

Assistant Director for Office of Operations

16 December 1946

Advisor for Management, ICAPS

Table of Organization, Washington Document Center

1. The attached memorandum from the ^{Washington} Document Center is transmitted to you for your recommendations as to appropriate action at this time to maintain the Document Center at operating efficiency.

2. Inasmuch as it is actually a going concern, it cannot be given first priority in the development of its final organizational structure and personnel requirements. However, any emergency needs, such as providing means for hiring as civilians the military personnel who will terminate their active service in the reasonably near future can be taken care of temporarily, pending later establishment of an approved organization.

3. Request that any such emergency requirements be submitted on a priority basis, indicating names of individuals, dates of termination of military service, positions for which desired, indication of relative importance of position within the organization, and recommended grade as a civilian.

L. T. SHANNON
Colonel, AGD

Incl. Memo dtd 4 Dec 46
fr Deputy Head, WDC

ICAPS

APPROVED FOR
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