



Halliburton NUS
CORPORATION

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January 31, 1994

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Mr. Mark Gibson
EG&G Rocky Flats, Inc.
Rocky Flats Plant
Procurement, Bldg. 131
P.O. Box 464
Golden, Colorado 80402-0464

SUBJECT: SUBCONTRACT PC 84017JB ROCKY FLATS SOLAR POND/PONDCRETE PROJECT
[WBS 710 PROJECT MANAGEMENT - HALLIBURTON NUS ROCKY FLATS DENVER]
18 NOVEMBER MEETING MINUTES
RF-HED-94-0031

Dear Mr. Gibson:

For the last two months, I have been requesting verbally that HNUS be provided a copy of the meeting minutes for an EG&G/HNUS meeting that occurred on 18 November, 1993. As I recall, the minutes were prepared by Mr. S. Heiman, our previous Subcontract Administrator, for approval by Mr. T. Beckman, the EG&G Project Manager, prior to issuance.

Issuance of these minutes, which has been an EG&G responsibility, would allow HNUS to keep our files current and ensure we have responded to any EG&G direction provided during that meeting.

Please contact me if you have any questions or comments.

Sincerely,

HALLIBURTON NUS CORPORATION


John A. Schmidt
Deputy Project Manager

JAS/tw

cc: T. Beckman
T. Bittner
R. Hiss

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ADMIN RECCRD