1. Mass production of [illegible] jobs — mechanization

2. The doubling up of jobs results for confusion in efficient processes and [illegible] each separately.

3. Weed out these and streamline no 1 first

4. The Branch Chief in his review of his operations will become [illegible] technical changes.

5. He will also reveal to outsiders with an objective point of view, needed changes

6. He will realize that certain changes have been needed for long time but for reasons not yet made. Now is the time.

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