

March 14, 1985

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STAFF DIRECTIVE 85-2

TO: Section Chiefs

FROM: William W. Davis, Director *WWD*

SUBJECT: Weekly Activity Reports

Effective immediately, Section Chiefs shall provide the Director with a written, weekly summary report highlighting events occurring during the past week. The report is due by 3 p.m. Monday and must cover events through the previous Sunday. Highlights shall be written in bullet style with short, concise sentences. A heading for the bullet statement will be provided. The report shall be divided into two sections, significant events, and general events. Significant events are considered those which need to be called to the attention of the Secretary.

Section Chiefs with field office responsibilities may develop their own procedures for insuring the timely inclusion of such events in their reports.

WWD/jw