

CONFIDENTIAL

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file 10*

11 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Communications Office

1. I would appreciate clarification of the status of Communications in order that procedures, functions and table of organization may be properly prepared.

2. Is this organizational segment, the Office of Communications, at the same level as the Office of Special Operations, Office of Operations, etc., or is it the Communications Office, such as the Procurement Office, Administrative Services Office, or Personnel Office? The title "Director of Communications" would imply that Communications would be the same level as the Personnel Office, which has a similar title, "Director of Personnel".

3. I presume []'s title will be Assistant to the Director of Communications, and not Assistant Director of Communications or Deputy Director of Communications.

[]
Advisor for Management

JH:mgd

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