

November 19, 1999

MEMORANDUM TO: C. Ernie Rossi, Director
Division of Systems Analysis
and Regulatory Effectiveness, RES

Thomas L. King, Director
Division of Risk Analysis and Application, RES

FROM: Frank J. Congel, Director
Incident Response Operations Original signed by

SUBJECT: ASSISTANCE WITH IRO RITS

I am taking this opportunity to express appreciation for the assistance given to IRO by two individuals within your divisions. Prior to AEOD's dissolution and dispersion among other offices, Les Cupidon developed an internal system of reporting FTE usage within the budget categories established by AEOD. Les not only developed this internal system, but he maintained it until it was considered to be totally functional and could be maintained by the administrative/clerical staff.

When IRO was organized as an independent entity, we continued the process of utilizing RITS data internally in compliance with our budget. Nancy Leslie provided IRO with this program, designed specifically for IRO, and continues to maintain this program for us. We are in the process of transferring the data base to our secretarial staff. In the meantime, however, in addition to her assigned work, Nancy has agreed to provide us with our RITS data and has agreed to train our staff so they can assume responsibility for maintaining this data.

The purpose of this memorandum is to express appreciation to these individuals for their development and maintenance of this program. This enables us to capture real time in conformance with our budget and thus provides an excellent management tool for us. Both Mr. Cupidon and Ms. Leslie are to be commended for their efforts on our behalf!

cc: J. Rosenthal
P. Baranowsky

DISTRIBUTION:
IRO R/F
File Center
Public
HR - OPF (L. Cupidon; N.Leslie)

DOCUMENT NAME: C:

To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy

OFFICE	MA:IRO	C	DD:IRO	D:IRO				
NAME	CSiegel		CMiller	FCongel				
DATE	11/18/99		11/18/99	11/19/99		11/ /99		11/ /99

OFFICIAL RECORD COPY

99 - 2 0 1

WRC RIF CENTER COPY

PDR ORG