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Proposed Memorandum

TAB A

MEMORANDUM FOR: All NE Division Reports Officers

VIA : All NE Division Branch Chiefs

FROM : Chief, NE/[redacted] 25X1A

SUBJECT : Management Staff Study of Reports and Requirements - NE Division

1. As you know, we asked the Management Staff to look at the reports and requirements function in NE Division because of the importance that we attach to the performance of this function. We feel that if we are to improve the quality of the product, and accomplish all of the necessary related activities, it will be necessary to free the Reports Officers of as many non-professional tasks as possible, and to eliminate any unnecessary professional tasks being performed. Since in many instances quality may be related to timeliness, we are also anxious to eliminate any unnecessary clerical or mechanical steps which increase the over-all processing time for reports.

2. This study has been completed and [redacted] and I have gone over the attached recommendations together. It seems to us that if we are to get the most out of this study, we should accept and implement immediately each of the recommendations as presented. However, if there are any specific recommendations which you question because of facts that were not considered, let us discuss them and determine what modifications should be made. 25X1A9a

3. There are two groups of recommendations attached. One group is designated "General" and applies to all NE Branches. The second group is designated with your specific Branch title, which means that this group of recommendations applies specifically to your Branch.

4. The Management Analyst, [redacted] was most appreciative of the help you gave him. He acknowledged that most of the improvements recommended in this study were conceived of by some one of the Reports Officers, and that his task was merely to evaluate these ideas and present them for Division-wide consideration. 25X1A9a

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