

[Date]

MEMORANDUM TO: [Management Review Board (MRB) Members]  
FROM: [IMPEP Project Manager]  
SUBJECT: INTEGRATED MATERIALS PERFORMANCE EVALUATION  
PROGRAM (IMPEP) REVIEW OF [PROGRAM]

This memorandum transmits to the Management Review Board (MRB) a proposed final report (Enclosure 1) documenting the IMPEP review of [Program]. The review was conducted by an interoffice team during the period of [Dates]. The team issued a draft report to [Program] on [Date] for factual comment. [Program] responded to the findings and conclusions of the review by [letter/e-mail/etc.] dated [Date], from [Name, title, affiliation]. [Sentence describing extent of comments].

The review team is recommending that [Program]'s performance be found [ratings for the indicators]. Accordingly, the review team is recommending that [Program] be found [overall findings].

The Management Review Board meeting to consider the [Program] report is scheduled for [Date, Time, Location]. In accordance with Management Directive 5.6, the meeting is open to the public. The agenda for that meeting is enclosed (Enclosure 2).

If you have any questions prior to the meeting, please contact me at [Telephone number].

Enclosures:  
As stated

cc w/ encl: [Radiation Control Program Director]  
[State Liaison Officer]  
[Organization of Agreement States  
Liaison to the MRB]

Distribution:

[Review Team]  
[DEDMRT Technical Assistant]  
[Director, DMSSA]  
[Deputy Director, DMSSA]  
[Branch Chief, SAISB]