

18 August 1966

Bud --

You might like to scan the following:

- A. - A 27 April memo describing Project Officer Handbook content. Staff was to prepare it if I'd describe it.
- B.- An April memo prepared and given to EXO for your signature formally telling Offices only a memo to approving authority was needed for approval and Form 2416 to instruct Logs.
- C. - Chart distributed to Office Directors at Staff meeting to explain reduced requirements for contract package content.
- D. & E. - Rather than get the EXO 'saddle-sore' I asked [] to push on the memo to Offices on Contract package in other meetings - results in areas circled in red.
- F. & G. - [] memos listing problem areas and status.

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