

December 13, 2001

MEMORANDUM TO: Program Element Managers
(See Attached List)

FROM: John J. Linehan, Chairman /RA/
Center Review Group

SUBJECT: PERFORMANCE MONITOR REPORTS

The Center Review Group (CRG) meet on December 6, 2001, to discuss the Performance Monitor Reports (PMRs) written by you to support your technical evaluation of the Center's performance in the areas of timeliness, quality and independence and initiative. In reviewing your PMRs, for this last evaluation period, the CRG were all in agreement that the reports were well written and the assigned points given were sufficiently addressed in the write-ups. The CRG 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.

Thanks to all of you for a job well done!

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