

OFFICE MEMORANDUM

TO : Distribution

DATE: May 19, 1978

FROM : Merlin Wheeler, H-12 *me*

SUBJECT : MONTHLY REPORT

SYMBOL : H12-78-145

MAIL STOP: 490

1801 Report

The April Monthly Report, as you know, reflected a revised format. It is important that we continue to identify our progress in terms of the objectives described in that report. The writing of subsequent monthly reports will be facilitated if each of you will organize your personal monthly in terms of those objectives; both in your mind, and formally in the written report.

Please try to identify progress on a particular objective, incremental progress beyond what we reported in April as Progress to Date, and particular accomplishments, during each month. In addition, you may want to identify work-a-day things that don't seem to fit any category. Your help will help.

MW:tj

Distribution: M. A. Rogers
Tony Gallegos
Willy Abeelee
Karin Budding
John Booth
Will Herrera
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