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Chief, NE Support Staff

16 November 1959

Chief, O&M Staff, DD/P Area

NE Division Support Handbook

1. At your request, this Staff has prepared a handbook of those support services which are available to the Headquarters elements of NE Division. The use of this handbook by Branch and Staff personnel in requesting these services should accomplish the following:

- a. Reduce the lapsed time required to obtain these services through the proper channeling of such requests;
- b. Save both time and effort on the part of the requester by identifying the procedure to be followed in requesting these services.

2. This handbook has been forwarded to the Printing Services Division for reproduction and should be ready for distribution in about two weeks. (Booklet not received 12/2/59)



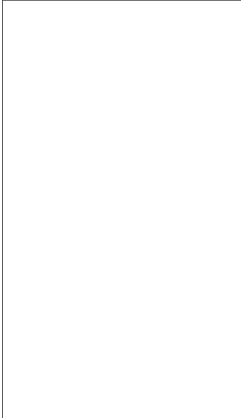
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