



E. R. ZUMWALT, JR.  
ADMIRAL, U. S. NAVY (RET.)

**MEMORANDUM**

TO: Ann Callison  
FROM: Averil Kindness  
DATE: 18 November 1992  
SUBJECT: AOCC

Send out reminders to AOCC of the January 12 meeting. I should do this right after Xmas. Give them your phone number for their response.

Check with John Hoshko (202-737-2300, ext. 712) at the Navy Memorial to see in which room the meeting will take place. Call him again the day before the meeting to give him the approximate number of attendees.

Call Marja ( ) to remind her about the meeting.

Have Robie do all the copying and get a statement from him.

Call Apple Courier ( ) to pick up the boxes and deliver them to the Navy Memorial. Account # 79

At the meeting have a sign-up sheet and have everyone sign in. I would suggest getting there early so that you can catch people as they come in.

When you receive the minutes, send out the packets to non-attendees. Keep one copy for the files.

1 transcript