

TAB B

2 May 1958

MEMORANDUM FOR: Staff Planners, PS/OL

SUBJECT: Organization of the Planning Staff

Branches are established within the Planning Staff for the following reasons:

a. The Chief would be unable to exercise close direct supervision over [redacted] supporting personnel without a breakdown by branches. There must be someone designated to supervise each group as all of my planners are not assigned to work simultaneously on the same subject or project.

b. The Chief or Deputy Chief would be unable to exercise control over the Planning Staff personnel, particularly with portions of the Staff being physically located on different floors and employees must be accountable to an over-all supervisor on each floor.

c. It is intended that Branch Chiefs use members of their Branch as a team in all planning actions in order that a consensus of opinion of more than one man is reflected in the final analysis. It is further intended that the Branch Chief is also a Planner and as such will contribute as much to the planning effort as other senior Logistic Planning Officers.

d. For obvious security reasons, all members of the Staff need not be made cognizant of certain operational matters and a limited amount of information can be imparted to the Branch Chief in order that planning will not be conducted in a vacuum and maximum security be maintained.

e. Since the elements of the Deputy Director(Plans) are broken down by world-wide area divisions, staff liaison and coordination can be better effected if our own Planning Staff is organized similarly.

[redacted]
Chief, Planning Staff, OL

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OL/PS: [redacted] (2 May 58)