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NOTICE NO.  
LN 5-500-5

LN 5-500-5  
GENERAL  
10 January 1956

SUBJECT: Monthly Activity Report

REFERENCE: LI 5-500-3

RECISSION: LI 5-500-3, paragraph 3.a.

1. Effective immediately weekly Activity Reports will be discontinued in favor of monthly Activity Reports. The initial monthly Activity Report will be due not later than 1200 hours 3 February 1956. Subsequent reports will be due 1200 hours on the third workday following the reporting period.

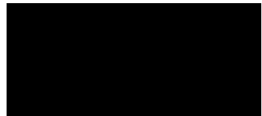
2. Monthly Activity Reports will be submitted in the same manner and format as prescribed in reference, except that:

a. Monthly Activity Reports will be restricted to significant items and trends. (Significant items and trends are those items or trends which, in the opinion of Staff or Division Chiefs, would be significant to the Director of Logistics. Examples include the following items: progress on and completion of major or priority assignments, conferences and discussions concerning policies and procedures, emergency cases, operating problems, and negotiations with elements outside the Office of Logistics).

b. Routine statistical information will be confined to existing Monthly Statistical Reports.

c. Monthly Activity Reports will be submitted to the Director of Logistics.

FOR THE DIRECTOR OF LOGISTICS:



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Chief, Administrative Staff, OL

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OL/AS: [redacted]:mel

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