

(Copy of Dispatch from G Comm WW Re: Weekly Reports)

11.10.72

To: DG Int WW
via: Guardian WW
from: GComm WW

Pr. A

Dear Mo

Re: Weekly Reports

Weekly Reports are due in my in-basket by midnight each Friday. I realize that sometimes an emergency arises and that this deadline is not always possible to be met. This leaves the weekend in which to complete the weekly report.

In the past 4 weeks, there have been 32 weekly reports received from the DGs WW & GO Esto WW. Of these 32, 15 were received late. This is not ok.

Therefore, from now on, weekly reports not received by 10am Monday will not be accepted and will constitute a no report.

The only time a weekly report will be accepted after 10am Mon., is if an okay has been given by the Guardian. Requests for this okay must be to me by 10am Mon.

love

Lexie