

Week ending 13 Dec

I.

1. Draft of Functions for OCS and ORE sent to Exec Director for approval.
2. Work on overall personnel problem.

II. No change

III. 1. Draft of control order and functions for Washington Document Center.

2. Draft of procedures for Personnel Actions using voucher funds sent to Executive Director and approved for publication.

3. Coordinated further action toward procuring a librarian.

IV. 1. (III. 2.)

V. 1. (III. 1)

VI. all matters covered in Section I and III. 3.

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