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Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

DATE: 21 May 1952

7/15

FROM : Chief, Organization and Methods Service

SUBJECT: Field Requests for Administrative Support and Assistance.

REFERENCE: Memo, dtd 15 May 1952 signed by Mr. [REDACTED]

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Observations:

1. This is a start and better than letting operational personnel proceed on their own. I think that the proposal to let the operational officer prepare the cable and coordinate it with the administrative component is upside-down. Why can't the administrative officer always receive a copy of the cable and prepare a reply to be incorporated in the operational officer's reply?

2. The procedure suggested by [REDACTED] s memo provides for a man who does not know what to do when writing a cable about a subject on which he is not knowledgeable and then asking a qualified man to agree. The probability is the cable will have to be rewritten.

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[REDACTED]

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W. L. PEEL