

12 July 1960

MEMORANDUM FOR: Inspector General

SUBJECT : Jurisdiction Over the Kitchen Staff

1. In regard to your memorandum of 7 July concerning your comments on the jurisdiction over the kitchen personnel in the Director's Mess, I have always considered [redacted] as the one individual responsible for all the activities of the kitchen staff. There may be certain functions they perform such as collection of classified trash, reproduction of material, etc., which do not fall within the realm of kitchen duties per se, but nevertheless, [redacted] has been and is responsible for all of their activities. In the case you cited concerning the reproduction job performed by [redacted] I might suggest, in future instances, that any such work initiated by members of your staff be channeled through [redacted] in order that the request can be appropriately assigned and, at the same time, should any inefficiency occur, corrective action can be taken by him on the spot.

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2. I noted your comment on the collection of trash and I have asked [redacted] to look into this matter and see that this is corrected. In regard to the collection of luncheon trays, I, too, recently noted that the boys in the kitchen were late in picking up my tray and, upon investigation, I found that on this particular day there were three luncheons in progress plus the fact that [redacted] was on leave. This of course left only [redacted] available to serve the luncheon groups. As you can readily appreciate, they were extremely busy on that day and even though the full force is on duty, I am informed that a "three-luncheon day" keeps them extremely busy.

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[redacted]  
Executive Officer, DCI

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cc: AAB  
JSE