

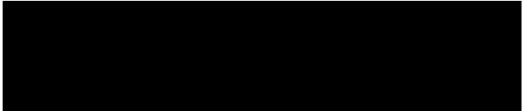
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5/18/52
White

JAN 7 1953

MEMORANDUM FOR: Chief, Organization and Methods Service
SUBJECT : Form No. 33-27, "Travel Order"
REFERENCE : Memo dtd 17 Dec 52 to ADD/A thru Comp fr C/O&M,
subject: "Present Distribution and Use of Travel
Order Form No. 33-27"

It is requested that the study reported in the referenced memo-
randum and analyzed in the attached chart be explored in greater
detail to determine whether further reduction can be made in the
number of copies used in ordering travel. cursory review would
seem to indicate that single copies would suffice where two or three
are being used. If further reductions can be made, the re-order
should be governed accordingly.



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L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Listed in Reference

Document No. 002
FO CHANGE in Class.
 DECLASSIFIED
Class. CHANGED BY: TS S C
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Date: 20/3/78

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