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MEMORANDUM FOR : Deputy Director (Plans)

SUBJECT : Survey of Personnel Forms

1. The Personnel Office is currently conducting extensive research into the types and uses of personnel forms throughout the Agency. The immediate objective of this research is to develop the type of Position and Employee Record Card which best meets the over-all needs of the Agency. This will thereby provide each Agency component with an effective basis for standardized personnel record keeping.

2. Part of this research will involve a survey of the various personnel forms used by appropriate Agency components. As a result of participating in the recent Management Improvement Staff survey of DD/P administrative-type positions, the Personnel Office has acquired considerable information regarding personnel forms used by the major DD/P Staffs and Area Divisions. It is believed therefore, that only a minimum amount of time will be required within your area to ensure completeness and accurateness of the personnel forms data. It is requested that maximum cooperation be extended to the representative from the Personnel Office appointed to conduct this survey who will contact your office in the near future in this regard.

15/

L. K. White  
 Acting Deputy Director (Administration)

PO:PRDS [Redacted] mds (7 January 1954)

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