

November 13, 1946

MEMORANDUM FOR ALL MEMBERS OF ICAPS:

Subject: Weekly Report Form.

1. For ease in consolidation and also to provide a standard means of following our own individual progress please submit weekly progress reports hereafter in the following form:

Report for Week Ending _____

I. Projects carried over from previous week:

- 1.
- 2.
-
-

II. Projects planned but not yet initiated:

- 1.
- 2.
-
-

III. Projects initiated during week reported on:

- 1.
- 2.
-
-

IV. Projects Completed during week reported on:

- 1.
- 2.
-
-

V. Projects expected to be completed during coming week:

- 1.
- 2.
-
-

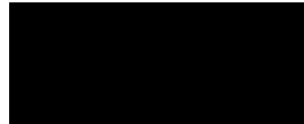
VI. Projects expected to be carried over to following week:

- 1.
- 2.
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2. a. Give sufficient brief detail in each case to provide a basis for a consolidated report to the Director of Central Intelligence.

b. Items entered under Sections I, II and III when repeated under items IV, V or VI may omit detail and be entered only by referring to previous entry on current report.

25X1A



DONALD EDGAR