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**Field Operations Memo 2006-21**  
**April 28, 2006**

**To:** Transitional Assistance Office Staff

**From:**  Cescia Derderian, Assistant Commissioner for Field Operations

**Re:** Random Moment Sampling (RMS) Update

**Overview**

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Federal regulations require the Department to determine administrative expenses for federal and state programs. This is achieved through the Random Moment Sampling (RMS) process. The Federal Revenue Unit places phone calls to TAO staff on a random basis every 8 minutes asking questions about the activity TAO staff were engaged in prior to receiving the call.

Field Operations Memo 2003-13: *Random Moment Sampling (RMS)* provides detailed information on the RMS process. The RMS process outlined in 2003-13, and in place in TAOs today, remains unchanged. However, the RMS staff listing on page 3 of the memo has changed. This memo transmits the changes to the current RMS staff listing.

**Random  
Moment Staff  
Changes**

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Due to personnel scheduling issues, additional staff from the Federal Revenue Unit will be assisting with the calls. The Central Office Random Moment Sampling staff are listed below. Staff names preceded by an asterisk (\*) indicate additional staff who will be placing telephone calls to TAO staff.

Terry Ribbin, RMS Coordinator  
Joanne Valente, Alternate Coordinator  
Tammy Chan, Alternate Coordinator  
\*LeRoy Atkinson, Alternate Coordinator  
\*Viola Battey, Alternate Coordinator  
\*Janice Axelrod, Alternate Coordinator  
\*Easton Hill, Alternate Coordinator

**Questions**

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If you have questions, please have your Policy Hotline designee call the Policy Hotline at 617-348-8478.