

# MEMO

**To:** Linac Group  
**From:** Fernanda G. Garcia  
**Date:** 09/03/2013  
**Category:** Management  
**Subject:** Linac Group Organization

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## Message:

Effective immediately, the Linac Deputy Group Leader position is currently not activated.

In the absence of the Linac Group Leader, either another Proton Source Group Leader or Department Head will be in charge during this period based on people availability.

When I am unavailable, the interim person in charge has the authority to

1. Sign purchase requisitions,
2. Approve vacation requests,
3. Decide any administrative, operational issue related with the Linac,
4. Decide who and when a member of the group should be consulted or requested to be called in with the intent to resume Operations as quickly and safely as possible.

I also would like to take this opportunity and thank Pat Karns for his role as Deputy for the past 3 years.

Sincerely,

Fernanda G. Garcia