

**From:** Ray Gallucci  
**To:** Eva Brown  
**Date:** Tue, Feb 3, 2004 8:09 AM  
**Subject:** Re: FYI Workshop Summary

It went to Sharon today for ADAMS processing.

>>> Eva Brown 01/30/04 07:12AM >>>  
✓ Actually,

The "FROM:" person signs and concurs and the other just concurs. Add an ADAMS form, making sure that you designate it NON-PUBLIC and have your admin assistant dispatch it. This really means put it in ADAMS and send copies to everyone on the distribution list.

I have a meeting with Sunil this morning so I'll stop by while I'm up to see if you have any questions.

- Eva

>>> Ray Gallucci Thursday, January 29, 2004 3:48:10 PM >>>  
✓ I've updated the memo you developed. I'll fill out the attached form as well. I assume Sunil and I initial it. What then?

✓ >>> Eva Brown 01/23/04 08:26AM >>>  
Ray,

Attached is the type vehicle you should use to record the outcome of the workshop. I have inserted your summary and I'm sure David/Dick may have additional comments. The reason this should be more formal as it goes to record a decision making process.

I think the direction the workshop has headed is extremely productive and a real improvement. You should plan to have a sit down with OE(Pedersen/Nelson) and IIPB (Koltay) later on to update them on your progress. The summary is bound to evoke "strong" opinions from OE. :-D

Good Job!!!!

- Eva

**CC:** Sharon Fiveash

N-SS