EDO vision/expectations as described in December 17, 2009 memorandum, "Action Plans for the 2009 OIG Safety Culture and Climate Survey Results" (ML093490485)

### 2. Overview of Action Plan

#### a. A process for managing the changes that will result from the OIG Survey

#### b. High-level, flexible plan, with the following basic steps:

- i. Communicate to staff the areas that are being evaluated for change/improvement and request staff input (through Focus Groups and Divisional feedback)
- ii. Use input to identify conditions that may have contributed to survey responses
- iii. Evaluate the conditions identified, prioritize for follow-up action
- iv. Implement changes
- v. Communicate changes and seek feedback

#### c. Details of each step can be discussed and developed outside of the plan, in DD meetings, ELM, All staff, Prin. Staff, huddles, branch meetings, working groups, Training Council etc.

A handwritten signature or set of initials, possibly 'DH', located in the bottom right corner of the page.

### 3. Focus Groups

- a. NRC has hired a consultant, The Media Network, to hold focus groups that will explore the reasons for survey responses
- b. Two groups to be held in Region III on March 30: 9 staff members, one note taker, one moderator
- c. Groups are randomly selected by the consultant to provide a cross-section of staff by grade, position, tenure, etc.; supervisors are not included
- d. The identify of participants will be protected by the consultant; results from the focus groups will be provided to Region III management for evaluation

### 4. References

- a. Memorandum from Nader L. Mamish, Assistant for Operations, OEDO, "Action Plans for the 2009 OIG Safety Culture and Climate Survey Results" (December 17, 2009) (ML093490485)
- b. Memorandum from Jim Dyer, CFO, "FY2010 NRC Corporate Support Measures" (November 12, 2009)
- c. Memorandum from Roy Zimmerman, Director, Office of Enforcement, "Additional Guidance for Development of Office Safety Culture Action Plans" (January 22, 2010) (ML100191779)
- d. Yellow Announcement dated February 18, 2010, "General Interest: Participation in Safety Culture Focus Groups"

## 2009 NRC OIG SAFETY CULTURE AND CLIMATE SURVEY ACTION PLAN FOR REGION III

### *Key Area for Improvement:* Training

*Summary of Survey Results:* Responses to several survey questions in Region III regarding training suggest an opportunity for improvement. Perceptions about the availability of training, the impact of workloads on employees' willingness or availability for training, the use of individual development plans, and the opportunities for personal and professional growth in the organization were less favorable in Region III than in the NRC as a whole.

*Objective:* Improve perceptions and effectiveness of the Region III training program.

### *Action Steps:*

1. Communicate to the staff how the current Region III process for evaluating training requests and allocating training funds works both at a supervisor-to-employee level and at a programmatic, office-wide level; explain that the process is undergoing evaluation based on OIG Survey results and that staff input will be sought.

Timeframe: February/March 2010

2. Use NRC focus group results and other input provided by Region III staff to identify conditions in Region III that may have contributed to less favorable responses to training-related survey questions.

Timeframe: March - June 2010

3. Convene a meeting of all supervisors to share experiences and best-practices in identifying training needs and scheduling training opportunities, including sharing of practical tools that can be used to implement training program goals.

Timeframe: March – June 2010

4. Evaluate the conditions identified and determine the priority of addressing each, taking into account the potential time required (i.e., near-term or long-term), the level of control or coordination required, and the perceived need.

Timeframe: July – Sept. 2010

5. Implement changes to the current process for identifying training opportunities, allocating/prioritizing training dollars, and communicating training decisions.

Timeframe: Oct. – Dec. 2010

6. Communicate changes to staff; seek feedback regarding effectiveness.

Timeframe: Jan. 2010 through calendar year

*Notes:* Plan will be executed using existing resources; addresses SBCR "Diversity and Inclusion Follow-up Actions"

*Key Area for Improvement:* Performance Management

*Summary of Survey Results:* Responses to several survey questions in Region III regarding performance management suggest an opportunity for improvement. Perceptions about whether/how high-quality work is recognized, how effective performance appraisals are in identifying strengths and weaknesses, and whether the appraisal process helps to improve job performance were less favorable in Region III than in the NRC as a whole.

*Objective:* Improve perceptions and effectiveness of the Region III performance appraisal process.

*Action Steps:*

1. Communicate to the staff current Region III expectations for performance assessment; explain that OIG Survey results indicate room for improvement in this area and that staff input will be sought.

Timeframe: February/March 2010

2. Use NRC focus group results and other input provided by Region III staff to identify conditions in Region III that may have contributed to less favorable responses to survey questions related to performance assessment.

Timeframe: March - June 2010

3. Convene a meeting of all supervisors to share experiences and best-practices in performance assessment, including methods for recognizing good performance and providing feedback; including sharing of practical tools that can be used to guide appraisal discussions.

Timeframe: March – June 2010

4. Evaluate the conditions identified and determine the priority of addressing each, taking into account the potential time required (i.e., near-term or long-term), the level of control or coordination required, and the perceived need.

Timeframe: July – Sept. 2010

5. Implement changes to current practices, endeavoring to understand and replicate best practices.

Timeframe: Oct. – Dec. 2010

6. Communicate changes to staff; seek feedback regarding effectiveness.

Timeframe: Jan. 2010 through calendar year

*Notes:* Plan will be executed using existing resources; addresses SBCR "Diversity and Inclusion Follow-up Actions"

**Key Area for Improvement:** Open, Collaborative Work Environment

**Summary of Survey Results:** Region III made significant improvements in employees' perception and understanding of the NRC's Open, Collaborative Work Environment policies since the 2005 OIG Survey. Responses were 72% favorable in the category, an improvement of 14% over the 2005 results.

**Objective:** Continue to build on improvements in the perceptions and effectiveness of the Open, Collaborative Work Environment concept.

**Action Steps:**

1. Communicate to the staff senior leadership's current vision of open, collaborative work environment concepts, including an outline of formal and informal processes for the evaluation of differing views.

Timeframe: February/March 2010

2. Use NRC focus group results and other input provided by Region III staff to identify conditions in Region III that may have contributed to less favorable responses to survey questions related to OCWE.

Timeframe: March - June 2010

3. Convene a meeting of all supervisors to share experiences and best-practices in collaboration, with the goal of identifying particular programs/processes suitable for increased collaboration; identify strengths and skill gaps in communication, conflict management, facilitation, etc. that could be leveraged or addressed to improve OCWE.

Timeframe: March – June 2010

4. Evaluate the conditions identified and determine the priority of addressing each, taking into account the potential time required (i.e., near-term or long-term), the level of control or coordination required, and the perceived need.

Timeframe: July – Sept. 2010

5. Implement changes to current practices, endeavoring to understand and replicate best practices.

Timeframe: Oct. – Dec. 2010

6. Communicate changes to staff; seek feedback regarding effectiveness.

Timeframe: Jan. 2010 through calendar year

**Notes:** Plan will be executed using existing resources.

### Agency-wide Focus Group Topics

1. **Q13, In my experience, all NRC employees are held to the same standard of ethical behavior.** What do employees mean by "ethical behavior" Employees in corporate offices, administrative/support functions, and those with 10-15 years and 20+ years have statistically significant less favorable responses.
2. **Q14a, I am frequently concerned about the following: The future of the nuclear industry.** Compared to NRC's 2005 survey responses, NRC had a statistically significant decline in favorable responses. Staff has this concern, but not management.
3. **Q14c, I am frequently concerned about the following: Frequent changes of my immediate supervisor.** Compared with the benchmark of NRC's 2005 responses, there was not a statistically significant difference; however, within grades, between supervisors and staff, and for specific offices, negatives appear.
4. **Q23, I believe higher management levels trust the judgment of employees at my level in the organization.** Compared to NRC 2005, the agency had a statistically significant improvement of +14; however, compared to High Performance companies, there was a -4. Administrative offices, those in the administrative job function, those in grades GG1-10, and non-supervisors had statistically less favorable responses.
5. **Q77, I have the computer systems support I need to do my job effectively.** The national norm was a statistically significant 10+ compared with NRC 2009. Across-the-board, but particularly with those in the engineering job function, staff had less favorable responses than the national norm to this question.
6. **Q67b, The NRC has established a climate where innovative ideas can fail without penalty to the originating person or group.** Staff in corporate offices, those in the administrative/support job function and in GG-14 had less favorable responses to this question.
7. **Q34c, I feel comfortable expressing views that contrast with my office management.** There were less favorable responses from those in administrative offices, in the administrative/support job function, as well as disconnect between management and staff's responses.
8. **Q91b, How often do the following interfere with your attending training for your current job: availability of classes/courses?** Staff in engineering and scientific job functions, line management, the Regions, and those with tenures of 1-5 years has less favorable responses. There was not a survey question regarding employees' perception whether there is *support* for them to attend training, another issue might be: do you have supervisor support to attend training for your current job?
9. **Q70, There is sufficient opportunity for me to receive additional technical training to enhance my jobs skills, and Q42, I believe I have the opportunity for personal development and growth in this organization.** Those in the administrative/support job function had less favorable responses.

ENCLOSURE

10. **Q56, The NRC has done an effective job of capturing the knowledge of retiring NRC employees.** Responses to this question are on an upward trend, but a majority of staff still disagree with this question's statement: forty% of the agency overall answered favorably to this question, an increase from 23% in 2005.
11. **Q40, Policies and decisions made by the agency are adequately communicated to NRC employees.** Seventy-nine% of staff had a favorable response. When asked about specific communication vehicles, the answers varied: **Q88, How effective are the following at enhancing internal communication: All-Staff meetings (61%), ADAMS (42%), EDO Updates (66%), NRC Reporter (67%), Office websites (63%), and having multiple locations in the Washington, D.C. area (26%).**
12. **Q33a, We too often sacrifice the quality of our work in order to meet established metrics {established schedule of performance}.** While the percentage of those disagreeing with this statement increased from 37% in 2005 to 46% in 2009, a majority still perceive that such a sacrifice occurs. A similar question is **Q33b, sacrifice quality in order to satisfy a personal or political need,** with 54% of staff disagreeing with that statement (up from 43% in 2005). In contrast, in response to **Q16, The quality of work done in my work unit is excellent,** the agency response was 91%, a statistically significant improvement from both 2005 and High Performance Companies.
13. **Effectiveness of agency's processes for raising differing views.** Staff awareness of various safety culture processes (Non-concurrence, Open Door Policy, Differing Professional Opinion) increased from 2005; however, in response to questions about these policies' effectiveness, there were less favorable responses and a high number of "?" responses. Additionally, **Q66, My supervisor adequately explains the resolution of differing views that were raised,** had a 50% favorable response rate, and those at the GG-14 level had less favorable responses.
14. **Q79, How do you rate your last performance review in terms of helping you to a) identify your strengths and weaknesses (68%; +13 from 2005); improve your job performance (64%, +14); identify your training needs (57%, +15); create your individual performance plan (52%, +12)?** Although favorable responses to the series of questions regarding the review process are all below 70%, they are also all on a positive trend with statistically significant increases from the 2005 responses.
15. **Q80c, In your judgment, with all things considered, how good a job is office/region management doing in handling the following: making decisions promptly?** Staff in certain offices and those in GG-14 positions had statistically significant less favorable responses compared with other staff, as did the agency compared with high-performance companies.

Along with this question are other management competency questions regarding: **Q80a, stating objectives clearly:** certain offices, those in the administrative/support job function and GG-14 had less favorable responses; **Q80b, establishing priorities:** statistically significant less favorable responses for certain offices and those in grades 14 and 15; **Q7, Priorities or work objectives are changed so frequently, I have trouble getting my work done:** GG14, administrative/support, and certain offices; and, **80d, communicating with people:** GG14, those in administrative/support, and certain offices.

16. **Q52: The amount of stress I experience in my job seriously reduces my effectiveness.** Those tenured 10-15 years and 20-25 years; administrative/support staff and certain offices had statistically significant less favorable responses.
17. Collective issue: Why did GG14 and those in administrative/support (both by function as well as by office) have less favorable responses than other employees? An example is **Q20 The management style at the NRC encourages employees to give their best.** GG-14 had a statistically significant less favorable response, as did those in certain offices. Also for generally administrative staff: **Q21 My supervisor understands my work** GG-1-10 had a less favorable response than other staff. As described in the text above, other questions to explore for a) administrative staff include: Q7, 13, 23, 34c, 42, 52, 67b, 70, and 80a-d; and for b) GG-14: 7, 66, and 80a-d.

**From:** Doug Coe  
**To:** Leslie Donaldson; Stephanie Bush-Goddard; Deborah Chan; Tom Kardaras; Richard Jervej; Antony Calvo; Chris Hoxie; Amy Bonaccorso  
**Cc:** Stuart Richards; Kathy Gibson; James Danna; Mary Muesle; Linda Schneider; Dennis Turner  
**Subject:** INFO ONLY: Staying Connected RES working group  
**Date:** Tuesday, May 12, 2009 5:50:00 PM

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Hi all,

Some of our RES sub-group of the NRC Staying Connected Workgroup met this morning (Doug Coe, Antony Calvo, and Amy Bonaccorso). We hope to not only stay connected, but to stay COORDINATED also!! So I'm including Leslie (for CHILL) and Tom (for Work from Anywhere) on this email.....

Short meeting summary follows:

Regarding the following categories of initiatives .....

1. Ease of information access (e.g. webpage, video displays, broadcast events)

ADM (Linda Schneider), as part of the NRC Staying Connected workgroup is taking the lead on developing a webpage strategy to make useful information on agency-wide staying connected available. We suggest that all members of the NRC Staying Connected workgroup provide suggestions to Linda, and invite Office-specific groups (such as CHILL) to do the same.

2. Ease of physical connectedness (e.g. shuttle, parking, services)

In addition to transportation and parking issues, this could also involve asking various service providers to reach out to our satellite offices (e.g. EWRA, health center screenings, fitness center, cafeteria/catering, vendors, credit union, etc). These type of initiatives seem well-suited for groups like CHILL.

3. Ease of virtual connectedness (e.g. touchdown stations, teleworking, virtual workplace)

The Work from Anywhere OIS initiative is still a bit over-the-horizon, so the one initiative that we thought we could do sooner is resurrect the earlier idea of having a virtual meeting of the NRC Staying Connected working group using GoToMeeting that is available now. The aim is to demonstrate the usefulness of this technology for routine meetings and to develop more people who have a comfort level in using it. If this meeting is successful, it can be advertised via the Researcher and other means. Antony Calvo will be representing RES at the next NRC Staying Connected workgroup meeting at Twinbrook/ADM and will present this for discussion.

I hope this helps with coordination. If you have any additional suggestions or comments, please feel free to send them to Antony Calvo, Chris Hoxie, Richard Jervej, Amy Bonaccorso, and myself (your RES Staying Connected subgroup!).

Thanks all!  
Doug

**From:** [Leslie Donaldson](#)  
**To:** [Chris Hoxie](#); [Antony Calvo](#); [Doug Coe](#)  
**Subject:** FW: Draft Agenda Attached - RES All-Hands Meeting on May 18th  
**Date:** Wednesday, May 13, 2009 10:41:21 AM

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FYI...so we're all in the loop!

**From:** Deborah Chan  
**Sent:** Wednesday, May 13, 2009 9:32 AM  
**To:** Russell Sydnor  
**Cc:** Stephanie Bush-Goddard; Leslie Donaldson  
**Subject:** RE: Draft Agenda Attached - RES All-Hands Meeting on May 18th

Russ,

Yes, two meetings were held in the last couple of week regarding the Chill Group - the 1st an introductory meeting to introduce the concepts of Chill and get a feel for the interest in the group from the Church St. staff. The second meeting was the meeting to actually identify the Chill group members. During that meeting, attendees from each floor selected 2 staff from their floors to serve on the Chill group. We now have all members selected except for 1. We still need one additional member from the 4th floor.

We have a meeting scheduled for Monday, May 18, to discuss the "charter" and operating procedures for the group as well as planning aspects for the 1st Chill event - a progressive lunch for the CS building (mum's the word on that until the Chill group announces it). Future activities of the Chill group will include the RES holiday party, other seasonal events, "staying-connected" activities, etc.

Does this help?

Debbie

**From:** Russell Sydnor  
**Sent:** Wednesday, May 13, 2009 9:20 AM  
**To:** Deborah Chan  
**Subject:** FW: Draft Agenda Attached - RES All-Hands Meeting on May 18th

Deborah, can you give me any more detail on status of Chill activities for the 2009 Focus Group Status report at the All Hands meeting Monday?

Russell Sydnor  
Branch Chief  
NRC/RES/DE/DICB  
301-251-7405  
[Russell.Sydnor@nrc.gov](mailto:Russell.Sydnor@nrc.gov)

**From:** Timothy Lupold  
**Sent:** Tuesday, May 12, 2009 9:44 AM  
**To:** Russell Sydnor  
**Subject:** Re: Draft Agenda Attached - RES All-Hands Meeting on May 18th

D-B

Have had 2 CHILL meetings. Inaugural member selection has started. Striving for 2 members per floor. Need to find a few more members and a Chairman. Minimal progress made on KM efforts at this time.

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**From:** Russell Sydnor  
**To:** Chris Hoxie; Timothy Lupold; Gina Thompson; Benjamin Beasley; James Danna  
**Cc:** Doug Coe; Stuart Richards; Kathy Gibson; Mary Muessle; Michael Case  
**Sent:** Mon May 11 12:21:52 2009  
**Subject:** FW: Draft Agenda Attached - RES All-Hands Meeting on May 18th  
RES 2009 Focus Area Leads,

Please provide me input on your focus group current activities or status. I need to provide a brief overall update at the All Hands meeting on Monday 5/18 so I need your input this week and by 5/14 if possible. If can be brief - a list of bullets is adequate. Or if you prefer I can stop by to get a verbal from you and I will develop some briefing points.

Thanks,

Russell Sydnor  
Branch Chief  
NRC/RES/DE/DICB  
301-251-7405  
[Russell.Sydnor@nrc.gov](mailto:Russell.Sydnor@nrc.gov)

**From:** Stuart Richards  
**Sent:** Monday, May 11, 2009 11:28 AM  
**To:** John Burke; Richard Jervey; Aladar Csontos; Andrea Valentin; Robert Hardies; Rosemary Hogan; Russell Sydnor; Thomas Koshy; Timothy Lupold  
**Subject:** FW: Draft Agenda Attached - RES All-Hands Meeting on May 18th

**From:** Leslie Donaldson  
**Sent:** Monday, May 11, 2009 10:56 AM  
**To:** Christiana Lui; Doug Coe; James Danna; Jennifer Uhle; Kathy Gibson; Mary Muessle; Michael Case; Stuart Richards  
**Cc:** Deborah Chan; Brian Sheron; James Lyons  
**Subject:** Draft Agenda Attached - RES All-Hands Meeting on May 18th

All - attached for your review is the draft agenda for the May 18 RES All-Hands Meeting.

Thank you - Leslie

**Leslie A. Donaldson, Chief**  
**Human Capital and Communications Branch**  
**Program Management, Policy Development and Analysis Staff**  
**Office of Nuclear Regulatory Research**  
301.251.7964

**From:** [Tom Kardaras](#)  
**To:** [Michael Case](#); [Stuart Richards](#); [Jennifer Uhle](#); [Kathy Gibson](#); [Christiana Lui](#); [Doug Coe](#)  
**Cc:** [Mary Muesle](#); [James Danna](#)  
**Subject:** E-Mailing Revision 2 - Working From Anywhere Voting Results.xls  
**Date:** Wednesday, May 13, 2009 11:16:01 AM  
**Attachments:** [Revision 2 - Working From Anywhere Voting Results.xls](#)

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See attachment

The attached document represents the revised RES voting results for the ongoing agency initiative that is addressing a "*Work from Anywhere*" theme. If you recall, I sent each of you the first revision of this voting file on Monday, May 11, 2009. The file I am providing now, is revised because it includes PMDA's input. I am requesting that you and/or your staff review the attached file and let me know by COB Thursday, May 14 if any of the votes shown still need to change.

As a note, each family type (which is shown in the columns on the spreadsheet) is only permitted to have a total of twenty votes. Additionally, if a feature (also called a need) is of greater importance to the office, the vote can be weighted by increasing the number of votes for that item.

Also, if you or your staff know of any specialized RES software that currently can't be accessed while remotely connected to NRC through CITRIX, please provide me the name of each software item.

Please let me know if you have any further questions or concerns regarding this matter. Your cooperation in this matter is deeply appreciated.

Regards,  
Tom Kardaras, Chief  
Information Technology and Infrastructure Branch  
Program Management, Policy Development and Analysis Staff  
Office of Nuclear Regulatory Research  
(o) 301-251-7667

D-W

**From:** [Leslie Donaldson](#)  
**To:** [Doug Coe](#)  
**Subject:** FW: "Staying Connected" Photos  
**Date:** Thursday, May 21, 2009 11:55:40 AM  
**Importance:** High

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FYI...

**From:** Deborah Chan  
**Sent:** Thursday, May 21, 2009 9:31 AM  
**To:** Eric Goss; Woody Machalek  
**Cc:** Latricia Debnam; Leslie Donaldson; James Danna; Edward Oklesson  
**Subject:** "Staying Connected" Photos  
**Importance:** High

Eric, Woody -

I met with Latricia Debnam yesterday to discuss locations in our building (Church St.) where we could better display our "Staying Connected" photos. Currently, we display them on the ledges along the main hallways, but this has met with some difficulties.

Latricia has advised me that your group typically replenishes (and actually hangs) the photos at TWFN/OWFN and each of the other HQ buildings (EBB, GW, TWB, CS). I have a couple of questions:

1) Can someone schedule some time to come and work with me to hang the pictures that we currently have in the locations that Latricia and I have designated on each floor? I would need to be available to show the individual the areas.

Can you give me the name of the person so that I can contact them directly to schedule an appointment for selecting and hanging the pictures?

2) We have had our current pictures since probably at least January if I'm not mistaken. Can we get new pictures - I believe we are scheduled to get new ones on a quarterly basis?

3) I believe that I am supposed to complete a Form 30 for my request in Item 1? Can you please tell me who I should direct the form to?

Thanks for your help in this matter. We are anxious to better display these photos asap.

Debbie

D-5

**From:** [Leslie Donaldson](#)  
**To:** [Doug Coe](#)  
**Cc:** [Amy Bonaccorso](#); [Antony Calvo](#); [Chris Hoxie](#); [Kenneth Armstrong](#)  
**Subject:** RE: Staying Connected Minutes from 5/21 meeting  
**Date:** Thursday, June 04, 2009 8:38:32 AM

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Thanks so much Doug - I'll pass these along to the committee. We had a similar item come up yesterday at our Knowledge Mgmt meeting, of which Amy attended, re. updating the KM webpage.

Regarding the license, we are requesting one from OEDO for RES and would like to establish a resource mailbox. Kenneth Armstrong is my partner in crime in this endeavor and everything else KM-related (poor guy!), so we'll keep all of you posted re. our progress, etc.

We are putting together a RES KM Working Group and are looking for participation from each division. At yesterday's meeting both Tim Lupold and Rosemary Hogan were present from DE, but we didn't have any staff present. So, we are hoping that Antony will want to continue to be a part of this group since he's been since a positive contributor in the past. Anyone else from DE who would like to join us is more than welcome!

Thanks - see you later!!

Leslie

**From:** Doug Coe  
**Sent:** Wednesday, June 03, 2009 5:56 PM  
**To:** Leslie Donaldson  
**Cc:** Amy Bonaccorso; Antony Calvo; Chris Hoxie  
**Subject:** FW: Staying Connected Minutes from 5/21 meeting

Hi Leslie,

Some good ideas here that you might wish to share with CHILL. Also, the Staying Connected group is looking for the best type of content for a new webpage and I'm thinking that we can all provide useful ideas. I'll pass along the solicitation email to you from ADM when I get it.

I understand that RES has also been offered a 4 month 'free' Go-To meeting license under the OEDO pilot program. Wondering if you are interested in that? I'm trying to get the Staying Connected agency-level group to hold their next meeting that way and if RES can host it using this free license, so much the better. Alternatively I can just go to OEDO.

Looking forward to ice cream tomorrow!!

Thanks,  
Doug

**From:** Amy Bonaccorso  
**Sent:** Wednesday, June 03, 2009 3:44 PM  
**To:** Doug Coe  
**Cc:** Antony Calvo  
**Subject:** FW: Staying Connected Minutes from 5/21 meeting

D-6

Here you go..

**From:** Susan Bellosi

**Sent:** Thursday, May 21, 2009 2:18 PM

**To:** Linda Schneider; Amy Bonaccorso; Ann Thomas; Antony Calvo; Billie Champ; David Cullison; Donna Lam; Jeffrey Riley; Joseph Ashcraft; Larniece McKoy Moore; Clayton Pittiglio; Mary Drouin; Pamela Easson; Sheila Bumpass; Sheryl Burrows; Dennis Turner; Jack Montgomery

**Cc:** Rhea Flanders; Doug Coe; Sharon Stewart; Haile Lindsay

**Subject:** Staying Connected Minutes from 5/21 meeting

Good Afternoon,

Attached are the minutes from today's meeting. I've also attached the Corporate Support Open House suggestions if you did not get them.

Have a nice weekend!

Susan

*Susan Bellosi*

Technical Assistant

U.S. Nuclear Regulatory Commission

Office of Administration

Phone: 301-492-3514

Fax: 301-492-3456

Room: TWB-05-E09

**From:** Riley, Jeffrey  
**To:** RES Distribution  
**Cc:** Turner, Dennis; Bellosi, Susan; Riley, Jeffrey  
**Subject:** Support Services Survey of Church St. Personnel  
**Date:** Friday, July 24, 2009 4:10:27 PM

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Good afternoon,

The Headquarters Staying Connected Workgroup has been asked to assess if employees in interim buildings are receiving the services they need to support their work and provide workplace satisfaction. We ask that all employees in the Gateway, Executive Boulevard, Twinbrook and Church Street buildings complete this survey.

Thank you in advance for your support! The survey will be available online for your input until August 7, 2009 and should take approximately five minutes to complete. Please be sure to click "Finish" at the bottom of the survey when completed.

The responses of the survey will be anonymous and not identifiable individually. Results will be tabulated by building and shared with the PMDA offices. If the survey shows that improvement may be needed in certain areas, the Staying Connected Workgroup may facilitate focus group meetings to identify the specific concerns and improvements needed.

Please click on the following link to access the survey: <http://148.184.200.82/Survey.aspx?e=2afb33ff52df4d79bb5b5827af1547d9>. You may also copy and paste the link into the web browser address bar.

Please contact the following individuals with questions or survey problems:

Jeff Riley (phone 492-3660 or e-mail [Jeffrey.Riley@nrc.gov](mailto:Jeffrey.Riley@nrc.gov))

Susan Bellosi (phone 492-3514 or e-mail [Susan.Bellosi@nrc.gov](mailto:Susan.Bellosi@nrc.gov))

D-17

**From:** [Valentin, Andrea](#)  
**To:** [Coe, Doug](#)  
**Cc:** [Bonaccorso, Amy](#); [Calvo, Antony](#); [Hoxie, Chris](#)  
**Subject:** RE: RES Staying Connected Meeting  
**Date:** Thursday, August 27, 2009 6:49:36 AM

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Good Morning,

Here is the video archive that I spoke about in Region II. It is well organized, and don't seem to run into the bandwidth problems that some have run into here when trying to have a functioning repository for videos (I recall Chris Hoxie talking about trying to get some training videos on the web and running into issues with OIS). Check out the link:

<http://r2.nrc.gov/videoarchive/>

Thanks,

Andrea

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**From:** Coe, Doug  
**Sent:** Wednesday, August 26, 2009 11:18 AM  
**To:** Bellosi, Susan; Turner, Dennis  
**Cc:** Burrell, Darrell; Calvo, Antony; Bonaccorso, Amy; Thomas, Ann; Champ, Billie; Cullison, David; Lam, Donna; Riley, Jeffrey; Ashcraft, Joseph; McKoy Moore, Larniece; Drouin, Mary; Easson, Pamela; Flanders, Rhea; Bumpass, Sheila; Burrows, Sheryl; Roberson, Sharon; Marziale, Riqueza; Norfleet, Janita; Woodruff, Gena; Paulk, Chuck; Hoxie, Chris; Donaldson, Leslie; Burrell, Darrell; Valentin, Andrea  
**Subject:** RES Staying Connected Meeting

Good morning Susan and Dennis,

The RES Staying Connected sub-group (Andrea Valentin, Antony Calvo, Amy Bonaccorso, and I) met today and I'd like to report out some of the items discussed, as they might provide input for our next agency-level Staying Connected Working Group meeting.

1. Congratulations to you and the Working Group on a successful use of the GoToMeeting tool for our last meeting! I am so sorry I couldn't attend that meeting, but please see the article in the RES "Researcher" newsletter (attached below) to see how we are advertising the success of this tool. Andrea Valentin (who has recently returned to RES from her rotation to Region II - so please add her to your addressee list) has rejoined our RES Staying Connected sub-group and our next agency-level meeting can discuss some of the cutting edge technology innovations in Region II's IT center of excellence that are related to Staying Connected. In addition, we would suggest inviting the appropriate OEDO lead to our next meeting to discuss how the GoToMeeting/Webinar pilot projects will go forward after the pilot phase and how accessing these tools can be made easier.

<< File: August\_Newsletter.pdf >>

2. Other proposed agenda items for our next meeting are a) the Staying Connected survey results and what initiatives might be most appropriate, and b) perhaps we could see a draft/beta Staying Connected website. We anticipate these may already be on your list.

3. Finally, please let us know if you would like to use GoToMeeting again for our next meeting. We are happy to continue coordinating that.....

Many thanks!

Doug

**From:** Coe, Doug  
**To:** Lyons, James  
**Cc:** Donaldson, Leslie; Lui, Christiana; Richards, Stuart  
**Subject:** report-out from mgmt retreat  
**Date:** Monday, September 28, 2009 7:13:00 AM

---

Jim,

Per your request the following focus group FY09 accomplishments were reported at last week's retreat:

**Promote Self-Development and Well-Being**

- Formed CHILL
- CHILL hosted "Best Place to Work" celebration
- CHILL hosted Diversity Day Potluck luncheon
- Advertised these events in the Researcher

**Staying Connected**

- Attended/contributed to agency-level Staying Connected Working Group (SCWG)
- Hosted agency-level SCWG meeting using RES-license for GoToMeeting
- Advertised the success of GoToMeeting as a tool and raised awareness of its benefits in the Researcher

Please let me know if you need anything more.....

Doug

**From:** Coe, Doug  
**To:** [Bellosi, Susan](#)  
**Cc:** [Hoxie, Chris](#); [Bonaccorso, Amy](#); [Calvo, Antony](#); [Valentin, Andrea](#)  
**Subject:** RE: Staying Connected Working Group  
**Date:** Monday, October 19, 2009 7:49:00 AM

---

Thanks Susan,

Sorry to have missed the last meeting. Not sure if I saw the scheduler or possibly had a conflict - could you please verify that I'm on your addressee list for future meetings?

Thanks very much,

Doug

**From:** Bellosi, Susan  
**Sent:** Monday, October 19, 2009 7:44 AM  
**To:** Coe, Doug  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** RE: Staying Connected Working Group

Hi. Doug.

We had a Staying Connected meeting on Oct. 1 here in TWB. Amy came, but the attendance was very low. We also had a bridge line, but only one person came in on the bridge line. We discussed the results of the survey. If RES would like to host the next meeting that is fine. November timeframe is probably better since right now is appraisal time. Jack Montgomery from OIS came a few months ago to a meeting. I believe he is on the Working from Anywhere group. I'm sure he'd be happy to come and talk to us.

Thanks,  
Susan

**From:** Coe, Doug  
**Sent:** Sunday, October 18, 2009 2:11 PM  
**To:** Bellosi, Susan  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** Staying Connected Working Group

Hi Susan,

It's been about 2 months since our last Staying Connected Working Group (SCWG) meeting and I'd like to check-in with you on a couple points:

1. The last SCWG meeting very successfully utilized GoToMeeting. The RES Staying Connected focus group is prepared to set up and host the next SCWG meeting using GoToMeeting - just let us know.
2. At last week's Communication Council meeting I became aware of a new OIS initiative with the working title "Working With Anyone" which complements their "Working From Anywhere" initiative. Fran Goldberg represented OIS at the meeting and you might wish to contact her to learn more about this new initiative. Perhaps OIS could be persuaded to attend our next SCWG meeting (using GoToMeeting!) to discuss their strategic vision with us?

D-10

Let me know if there is anything we can do to help support you and the SCWG.

Regards,  
Doug Coe  
Deputy Director  
Division of Risk Analysis  
Office of Nuclear Regulatory Research  
301-251-7914  
[doug.coe@nrc.gov](mailto:doug.coe@nrc.gov)

**From:** [Bonaccorso, Amy](#)  
**To:** [Coe, Doug](#)  
**Cc:** [Calvo, Antony](#); [Hoxie, Chris](#); [Valentin, Andrea](#)  
**Subject:** RE: Staying Connected Working Group  
**Date:** Monday, October 19, 2009 8:06:56 AM  
**Attachments:** [RE Re-send survey results.msg](#)

---

Hey Doug:

I was at the last meeting and that is when they rolled out the survey results. I am attaching the findings. I discussed them briefly at one of the staff meetings.

Leslie tasked me with getting the RES POCs for the "Working with Anyone" and "Working from Anywhere" groups. I'm interviewing the "Working with Anyone" POC this week for the Researcher (Alex Velazquez-Lozada) and should be getting with Tom Kardaras about the Working from Anywhere group in November. This is to meet the need for more general communication about the two efforts.

Thanks,

Amy

**From:** Coe, Doug  
**Sent:** Sunday, October 18, 2009 2:11 PM  
**To:** Bellosi, Susan  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** Staying Connected Working Group

Hi Susan,

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Let me know if there is anything we can do to help support you and the SCWG.

Regards,  
Doug Coe  
Deputy Director  
Division of Risk Analysis

D-11

**From:** [Calvo, Antony](#)  
**To:** [Coe, Doug](#); [Bellosi, Susan](#)  
**Cc:** [Hoxie, Chris](#); [Bonaccorso, Amy](#); [Valentin, Andrea](#)  
**Subject:** RE: Staying Connected Working Group  
**Date:** Monday, October 19, 2009 8:07:33 AM

---

Doug,

I think inviting OIS to one of our Staying Connected meetings is a great idea.

A colleague of mine, Alex Vasquez in my branch is representing RES on the "Working From Anywhere" working group, and he came to me on Friday to talk about what we are doing on the "Staying Connected" group. I think there might be a lot of overlay so collaborating would be a great way of finding out how we can collaborate on each others initiatives.

I would welcome this participation and would like to offer up the next meeting, and invite "Working From Anywhere" to tell us a little bit about their group; and we can tell them about our group and what we have accomplished.

I look forward to your feedback and thoughts.

Thanks.

Antony

**From:** Coe, Doug  
**Sent:** Sunday, October 18, 2009 2:11 PM  
**To:** Bellosi, Susan  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** Staying Connected Working Group

Hi Susan,

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Let me know if there is anything we can do to help support you and the SCWG.

Regards,  
Doug Coe



**From:** [Bonaccorso, Amy](#)  
**To:** [Calvo, Antony](#); [Coe, Doug](#)  
**Cc:** [Hoxie, Chris](#); [Valentin, Andrea](#); [Rasouli, Houman](#)  
**Subject:** RE: Staying Connected Working Group  
**Date:** Monday, October 19, 2009 8:18:33 AM

---

Hey all:

Yes, there is certainly a lot of overlap here. Our management had questions about the survey results being disseminated more widely and also about doing a crosswalk with the OIG Survey. I have passed on both suggestions to Susan, but they don't have any plans for either yet.

The main thing that stood out is that the OIG Survey didn't really reflect the discontent we all hear about with regard to IT services, but the Staying Connected survey results showed that Church Street in particular has a lot of dissatisfied customers. Church Street was more negative about IT than any of the other interim locations. Houman is the internal POC for the OIG Survey, so I'm trying to include him (cc) any time I bring this up.

Thanks.

Amy

**From:** Calvo, Antony  
**Sent:** Monday, October 19, 2009 8:11 AM  
**To:** Bonaccorso, Amy; Coe, Doug  
**Cc:** Hoxie, Chris; Valentin, Andrea  
**Subject:** RE: Staying Connected Working Group

Amy,

This is great.

I see a lot of overlay and tying it all together would be very helpful.

It might be good to have all 3 of our groups at one meeting to make sure we are not all recreating the wheel on a lot of the various initiatives. It would also give us the opportunity to see where synergies exist and where lessons learned might be presented.

Antony

**From:** Bonaccorso, Amy  
**Sent:** Monday, October 19, 2009 8:07 AM  
**To:** Coe, Doug  
**Cc:** Calvo, Antony; Hoxie, Chris; Valentin, Andrea  
**Subject:** RE: Staying Connected Working Group

Hey Doug:

D-13

I was at the last meeting and that is when they rolled out the survey results. I am attaching the findings. I discussed them briefly at one of the staff meetings.

Leslie tasked me with getting the RES POCs for the "Working with Anyone" and "Working from Anywhere" groups. I'm interviewing the "Working with Anyone" POC this week for the Researcher (Alex Velazquez-Lozada) and should be getting with Tom Kardaras about the Working from Anywhere group in November. This is to meet the need for more general communication about the two efforts.

Thanks.

Amy

**From:** Coe, Doug  
**Sent:** Sunday, October 18, 2009 2:11 PM  
**To:** Bellosi, Susan  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** Staying Connected Working Group

Hi Susan,

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Let me know if there is anything we can do to help support you and the SCWG.

Regards,  
Doug Coe  
Deputy Director  
Division of Risk Analysis  
Office of Nuclear Regulatory Research  
301-251-7914  
[doug.coe@nrc.gov](mailto:doug.coe@nrc.gov)

**From:** Coe, Doug  
**To:** Bonaccorso, Amy; Calvo, Antony  
**Cc:** Hoxie, Chris; Valentin, Andrea; Rasouli, Houman  
**Subject:** RE: Staying Connected Working Group  
**Date:** Monday, October 19, 2009 8:49:00 AM

---

Good dialogue - thanks all.

Agree with Antony that our focus group should meet jointly with WFA/WWA. Perhaps one way our RES focus group could add some value is in helping to pull all the pieces together and advertising these efforts within RES.

Antony, could you please schedule the next RES focus group meeting with the intent of having these reps meet with us to discuss how we can coordinate our efforts? My schedule from now through end of Nov is fairly booked, but see what you can find open. We may need to shoot for early Dec.

Many thanks.  
Doug

**From:** Bonaccorso, Amy  
**Sent:** Monday, October 19, 2009 8:19 AM  
**To:** Calvo, Antony; Coe, Doug  
**Cc:** Hoxie, Chris; Valentin, Andrea; Rasouli, Houman  
**Subject:** RE: Staying Connected Working Group

Hey all:

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Thanks.

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**From:** Calvo, Antony  
**Sent:** Monday, October 19, 2009 8:11 AM  
**To:** Bonaccorso, Amy; Coe, Doug  
**Cc:** Hoxie, Chris; Valentin, Andrea  
**Subject:** RE: Staying Connected Working Group

D-WH

Amy,

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I see a lot of overlap and tying it all together would be very helpful.

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Antony

**From:** Bonaccorso, Amy  
**Sent:** Monday, October 19, 2009 8:07 AM  
**To:** Coe, Doug  
**Cc:** Calvo, Antony; Hoxie, Chris; Valentin, Andrea  
**Subject:** RE: Staying Connected Working Group

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Amy

**From:** Coe, Doug  
**Sent:** Sunday, October 18, 2009 2:11 PM  
**To:** Bellosi, Susan  
**Cc:** Hoxie, Chris; Bonaccorso, Amy; Calvo, Antony; Valentin, Andrea  
**Subject:** Staying Connected Working Group

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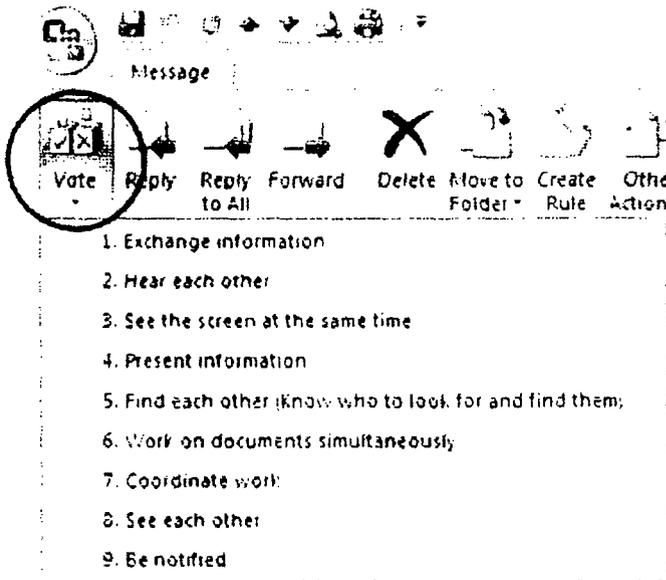
Regards,  
Doug Coe  
Deputy Director  
Division of Risk Analysis  
Office of Nuclear Regulatory Research  
301-251-7914  
[doug.coe@nrc.gov](mailto:doug.coe@nrc.gov)

**From:** Velazquez-Lozada, Alexander  
**To:** RES DE CIB; RES DE DICB; RES DE MEEB; RES DE RGB; RES DE SGSEB; Case, Michael; Richards, Stuart; RES\_DSA\_SPB; Uhle, Jennifer; Gibson, Kathy; RES\_DRA\_OEGIB; RES\_DRA\_PRB; RES\_DRA\_PRAB; Lul, Christiana; Coe, Doug; RES\_PMDA  
**Subject:** Survey on challenges/difficulties to "Work from anywhere/with anyone"  
**Date:** Friday, October 23, 2009 11:07:18 AM  
**Attachments:** image001.png

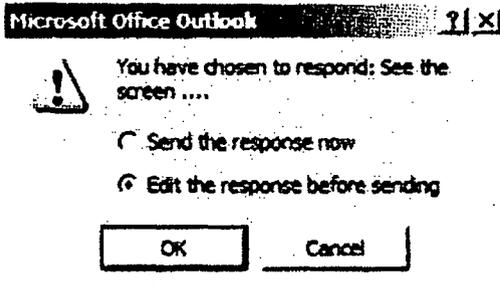
---

The Office of Information Services created a focus group to identify challenges/difficulties of NRC employees to work from anywhere (Regional Offices, your home, etc.) and with anyone (colleagues, contractors, universities, etc.). On behalf of this focus group I am requesting your feedback to identify the biggest challenge/difficulty according to RES.

1. In the vote section (upper-left-corner) please identify(click) what you think is the biggest challenge to "Work from anywhere/anyone."



2. If what you think is the biggest challenge is not on the list or if you think a second one is as important, please "edit the response before sending" and write down the challenge/difficulty.



D-15

Thanks for your time,

-Alex

Alexander Velazquez-Lozada

Reactor Systems Engineer, RES/DSA/CDB

United States Nuclear Regulatory Commission

Location: CSB 3-A09

Phone: 301-251-7509

M/S: CSB C-A07M

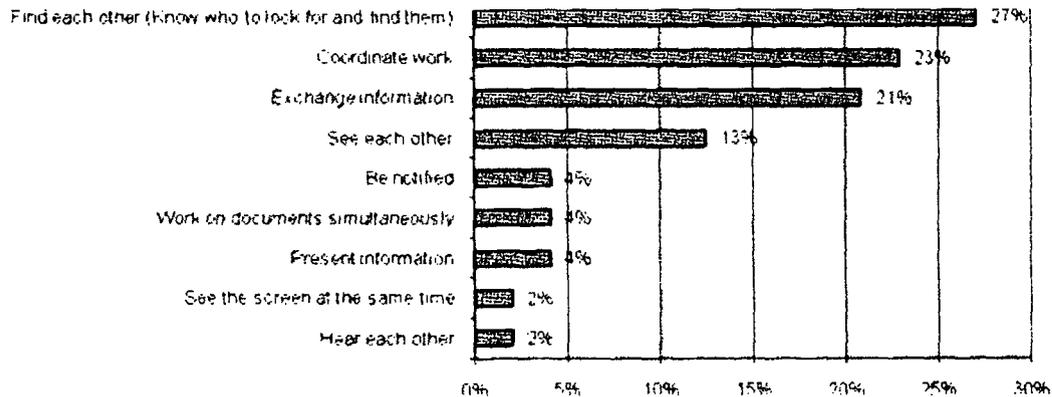
[alexander.velazquez-lozada@nrc.gov](mailto:alexander.velazquez-lozada@nrc.gov)

**From:** Yelazquez-Lozada, Alexander  
**To:** Hoxie, Chris; Calvo, Antony; Bonaccorso, Amy; Danna, James; Kardaras, Tom; Coe, Doug  
**Subject:** RES Results of Survey on challenges/difficulties to "Work from anywhere/with anyone" (48 Participants)  
**Date:** Wednesday, October 28, 2009 12:20:37 PM  
**Attachments:** image002.png

The Office of Information Services created a focus group to identify challenges/difficulties of NRC employees to work from anywhere (Regional Offices, your home, etc.) and with anyone (colleagues, contractors, universities, etc.). As the point of contact of this focus group I performed a survey to RES Branches with the authorization of the Branch Chiefs. The following are the voting results and comments from participants. I will be sending this to OIS by the end of the day. If you have any comments please let me know.

AA

**RES Results of Survey on challenges/difficulties to "Work from anywhere/with anyone" (48 Participants)**



**Participants Comments:**

Specifically I mean that in Webmail I cannot view or edit attachments which make exchanging information or drafts with my coworkers impractical. Citrix would solve both of these issues, but I find it very cumbersome to maintain a citrix certificate. Citrix is very slow and sometimes doesn't work, and it does not appear to be intended for wide spread use... it seems it's only supposed to be available to staff with a specific need, not the casual, infrequent telecommuter.

\*\*\*\*\*

My biggest problem is that I cannot find people. For example, I went to a RES staff member's office today at 11:00 a.m. He was not in, and it did not look like he has been in today -- his office was dark. I checked with his secretary. She said she did not know where he was. I called his phone number. It went to the answering machine. Now, I am left with calling his supervisor or trying to call him at home via the NRC operator.

\*\*\*\*\*

I have reason to believe he is working today, because I got an email from him this morning around 10:30.

\*\*\*\*\*

Need for hardwired connection; forces me to use the wired computer (main unit at home, not dedicated to NRC business) for EMail.

D-16

1. Information "confined only to Church Street Building" (i.e., scientific computing on RESNET).
2. Information confined to "C-Drive" on my computer - I would use P drive, but then I need at least several gigs of Pdrive space.
3. Paper information and reports only at Church Street

\*\*\*\*\*

When I think of "Exchange Information", what I am specifically referring to is

- a) the inability to share large files through email due to file size
- b) the inability to have an upload/download area (like anonymous FTP server or some such site) for sharing large files with contractors
- c) the inability to share files through email due to internet filters automatically filtering them out because they happen to contain a forbidden file extension or match some other heuristic
- d) the inability to connect to my actual work desktop to access email archives or retrieve documents that are needed in order to do work from other locations

These things are by far the biggest inhibitors to being able to work effectively from other locations (they are even big inhibitors to being able to work effectively from our offices).

AA

-Alex

Alexander Velazquez-Lozada

Reactor Systems Engineer, RES/DSA/CDB  
United States Nuclear Regulatory Commission  
Location: CSB 3-A09  
Phone: 301-251-7509  
M/S: CSB C-A07M  
alexander.velazquez-lozada@nrc.gov

**From:** Christoffer-Baruch, Gail  
**To:** Calvo, Antony; Bellos, Susan; Hoxie, Chris; Ashcraft, Joseph; Bonaccorso, Amy; Bumpass, Sheila; Burrell, Darrell; Burrows, Sheryl; Champ, Billie; Cos, Doug; Cullison, David; Drouin, Mary; Eason, Pamela; Lam, Donna; Marziale, Riqueza; McKoy Moore, Larniece; Norfleet, Janita; Paulk, Chuck; Pittiglio, Clayton; Riley, Jeffrey; Roberson, Sharon; Thomas, Ann; Woodruff, Gena; Ronewicz, Lynn  
**Subject:** STAYING CONNECTED SUGGESTIONS  
**Date:** Wednesday, January 20, 2010 5:39:40 PM

---

Hello!

Here are some ideas for Staying Connected.

web pages

in the icon- have the atom brand with a car or shuttle bus moving along the "windy lines" and making stops at the various buildings. when you click on a building-you get that specific webpage.

add information about:

location of hospitals, or health centers in the buildings, AED and first aid locations, locations of medical team persons.

have a floor plan of each building, with office number locations. (look at Region 3 website).

For "areas of interest" that were discussed in today's meeting -on a regular interval on the "STAYING CONNECTED website or the REPORTER, have a contest. Show a photo of something and ask people to email in where and what the item is (statue, park, etc). The first person that emails the correct answer gets a prize and the results are written in an article in the REPORTER (who guessed correctly, what was shown in the photo and the location.)

This would draw more attention and readers to the STAYING CONNECTED website.

Also - have specific pins (tac pins) for each building. Pins that could be pinned on lanyards or clothing, etc. Each employee in a specific building gets a special pin indicating that building. The pins could be given for special recognition, morale boosters, etc. The pins could also be traded (there are clubs that trade various types of pins) among employees. Have a contest after so many years, and give a prize to the person with the most pins due to office moves.

Gail

Gail Christoffer Baruch  
RIII

D-17

**From:** [Rini, Brett](#)  
**To:** [Coe, Doug](#)  
**Subject:** RE: Staying Connected Workgroup (Bridge-Line info attached)  
**Date:** Wednesday, April 21, 2010 4:59:23 PM

---

Doug.

I'm interested in participating in this focus group. I think it will be a valuable experience.

Thanks,  
Brett

**From:** Coe, Doug  
**Sent:** Wednesday, April 21, 2010 8:04 AM  
**To:** Oklesson, Edward; Srinivasan, Makuteswara; Rini, Brett; Armstrong, Kenneth  
**Subject:** FW: Staying Connected Workgroup (Bridge-Line info attached)

Good morning all.

Your names had appeared on a list of members of the "Staying Connected" RES focus group that was distributed during last week's RES management retreat. As the 'champion' for that group, I wanted to ensure that you were aware of the agency-level group that meets regularly (see below email) and to find out if you wanted to participate in the RES focus group going forward. Currently the active members include Andrea Valentin, Antony Calvo, Alex Pena-Velasquez, and Amy Bonaccorso. If you are interested in participating, please let me know and I'll add you to the scheduler for our next meeting. If you have any questions, please let me know.

Thanks all,  
Doug

**From:** Bellosi, Susan  
**Sent:** Tuesday, April 20, 2010 2:56 PM  
**To:** Ashcraft, Joseph; Bonaccorso, Amy; Bumpass, Sheila; Burrell, Darrell; Burrows, Sheryl; Calvo, Antony; Champ, Billie; Christoffer-Baruch, Gail; Coe, Doug; Cullison, David; Drouin, Mary; Easson, Pamela; Lam, Donna; Marziale, Riqueza; McKoy Moore, Larniece; Norfleet, Janita; Paulk, Chuck; Pittiglio, Clayton; Riley, Jeffrey; Thomas, Ann; Woodruff, Gena  
**Cc:** Thompson, Tamra; Valentin, Andrea  
**Subject:** Staying Connected Workgroup (Bridge-Line info attached)

Good Afternoon, everyone,

Attached is an agenda for tomorrow's meeting and an updated copy of our success/ideas. If I've missed anyone, please let me know. The meeting is being held in OWFN 04-B6 at 1:30 p.m.

Thanks,  
Susan

D-18

**From:** Valentin, Andrea  
**To:** Coe, Doug; Calvo, Antony; Hoxie, Chris; Bonaccorso, Amy; Donaldson, Leslie; Oklesson, Edward; Srinivasan, Makuteswara; Rini, Brett; Armstrong, Kenneth  
**Subject:** Slides in Preparation for RES All Hands on May 6th  
**Date:** Tuesday, April 27, 2010 2:34:43 PM  
**Attachments:** Staying connected focus All Hands 5-6-10.ppt

---

Hello all,

I have attached the 3 slides that were requested in preparation for the RES All Hands Meeting. Please let me know by **noon on Thursday, 4/29** if you have any comments/questions regarding the attached. The slides are due to Jennifer Uhle on Friday.

Thanks,

Andrea

---

**From:** Coffin, Stephanie  
**Sent:** Monday, April 26, 2010 10:31 AM  
**To:** Muessle, Mary; Case, Michael; Richards, Stuart; Uhle, Jennifer; Gibson, Kathy; Lui, Christiana; Coe, Doug; Donaldson, Leslie; Kardaras, Tom; Grancorvitz, Teresa; Coyne, Kevin; Salley, MarkHenry; Beasley, Benjamin; Demoss, Gary; Peters, Sean; Ott, William; Hoxie, Chris; Gavrilas, Mirela; Jolicoeur, John; Bush-Goddard, Stephanie; Lee, Richard; Yerokun, Jimi; Csontos, Aladar; Srinivasan, Makuteswara; Valentin, Andrea; Sydnor, Russell; Koshy, Thomas; Hogan, Rosemary; Rini, Brett; Hudson, Daniel; Dhir, Neha; Oklesson, Edward; Perez, Donna-Marie; Santiago, Patricia; Armstrong, Kenneth  
**Cc:** Pope, Tia; Sheron, Brian; Lyons, James  
**Subject:** action - Discussion on Focus Groups : Preparation for RES All Hands on May 6th  
**Importance:** High

All - This meeting was discussed during today's standup and a new approach to finalizing the RES 2010 Focus Areas was determined.

1. Each focus group should provide Power Point slides (1 – 3 pages) that contains the focus group name, planned actions, and some speaking notes. **This should be provided to Jennifer Uhle (Communications Team) by April 30<sup>th</sup>.**
2. The meeting currently scheduled for Tuesday from 1 – 3 pm (see scheduler below) will be rescheduled for Monday or Tuesday of next week. At this meeting, each focus group should go over their slide(s) with the group at large, to share and obtain feedback.
3. The Communications team will finalize slides and present at the All-Hands meeting scheduled for May 6<sup>th</sup>.

Stephanie

D-19

**From:** Coe, Doug  
**To:** Humerick, David  
**Cc:** Bonaccorso, Amy; Valentin, Andrea; Uhle, Jennifer; Donaldson, Leslie; Calvo, Antony  
**Subject:** RE: Getting/Staying Connected website  
**Date:** Friday, February 11, 2011 10:51:00 AM  
**Attachments:** image001.png

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Thanks David. We had suggested the email go to the Deputy Office Directors just to ensure awareness at the Office-level since the information will be advertised widely and reflects upon their organization. However, it is just a suggestion and we would defer to ADM if another approach was chosen. We hadn't thought of the need to have a designated 'rep' from each Office listed on the website, however the working group participants could be asked if that should be added.

As already noted, we're very pleased to continue assisting ADM as requested, and I know Amy is already working on an article for Ann Thomas.

Thanks so much,  
Doug

**From:** Humerrick, David  
**Sent:** Friday, February 11, 2011 10:28 AM  
**To:** Coe, Doug  
**Cc:** Bonaccorso, Amy; Valentin, Andrea; Uhle, Jennifer; Donaldson, Leslie; Calvo, Antony  
**Subject:** RE: Getting/Staying Connected website

Doug, I'll set up a meeting with my management so they can see the site and ask any questions. I have a few minor ones that may have been addressed before I began my rotation:

1. Is it really necessary for a separate pre-communication to Office Directors and Region Administrators?
2. Is there a comprehensive list of "Staying Connected" workgroup representatives for each location that we could include in the announcement or even as a link from the home page?

I'll take the lead on items 3-6. No problem at all.

Thanks. It looks like everything is gelling nicely.

David E. Humerrick  
*Acting Technical Assistant*  
ADM

D-AD

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**From:** Coe, Doug

**Sent:** Friday, February 11, 2011 10:16 AM

**To:** Humerick, David

**Cc:** Bonaccorso, Amy; Valentin, Andrea; Uhle, Jennifer; Donaldson, Leslie; Calvo, Antony

**Subject:** Getting/Staying Connected website

Good morning David,

Based on the last Staying Connected working group meeting, Antony Calvo has revised the webpage to use the "GWB/PDC" tagline for the link to Gateway Building and to add the "TTC" link. Although some group members pointed out that "GWB" wasn't well known and suggested spelling it out, we feel that combining it with the more-well-known "PDC" should enable sufficient understanding for most employees. The revised page can be seen at <http://nrcweb.nrc.gov:8600/stayconnected/index.html>

RES members of the working group recommend the following rollout plan, which presumes ADM now takes the lead. Please let me know if I should communicate directly with your management on this. We are ready to assist on items 2, 3, and 4 below and just need to get the OK from ADM to move forward on those.

Please let me know what further info we can provide.

Thanks very much,  
Doug

**Suggested Getting/Staying Connected website rollout plan:**

- 1. A Message from ADMIN Management - ADM Deputy Office Director is briefed on status and plans and issues an email to other Dep Office Directors. Draft email might be something like:**

This email is to alert you to a new NRC internal website designed to aid staff in "Staying Connected" particularly in regard to the challenges imposed by having several HQ satellite offices (e.g. GW, TWB, EBB, CSB). It is the result of the agency "Staying Connected Workgroup" activities to promote and encourage all available means for staff to communicate and interact more effectively. The website provides information on each of the HQ satellite offices and, to be inclusive, the Regional and TTC offices. We have planned to advertise this new site via NRC Reporter, Daily Announcement, and other routine internal communications, as appropriate. Please feel free to work through your "Staying Connected Workgroup"

representative to provide suggestions for improving this website.

2. **Article in the NRC Reporter** – RES volunteers to provide an article in the NRC Reporter to advertise the new page and the information staff can find there. Amy Bonaccorso will provide a draft to Ann Thomas.
3. **NRC Daily Announcement** – ADM to send an NRC Daily Announcement with a concise description of the Staying Connected Web site. The announcement will contain a link to the Reporter article for those who want more information, and also a link to the new page. RES will assist ADM upon request.
4. **Banner on Intranet** – ADM to create a Staying Connected banner will be created for the Intranet. Graphics can design the banner, which will take staff directly to the new page when they click on it. RES will assist ADM with this upon request.
5. **An Ad for the TV Screens at White Flint and all satellite offices with that capability** – ADM to request from Graphics an ad for the screens at White Flint and Church Street in conjunction with the intranet banner. The ad could run on the screens at both locations as a virtual poster reminder of the new Web site.
6. **Getting/Staying Connected Page URL Added to Web Listings** – ADM will have the Getting/Staying Connected web page added to the listings on the Intranet for office locations.

**From:** [Bonaccorso, Amy](#)  
**To:** [Humerick, David](#); [Ashcraft, Joseph](#); [Belosi, Susan](#); [Bumpass, Sheila](#); [Burrell, Darrell](#); [Burrows, Sheryl](#); [Calvo, Antony](#); [Chamo, Billie](#); [Christoffer-Baruch, Gail](#); [Coe, Doug](#); [Cullison, David](#); [Culp, Lisa](#); [Drovin, Mary](#); [Lam, Donna](#); [Marziale, Riqueza](#); [McKoy Moore, Larniece](#); [Norfleet, Janita](#); [Pittiglio, Clayton](#); [Powers, Dale](#); [Ridgely, John](#); [Riley, Jeffrey](#); [Roberson, Sharon](#); [Ronewicz, Lynn](#); [Thomas, Ann](#); [Valentin, Andrea](#); [Woodruff, Gena](#)  
**Subject:** Staying Connected Web Site - Proposed Article/Announcement  
**Date:** Wednesday, February 16, 2011 9:42:57 AM

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Good morning:

Research drafted this article for *The Reporter* to announce the new Staying Connected Web site. We should probably have a contact at the bottom of the piece before releasing it. Anyway – please review, give us your thoughts, etc.

Of course, all articles are sent to Ann Thomas and she can edit it as well.

### **New Web Site Helps NRC Staff Connect with Co-Workers**

If you need information about another NRC work location, you will love the new [Staying Connected Web site](#). The Web site was designed to help NRC staff connect with counterparts who work in other buildings.

The new Web site features individual pages for Headquarters interim locations plus Regional and TTC offices. It is a one-stop portal for information that was previously only housed on separate Web sites or not available online at all. Employees can now find information about other buildings in one click. For example, they can learn about transportation options (metro, shuttle, parking, driving), touchdown stations, nearby restaurants and lunch options, and other helpful details.

The Staying Connected Working Group decided that the Web site would benefit the agency and improve cross-organizational communications. The working group was launched by the Office of Administration with the support of representatives from other offices in 2009. The group's primary mission is to address the need for people at different NRC locations to "stay connected." Employees who work at Headquarters, for instance, need be inclusive towards their colleagues in the Regions. Those who work at interim locations in the Rockville area are encouraged to visit fellow employees in other buildings for the benefit of their projects.

The Staying Connected Web site construction effort was led by the Office of Nuclear Regulatory Research (RES). After moving to Church Street in 2009, RES staffers have focused on staying connected with colleagues at other locations. Also, newer employees do not have memories of White Flint, which introduced the need to "get connected."

If you have any comments about the new Web site, please send them to.....[CONTACT]

Thanks.

Amy

Amy Bonaccorso

