

May 21, 1985

To: Jack Morton

From: Neil Ryan

Re: Action Plan. Weekly Report Submission

This memo will summarize the results of our meeting of May 20, 1985 concerning your weekly reports.

At our meeting of May 15, 1985 I promised to review this matter further based on our discussions at that time. As a result I find you are endeavoring to meet job requirements. I have also spoken to the three (3) suppliers you indicated do not submit statements in a timely manner and they have stated they will improve in this area.

To resolve this problem, the following action is required:

- you must continue to fully familiarize yourself with our reporting requirements
- your reports must have an error rate of 2% or less
- your reports must be submitted to your supervisor by 4:00 P.M. Friday of each week
- you must report to me, by noon Thursday of each week, any supplier who is late in submitting a statement

To assist you in achieving these job requirements and in accordance with your suggestions:

- I will continue to provide you with daily assistance as to reporting requirements
- I will intercede on your behalf to prompt suppliers who are late in submitting statements

The timely and accurate submission of weekly reports, as described here, must be achieved by June 15, 1985. I will review your progress on or about that date. I would add that failure to meet these job requirements will prompt further action by management.

Yours truly

Neil Ryan
Manager

Cc: Personnel File – J. Morton