

16 December 1952

MEMORANDUM TO: W1, W2 B
FROM: CSR/3
SUBJECT: FP Project Status Reports

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHODSEXEMPTION 302B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2007

1. For December, all FP case officers will be required to prepare a Quarterly Review instead of the usual monthly project status report. Instructions, deadlines, and a guide for the preparation of the Quarterly Review will be available 22 December 1952.

2. Beginning with 30 January 1953, monthly project status reports will be prepared on the attached new form 59-15 dated November 1952. A supply of this form is presently available in WA.

3. Monthly project status reports for the balance of FY 1953 will be due on the following dates:

30 January 1953
27 February 1953
29 April 1953
29 May 1953

These reports should be in WFP's hands by 9:00 a.m. of the due date in order to allow time for the preparation of the branch Monthly Summary.

4. FP monthly project status reports are to be typed single spaced and limited to one page. They are to be presented in telegraphic style. Cryptonyms and pseudonyms may be used for agent designation, but their use to indicate places and organizations, etc. will be avoided. The following general types of data will be required under item 11 of the form:

a. Operational Activities and Immediate Results -- describing developments relating to the discharge, physical results and achievements of specific operations launched in support of the project's mission. The date of each event will be indicated, if known.

b. Critical statement -- covering problems encountered or foreseen.

5. Seven copies of each FP project status report are required. One extra copy should be made for the case officer's file. WFP will arrange for the appropriate distribution of the seven copies to WG.