

MEMORANDUM

From: Relocation Assistant
To: Mobility Support Manager

Subj: SMOOTH MOVE WORKSHOP SCHEDULE FOR 2005

1. The following are dates and times reserved for Smooth Move workshop:

<u>Month</u>	<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
November 2004	Thursday	18	0800-1400	Support Site, FFSC, Classroom A and B
December 2004	Thursday	23	0800-1400	Support Site, FFSC, Classroom A and B
January	Thursday	20	0800-1400	Support Site, FFSC, Classroom A and B
February	Thursday	17	0800-1400	Support Site, FFSC, Classroom A and B
March	Thursday	24	0800-1400	Support Site, FFSC, Classroom A and B
April	Thursday	07	0800-1400	Support Site, FFSC, Classroom A and B
April	Thursday	21	0800-1400	Support Site, FFSC, Classroom A and B
May	Thursday	05	0800-1400	Support Site, FFSC, Classroom A and B
May	Thursday	19	0800-1400	Support Site, FFSC, Classroom A and B
June	Thursday	09	0800-1400	Support Site, FFSC, Classroom A and B
June	Thursday	23	0800-1400	Support Site, FFSC, Classroom A and B
July	Thursday	07	0800-1400	Support Site, FFSC, Classroom A and B
July	Thursday	21	0800-1400	Support Site, FFSC, Classroom A and B
August	Thursday	25	0800-1400	Support Site, FFSC, Classroom A and B
September	Thursday	22	0800-1400	Support Site, FFSC, Classroom A and B
October	Thursday	20	0800-1400	Support Site, FFSC, Classroom A and B
November	Thursday	17	0800-1400	Support Site, FFSC, Classroom A and B
December	Thursday	15	0800-1400	Support Site, FFSC, Classroom A and B

2. Note that commencing in January, the Smooth Move class will be held on Thursday at the Support Site in Classroom A & B of Fleet and Family Support Center or the Chapel's Fellowship Hall if a larger venue is needed.