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Ylira

4 June 1953

MEMORANDUM FOR: Chief, Space, Maintenance and Facilities Division
 Chief, Records Services Division
 Chief, Printing and Reproduction Division
 Chief, Printing Advisory Staff

FROM: Chief, General Services Office

SUBJECT: Report of Accomplishments During Fiscal Year 1953
 and Program for Fiscal Year 1954

1. It is requested that you prepare a report by 20 June listing in short, simple sentences your accomplishments during the Fiscal Year 1953 and your program for Fiscal Year 1954. The report must be factual and the description of accomplishments must be brief, concise and accurate and include appropriate statistics that are indicative of the degree of accomplishment.

2. Such a report has been requested by the Deputy Director (Administration) and is to be submitted to him by the Chief, General Services Office on 1 July 1953. If any assistance is required in connection with your report, it is requested that the assistance be sought in ample time for you to meet the established deadline.

SIGNED

[Redacted Signature]

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GSO/MIM:am (4 June 1953)

cc: Chrono
 Directives file

Document No. 8
 NO CHANGE in Class.
 DECLASSIFIED
 Class. CHANGED TO: TS S C

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