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Information *Nguit file*

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU : Director of Personnel

SUBJECT : T/O for the Cable Secretariat-Message Center, Office of the Director

1. Concur in attached T/O for the Cable Secretariat-Message Center, Office of the Director, dated 30 October 1953.

2. It should be noted that this copy of the T/O was received by Organization and Methods Service on 9 November, without a covering transmittal memorandum, from the Office of Personnel Director.

3. Attention is invited to the excellent manner in which this T/O is presented, including descriptions of duties of positions, work flow, over-time justification, etc. Such presentation provides a realistic basis for T/O review.

W. L. PEEL
Management Officer

1 Attachment

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