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Assistant Director for Personnel

8 August 1952

Comptroller

Monthly Report of Personnel Strength by Organizational Unit

1. Several discussions have been held with representatives of the Personnel Office and Organization and Methods Service relative to personnel reporting requirements of the Comptroller's Office. A format copy of the requested report has been previously furnished both offices. It was our understanding that the first report would be submitted as of 30 June 1952 for the month of June. As of this date no report has been received.
2. Since prior discussions have not been heretofore reduced to writing it was deemed advisable to officially submit the request. There is attached a copy of the required report listing in detail the breakdown by organizational units. The breakdown of organizational units to be included in the report is in accordance with the current allotment account structure. All future monthly reports should be prepared in accordance with the current allotment structure as amended by organizational changes.
3. This Office will arrange with Organization and Methods for the reproduction of the revised report form.
4. Your cooperation in furnishing the report for the month of July as promptly as possible will be greatly appreciated.

E. R. SAUNDERS

Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT