

June 7, 1971

To: Fitzgerald Cox
 Engler Thomas
 ✓ Woodson Collins

From: Norman Green

Subject: MONTHLY REPORTS

In accordance with the new directions concerning monthly reports (Action Memo No. 71-79, 6/4/71), I will prepare a monthly report without project manager and technicians' reports attached for distribution by C&R as follows (48 copies):

OD/ED - 2	Each AC (7)	ACR
AD/M	ESD - 2	PWD
AD/FIN	EAD	PSD
AD/FO	HRDD	PWD
AD/PE	Laos Desk	OICC
AD/RA	EA/TECH/EDU	SMB - 2
C&R - 3	EDU - 17	IVS

However, the 17 copies for EDU will be distributed within the division with your reports attached in order to let everyone know what others in the division are doing. You should therefore continue to prepare your reports on hecto masters in time to be submitted to me by the 5th of each month.

The EDU staff will be responsible for running 17 copies of your reports, for distribution as follows:

Green	Levy
Fitzgerald	Collins/Rantala
Engler	Fa Ngum - Vientiane (for circulation)
Woodson	Fa Ngum - Phone Heng
DeeBrisay	Fa Ngum - Savannakhet
Costantino	Fa Ngum - Luang Prabang
Cox	IVS - Dong Dok
Thomas	EDU - local employees (for circulation)
	Files