

ARCS PROCEDURE: Author: S. Smith	DISTRIBUTING STAFF MEETING CANDIDATE AGENDA ITEM REQUEST	PRO(TWPPO)-050.000 September 29, 1999 Page 1 of 1
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Distributing Staff Meeting Candidate Agenda Item Request

I. Purpose:

This document describes the steps to distribute the staff meeting candidate agenda item request.

II. Cautions and Hazards:

None.

III. Requirements:

Needs to be done every Tuesday.

IV. Procedure:

A. Steps:

1. Retrieve staff meeting candidate agenda request from the TWPPO Admin folder on the TWP Server
2. Update the due date that the candidate agenda items are due to the Wednesday of the current week
3. Copy updated candidate agenda request
4. Save file and close
5. Paste into an email addressed to "twpoff@lanl.gov"
6. Send

V. References:

None.

VI. Attachments:

None.