

August 5, 2003

MEMORANDUM TO: Program Element Managers
(See Attached List)

FROM: Melvyn N. Leach, Chairman **/RA/**
Center Review Group

SUBJECT: PERFORMANCE MONITOR REPORTS

The Center Review Group (CRG) met on June 10, 2003, to discuss the Performance Monitor Reports (PMRs) written by you to support your technical evaluation of the Center's performance. In reviewing your PMRs for this last evaluation period, the CRG members were all in agreement that the reports were well written, the assigned points were sufficiently addressed in the write-ups, and members were able to easily determine the rationale for point deductions. The time and effort devoted to preparing these reports was recognized by the CRG. Thank you for the thoroughness and quality of your evaluations and a job well done!

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OFC	PMDA	PMDA	
NAME	DDeMarco	MNLeach	
DATE	8/ 05 /03	8/ 05 /03	

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