

Those listed below

February 6, 1953

J. H. Burchard
 J. H. Burchard

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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 overtime work in our Branch and overtime 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 overtime 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:

February 10

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

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February 11	Biology and Medicine Research
February 13	Reactor Development
February 16	Production Raw Materials Construction Table (CAS) Employment Table (CAP)
February 17	Construction & Supply

D. P. Herron
R. I. Spiers
J. G. Beckerley
W. L. Davidson
J. E. Stumpf
Harold Green
Ann Cochran
E. H. Stirewalt
J. A. Kieffer
Robert D. O'Neill
D. J. Pflaum
J. W. Young
Ethan Walther
W. J. Waylett
N. I. Steers
Stephen Hartwell
Herman Smith
Carl Swickerath

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