



Don Murphy

09/22/03 08:28 AM EDT

To: Teresa Chambers/USPP/NPS
cc: Fran Mainella/WASO/NPS@NPS
Subject: Re: "Leave" Request

Teresa,

You must find another way to handle the leave requests. Requesting time off to show when you will be away from the office even though you are on duty complicates and confuses things. You may take the two days off in October and let's sit down when you return and go over your leave requests.

Also, I have completed your performance appraisal. Janice will contact you to set up a time for us to go over the appraisal. Please remember that I need the NAPA status report by Wednesday.

Don Murphy