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*logged in 2/10/61*

February 1, 1961

MEMORANDUM FOR: Mr. Edward R. Saunders  
Room 1039 Alcott Hall

SUBJECT: Regulation [redacted] (Mission and Functions of the Management Staff)

25X1A

1. To try on for size, may I refer to the above numbered regulation in Section 5.b.(2) and (3), as follows:

"(2) Conduct studies or organization, functions, systems, and methods, and recommend improvements resulting therefrom."

2. I would propose to delete the words "organization and functions" above and leave the sentence to read:

Conduct studies of systems and methods and recommend improvements resulting therefrom. and insert

Conduct studies of organization and functions as requested by the Comptroller and also as need for such studies arise from assigned problems.

Also,

3. (3) reads as follows:

"Review and coordinate proposals of Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required."

4. I would propose to delete the first clause here and transfer it to the Office of the Comptroller, i.e., "review and coordinate proposals of Tables of Organization and personnel ceiling changes". Then, change the rest of this to read: At the request of the Comptroller, conduct work measurement, etc.

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*called [redacted] 13 March 1961 and turned down the proposal.*

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*[Handwritten signature]*

[redacted] Chief, Management Staff

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