

DATE: ~~SG~~ Jul 93

FROM: [REDACTED]

SUBJ: ~~SG~~ Monthly Activity Report

TO: [REDACTED]

The following duties have been performed during the month of August:

- Have typed correspondence, MFRs, and MEMOs for Chief.
- Monitored operational projects.
- Performed the duties of distribution, mail and supplies and coffee fund for the activity.
- Has the responsibility of collecting money and paying the telephone bill.
- Have started the process of getting MIPRs into place for the new year.
- Have been cleaning and disposing of old files that are of no use or obsolete.
- Have, of course, been performing the mundane tasks that keep our working environment clean and orderly.