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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Industrial Division, ORR

DATE: 3 February 1958

FROM : Chief, Consumer Industries Branch, D/I

SUBJECT: Monthly Report for January 1958

1. Accomplishments

a. Projects Completed

25X1A9a (1) "Domestic Trade in Communist China, 1950-57" (38.1648) was published as CIA/RR 114, dated 13 December 1957, C. [REDACTED] were the authors.

25X1A9a (2) The review draft of Section 64, "Manufacturing and Construction", NIS 20, Albania (30.1823) was completed by [REDACTED] division coordinator. [REDACTED]

25X1A9a [REDACTED] worked on the project with [REDACTED] the whole month. 25X1A9a

b. Status of Other Projects

25X1A9a (1) [REDACTED] spent most of the month working in conjunction with members of A/U on bringing up to date "Soviet Ruble-Dollar Ratios for Consumer Goods" (10.1626).

25X1A9a (2) [REDACTED] continued work on "Price Trends in Consumer Expenditure in the USSR" (30.1534).

25X1A9a (3) [REDACTED] continued work on "Expenditure on Consumer Services in the USSR" (30.1771).

25X1A9a (4) [REDACTED] started work on "Soviet Industrial Production Index" (10.2029).

25X1A9a (5) [REDACTED] continued work on "The Housing Problem in the European Satellites" (38.1741), but was not able to complete the project as anticipated. It is expected that this formidable project will reach the division office in the middle of this month.

25X1A9a (6) [REDACTED] started work on "Communist China's Trade and Transport" (40.1833).

2. Training

25X1A9a

- a. [REDACTED] clerk-typists, have each acquired through on-the-job training and assignments in other branches of the division sufficient knowledge and experience to serve satisfactorily as Branch secretary in the absence of [REDACTED] 25X1A9a ✓

3. Trips and Speeches

None ✓

4. Administration

25X1A9a

- a. [REDACTED] was promoted to GS-5, effective 12 January. ✓
- b. Branch mission: A suggested revision of the branch's missions and functions was drawn up in connection with ORR's office-wide revision of missions and functions. ✓
- c. Requirements: Standard branch requirements for FDD and other translating groups were prepared during the month. ✓
- d. Filing system: A beginning was made on the rearrangement of the branch's substantive files after consultation with [REDACTED] of the Records Management Staff. ✓

5. Plans

25X1A9a

Nothing new to report. ✓

6. Problems

Nothing to report.

25X1A9a ✓

[REDACTED]