Battelle
Pacific Northwest Laboratories

Project Number _____

Internal Distribution

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Date February 25, 1983

To Distribution

From Harold Larson Harold

Subject Quarterly Review Preparation Schedule

The schedule that should be followed for our next quarterly reviews is as follows:

Weeks from Presentation Date	
6 (week of 3/21)	Previous quarterly reviews sent to sections and program managers.
4/5 (weeks of 3/28 and 4/4)	During the 4th and 5th weeks, reports are reviewed and revised by authors.
3 (week of 4/11)	Reports due back to editor 1st Monday of 3rd week for review.
2 (week of 4/18)	Editor returns reports to authors with suggested changes; authors to return final draft of report to editor by Wednesday of week #2.
1 (week of 4/25)	Revised drafts readied for final review and duplicating.

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P.E. BRAMSON

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