

July 16, 1937

Mr. Brassor

Chairman Landis

Travel assignments

I enclose a copy of the memorandum I propose to send to all the Division Heads.

What do you think of the choice of Miss Burton for this purpose? I have not talked it over with either her or with Throop.

July 16, 1937

Division Heads

Chairman Landis

Travel Assignments

(1) In the event that some member of a division goes on official business to a city in which the Commission has a regional office, he should be instructed to inform the Regional Administrator of that city as to his presence there. In that way it will be possible for the Regional Administrator to know what members of the Commission are in his immediate area, and also to utilize them for such purposes as may be necessary.

(2) Division Heads should generally be informed of the travel assignments of members in other divisions. In that way it will be possible frequently to avoid the necessity for specific travel assignments. Miss Burton, the Administrative Assistant of the Legal Division, is hereby constituted clerk for travel assignments. All travel assignments should be reported to her in order that a clear picture will always be available as to where employees of the Commission may at any time be.