

If the above proposal is accepted, it is considered that routine operation of completing the entries of step (2) above need not be done by an officer, and that the sending of the request to and from the officer increases delay before DL-2 is informed. In principle the Divisional Secretary should not be burdened with unnecessary duties but in this instance an exception may be considered to be justified.

Therefore, it is proposed that the by hand delivery of Soviet Travel Requests be made to the Divisional Secretary and that she perform the brief duties as outlined for Miss Boles above. The time involved should not exceed ten minutes per day.