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8 September 1953

MEMORANDUM FOR: Chief of Logistics

SUBJECT: Logistics Meetings

1. The monthly meetings of DD/P Administrative Officers held on the third Thursday of each month for the general discussion of administrative problems has been cancelled. It would be appreciated if you would notify your representative of this cancellation.

2. In lieu of the general meeting it is felt by members of my staff that the meetings which they have established in their several fields of responsibility adequately cover the needs of the Clandestine Services. Members of your Office are always present at the bi-weekly logistics meetings, which have proved to be a very effective tool in the understanding and solution of our mutual problems.

3. Although your Office is represented at these logistics meetings, I would appreciate it very much if you would attend personally as many as your schedule will permit.

4. The meetings are held every other Tuesday at 10:00 AM in Room 1037 K Building, and the next one will be on 15 September.

[redacted]
Chief of Administration, DD/P

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cc: A-DD/A

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