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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 30 December 1953

FROM : Acting Chief, Technical Review Staff

SUBJECT: Weekly Activity Report

1. (2) Projects and Studies in Process.a. Development of Technical Review Procedures and Operating Policies (continued item)

No change.

2. (5) Major Objectives.a. Review of Logistics Office Organizational Elements (continued item)

(1) Review of Administrative Staff is approximately 65% completed.

(2) Held an initial meeting with Chief, C & R Staff in order to outline the purpose, methods and procedures that would be followed in the review of C & R Staff. Target date for completion of this review is 29 January 1954. ✓

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