

08

23 JAN 1961

MEMORANDUM FOR: ✓ Comptroller
 General Counsel
 Chief, Audit Staff
 Chief, Medical Staff
 Chief, Management Staff
 Director of Training
 Director of Security
 Director of Logistics
 Director of Communications

SUBJECT : FY 1962 Planning Papers

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1. This memorandum is to remind you that your annual Planning Paper for FY 1962, as called for in Regulation [redacted] is due very soon. Your new or revised Planning Paper should be forwarded to the Chief, Management Staff by 14 April 1961.

2. There is no need for you to submit a complete Planning Paper if there are no changes planned during FY 1962 or only minor changes are involved. If this is the case, you need send only a statement that no changes are contemplated or a memorandum setting forth the minor changes you would like made on your existing paper.

3. This office will be glad to provide any assistance that may be required in preparing these papers. In this regard, I would suggest calling Mr. [redacted] Chief, Salary & Wage Division who can be reached on Extension 2535.

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Emmett D. Echols
 Director of Personnel
 ORIGINAL BY 06/16/22
 DECL REVW ON 1/8/11
 EXT BY ND OYER BY Sam
 REASON 3 & (3)

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