

RESTRICTED  
Security Information

12 August 1953

*OPM 20-190-2*

PERSONNEL DIRECTOR MEMORANDUM NO. 61-53

SUBJECT: Personnel Office Budget Officer.

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1. Effective immediately, Miss [redacted] is officially designated as the Personnel Office Budget Officer. [redacted] has performed the duties of this assignment in the past. She will function in this special assignment under the general administrative direction of the Chief, Plans, Research and Development Staff and under the specific and detailed direction of the Personnel Director and his deputies. She is, however, delegated authority to confer with any member of the Personnel Office or of other Offices of the Agency in this assignment.

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2. Effective immediately, all purchase orders or other requests for office supplies, equipment or services (other than personal services) which will require the obligation of Personnel Office funds in object classes 02 to 09 will be submitted to [redacted] for review and approval, prior to forwarding to the appropriate procurement office.

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[redacted]  
George E. Meloon  
Personnel Director

*Revised by  
OPM 1-170-1(51)  
(44-54) att 2 Jul 53*

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