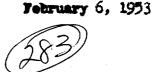
Those listed below

J. H. Burchard



SCHEDULE FOR JANUARY MONTHLY STATUS AND PROGRESS REPORT

SYMBOL: FPRS: JHB

Comments received from the Commissioners and field offices emphasize the importance of prompt issuance of the Monthly Status and Progress Report. Distribution of the two most recent reports on the 23rd of the month was made possible only by resorting to evertime work in our Branch and evertime expense by the printer. Prompt submission by the divisions would permit still earlier distribution without these extra costs.

The established deadline for submitting these reports is the 10th of the following month. Exceptions have been previously established for Raw Materials, Production, and Construction and Supply Divisions, whose reports are due the 15th. Too often so few reports are on hand by the 15th that it is impractical to establish a firm printing schedule.

In order to make distribution on February 20, we propose this month to submit copy to the printer on February 18. To do this without evertime expense, it is essential that divisions meet the deadlines shown below. These dates take into account various factors which our experience has shown delay the reports of certain divisions:

Pebruary 10

Operations Analysis Staff Special Projects Classification Industrial Development Secretary General Counsel Information Services Military Application Organisation and Personnel Security Finance

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February 11

Biology and Medicine

Research

February 13

Reactor Development

February 16

Production

Ray Materials

Construction Table (CAS) Employment Table (CAP)

February 17

Construction & Supply

D. P. Herron

R. I. Spiers

J. G. Beckerley

W. L. Davidson

J. H. Stumpf

Harold Green

Ann Cochran

E. S. Stirewalt

J. A. Kieffer

Robert D. O'Neill

D. J. Pflaum

J. W. Young

Ethan Walther

W. J. Waylett

H. I. Steers

Stephen Hartwell

Herman Smith

Carl Swickerath

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