

Dick Sassone -

This ~~next~~ week (Feb 25 - 29) I will not be here. The monthly Report is due in Jim Ayres' office no later than Feb 28. and it must be in a new format. Please do the best you can with it. It will probably take us several months to get it in the kind of shape we want it. Pay Particular attention to the following points.

1. We must now put a "highlights" Page at the start of the report. Highlights will only cover significant developments in major projects. Highlights should not be over 2 sentences long.
- ② The Body of the Report will be divided into two sections, Section I will cover Research items and Section II must cover Status Reports on minor ~~product~~ developments.
- ③ Introductory statements must be written for each of our report items to bring the reader up to date and get him familiar with the Subject. A Good introductory Statement is How important ? I was Semmie on

12 11-XSG Shotgun.

I have attached two reports from Joe Glas
as samples and also our last consolidated
R&D report that I have marked up for your reference.
Good Luck! Clark

P.S. If you have any questions,
I'm sure Jim Ayres will be
happy to help you, give him
a call -
Clark