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TO : Branch Chiefs

404647

DATE: March 31, 1954

FROM : H. C. Brown, Jr., Executive Officer, B & M

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SUBJECT: PROJECT GABRIEL STATUS REPORT

As you know, Project Gabriel has now been extended into practically all of the technical areas represented in the Division of Biology and Medicine. Each technical branch has a specific segment of the study. Some mechanism is needed, therefore, to knit together the respective activities of the several branches. Also some mechanism is needed to anticipate the frequent requests of the Commissioners for status reports on the project. Often such requests are made on an urgent basis and come at times not at all convenient for the Division. The result has been a hurried report at the expense of man-hours not entirely proportionate to the result. On the other hand, there is no doubt that the Commissioners are vitally interested in the project. They wish to be informed and are entitled to be informed. Hence, it would seem desirable to anticipate their requests, keeping them informed and avoiding the necessity of their asking for periodic reports on an urgent basis.

Accordingly, and in keeping with the discussions during our meeting with Dr. Bugher, each Branch is asked to submit monthly in writing a very brief and concise summary of significant developments and progress in its part of Project Gabriel. I should think it fair to assume that whatever is submitted will be supplemented by oral discussions and, if appropriate, a separate and more detailed written report. Therefore, the monthly advice to the Director should seldom exceed a paragraph or two. I have asked Miss Laner to contact you toward the end of each month in order that we might present the report to the Director on the first of the month.

ORGANIZATION & MANAGEMENT

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