

**DON'T SAY IT-WRITE IT**

Xc: C. B. Workman

To Distribution Below

Date December 7, 1981

From T. L. Capeletti

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File #118*

re: Research Technical Reviews

Clark has requested a schedule of quarterly Technical Reviews for 1982. I propose a tentative schedule of meetings to be held in February, May, August, and November. Specific dates will be established later. However, in general, I propose targeting for the last Tuesday of the month. To assure meeting Clark's deadline of January 8, please define suggested speakers, topics, and dates for me by December 18, 1981.

Distribution

J. W. Bower  
J. W. Brooks  
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**"SAFETY RULES ARE PERFECT TOOLS"**