

FOIA MARKER

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[Recruitment/Communications Materials - Jolene's Schedule - Updated 6/26/94]

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Recruitment/Communications Materials
JOLENE'S Schedule

		Application Packet Timeline				
DAY OF WEEK	DATE	ACTION	STATUS	STAFF ATTENDEES	OUTSIDE ATTENDEES	COMMENTS
Thursday	11-Aug	Application Review Meeting	Completed	SS, MS, SD, KB, BS, AR, HD, JR		
Wednesday	17-Aug	Meet with General Counsel	Completed	SS, MS, JH, TB	Rina Tucker	ck on Census Bureau
		App(1) to Rick Allen for comments	Completed			
Thursday	18-Aug					
Friday	19-Aug	Meeting with Recruitment Staff	Completed			
		Reference Sheets & Hints Section	Completed	JR, JH		
		Comments back from Rick (due date)	Completed			Mike Camunez also
		Suggestions for Brochure Concept				
Saturday	20-Aug	Application Layout (1)		JH		
Sunday	21-Aug	Application Layout (1)	Completed	JH		
Monday	22-Aug	Meeting on App & Bro	Completed			
		OMB Paperwork	Completed	JH		
		Comments back from Rick	Completed			
Tuesday	23-Aug	In-house meeting 10am	Cancelled			
		Meeting w/ OA&R 2pm		RPM, MS, AR, JH	GG, YL, LM, AR	
		Application (1) to Shirley for Approval	Completed	JH (AR)		
		Application (1) to Bruce for Comments	Completed	JH (AR)		
Wednesday	24-Aug	Comments from Bruce	Completed			E-mail
Thursday	25-Aug					
Friday	26-Aug	Comments from Shirley via R. Gordon	Completed			from R. Gordon x 466
Saturday	27-Aug					
Sunday	28-Aug					
Monday	29-Aug	Application (2) to BG Scott	Completed 8/2	SW, RPM, AR, JH		
		Staff Meeting 10am	Cancelled			
		Meeting with OA&R 3pm	Completed	SW, RPM, MS, AR, JH	BC, CE,GG, YL, LM, AR	discussed app corr
Tuesday	30-Aug	Corrections to OA&R	Completed	RPM, SS, MS, JH, AR	GG	faxed to Gail
Wednesday	31-Aug					
Thursday	1-Sep					
Friday	2-Sep					
Saturday	3-Sep					
Sunday	4-Sep					
Monday	5-Sep	** LABOR DAY **				
Tuesday	6-Sep	Fax App (3) to Campus Directors	Completed	JH	DM, PJ, JH	
		App (3) to Recruitment team	Completed	JH		

Recruitment/Communications Materials
JOLENE'S Schedule

Tuesday	6-Sep	App (3) to Deputies	Completed	JH		
		Revised App to ES, SS, RA, & BC	Completed	JH		
Wednesday	7-Sep	Research Brochure in Charleston	Completed	AR, JH	South Campus	
Thursday	8-Sep	Research Brochure in Charleston	Completed	AR, JH	South Campus	
		Response from Directors & Staff (COB)	Completed	SS		NONE
Friday	9-Sep	Comments from Campuses on App	Completed	JH, RPM	PJ & JH	JH dated 9/9, rec 9/19
Saturday	10-Sep					
Sunday	11-Sep					
Monday	12-Sep					
Tuesday	13-Sep					
Wednesday	14-Sep	Application to OMB	Cancelled			
		Aberdeen Focus Group	Cancelled			
Thursday	15-Sep	Charleston Focus Group	Cancelled			
Friday	16-Sep	Brochure to PA, BC, SS & RA for appro	Cancelled			
		Controlled Focus Group	Cancelled			
Saturday	17-Sep	Brochure Focus Group Aberdeen	Cancelled			
Sunday	18-Sep					
Monday	19-Sep	Comments from Staff	Completed	BS, BCheeseman		
Tuesday	20-Sep					
Wednesday	21-Sep	Final comments to OA&R (NLT)	Cancelled			
Thursday		Recruitment Meeting 1pm	Cancelled			
Friday	23-Sep	Recruitment Meeting 10am	Completed			
Saturday	24-Sep					
Sunday	25-Sep					
Monday	26-Sep	Recruitment Meeting 9:30am	Completed	SS, MS, KB, AR, HD, BS, JR, DG		
Tuesday	27-Sep					
Wednesday	28-Sep					
Thursday	29-Sep					
Friday	30-Sep					
		Application				
		Brochure				
		Both				