MEMORANDUM:

SUBJECT: Schedule of S&RD Close-out Activities

FROM: Louise P. Giersch, Director
Standards and Regulations Division

TO: John M. Ropes, Director
Office of Noise Abatement and Control

In response to your request, we have prepared a detailed milestone plan for the remaining close-out activities of the Standards and Regulations Division.

The milestone chart (Attachment I) reflects the time required and personnel resources (professional/secretarial/contractor) necessary for the completion of our individual regulatory actions. Attachment II delineates the specific staff activities within each milestone element. Numbers on the chart relate to associated work activities on Attachment II.

Federal Register publication dates are based on our best guesstimates of the most recent inputs from OPRM. Probably over optimistic! Our estimated month-to-month personnel resource needs are shown on the base chart.
### Milestone Chart - Send Closeout

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#### Grid Overview

- **Grid Layout:** Time periods (1982-1983) with milestones mapped out.
- **Columns:** Monthly headers (July-July) with specific milestones
- **Rows:** Various categories such as Appendix, Special Action, Problems, Etc.

#### Key Milestones

1. **Appendix:** Specific milestones with dates assigned.
2. **Special Action:** Immediate urgent actions with dates.
3. **Problems:** Issues tracked with dates for resolution.
4. **Etc.:** Additional miscellaneous milestones.

#### Example Milestones

- **Appendix:** Milestone dates range from July 20 to July 30, 1982.
- **Special Action:** Special tasks with due dates.
- **Problems:** Dates for problem resolution.

#### Format Notes

- **Dates:** Milestone dates are indicated in sequential order.
- **Visual Representation:** Chart is visually dense with grid cells dedicated to each milestone.

#### Conclusion

The chart serves as a critical tool for tracking and managing project milestones, ensuring all deadlines and actions are captured and monitored throughout the specified period (1982-1983).