## DON'T SAY IT-WRITE IT

Xc: C. B. Workman · establish

To Distribution Below Date December 7, 1981 From T. L. Capeletti

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

I. W. Brooks

J. S. Martin

C. E. Ritchie

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"SAFETY RULES ARE PERFECT TOOLS"