


MEMORANDUM

To: Directors of Divisions and Offices

February 27, 1953

From: Don S. Burrows, Controller 

Subject: SUBMISSION OF MONTHLY STATUS AND PROGRESS REPORTS

Symbol: FPRS:RGH



The Monthly Status and Progress Reports covering activities in January, 1953, was issued with a print date of February 18. This is the earliest the Report has ever been issued, the result chiefly of prompt submission of divisional reports.

The Commission had previously expressed personally the desire to advance the issuance date of the Report. Your cooperation and that of your staff in preparation of the January Report is therefore gratefully acknowledged.

Our objective in preparing the February Report will be to meet the schedule established last month. It is hoped that the minor difficulties encountered by some divisions last month may be overcome so that all material can be submitted on the dates agreed upon, and perhaps earlier.

In the meantime the General Manager is anxious to see improvement in the content of each submission. Philip Mullenbach will be in touch with you shortly to discuss ways of accomplishing such improvements.

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