

FISCAL YEAR (FY) 2004 SQSP PLANNING CALENDAR

<u>ACTIVITY</u>	<u>DUE DATE</u>
1. National SQSP Coordinators Meeting	April 29 – May 1, 2003
2. National Office issues Call Memo to SWAs via UIPL	May 23, 2003
3. Regional Offices send FY 2004 SQSP Planning Targets to SWAs	Early June 2003
4. SWAs submit completed FY 2004 SQSPs to Regional Offices.	Date set by each RO
5. Regional Offices submit Standard Form (SF) 424 for Targets to National Office	Early August 2003
6. Regional Offices notify SWAs of Approval of FY 2004 SQSPs.	September 12, 2003
7. Regional Offices notify National Office of Approval of FY 2004 SQSPs.	September 19, 2003
8. Regional Offices submit SQSP Regional Report to NO per Regional Office Review Instructions	October 10, 2003

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cc: Atkinson/Bryant/Coyne/Mackall/File