

*Security - Johnny P*

WEEKLY REPORT FROM ACAO'S

- 1) Due weekly on Sundays; this gives the triumvirate time to review the departmental problems prior to the meetings which will be on Mondays.
- 2) List inclusive dates, department and areas of responsibility
- 3) Assignments or projects completed, brief description of each, and percentages of completion if applicable.
- 4) Assignments or projects started but incomplete, with brief descrip.
- 5) Assignments and plans for the following week.
- 6) Problem areas of this past week, materials and supplies used, COST, labor cost, etc. as possible.
- 7) Followup list for week and the

C-8-a-1

WEEKLY REPORT FROM AGENTS

*extra copy*

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- 6) Problem areas of this past week, materials and supplies used, labor cost, etc. as applicable.
- 7) Followup list for week and the following week.

C-8-a-2