

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer DATE: 26 May 1949

FROM : Budget Officer

SUBJECT: Revision of A & M Operating Procedure No. 3 (Services Branch)

1. Transmitted herewith for your consideration is a proposed revision of A & M Operating Procedure No. 3 (Services Branch). As indicated in previous correspondence, the existing procedure warrants changing to offset difficulties encountered by [REDACTED]

25X1A

25X1A

2. Under date of 5 May, a proposed amendment to the subject procedure was forwarded to your office for action; however, after a telephone conversation between you and the undersigned, the amendment was returned to this office with the request that a proposed administrative instruction be submitted. It is understood the Services Officer has also been asked to take action in the matter and that your office will coordinate the data furnished.

3. Should you have questions concerning the above, kindly advise.

[REDACTED]

E. R. SAUNDERS

25X1A9a

Enclosure: