

JUL 16 1963

MEMORANDUM FOR: Comptroller

SUBJECT : Reduction in Personnel by Printing and Reproduction Division Resulting from Installation of Equipment

1. The purchase of collating equipment for the Printing and Reproduction Division, General Services Office, for use in the assembly of [REDACTED] has been approved, based on a representation that such equipment would reduce the Division's Table of Organization by five employees.

2. It is requested that the Organization and Methods Service study this situation to determine what reduction in force should result from the installation of this collating equipment and, after the equipment has been installed, what reductions in personnel have been made and how the operation is functioning.

[REDACTED]  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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