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MACHINE DIVISION

Duties of Chief (in addition to Mission)

1. Act as consultant on matters involving all types of office machine operations and technical procedures for CIA and member agencies.
2. Maintain continuous liaison with specialists both in technical industries and companies outside the govt. and with specialists in the intelligence offices associated with CIA
3. Maintain continuous study, investigation and research in the field of management engineering to assure the use of the most efficient and up-to-date methods and procedures in carrying out the mission of the Ref. Center

Office of Administration and Management 1948 (in Folder marked Tables of Organization
Reference Center Box 58/98/6)
Central Index

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GROUP 1
Excluded from automatic
downgrading and
classification