

# memorandum

DATE: February 7, 2003

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **CUSTOMER SERVICE SURVEY**

TO: All ORO, YSO, and OSTI Employees

The Personnel and Management Analysis Branch requests your assistance in completing an online survey to assist us in assuring that we provide the best possible services to all Oak Ridge Operations Office, Office of Scientific and Technical Information, and Y-12 Site Office staff. This survey can be completed in approximately 5 minutes.

The survey can be accessed electronically at <http://www.oro.doe.gov/hr/hrsurvey/Survey.aspx>.

Your assistance in completing this survey no later than February 21, 2003, is appreciated.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch