

December 27, 1943

To Heads of Departments in AST Program:

As you know, the army is planning to administer the achievement tests on January 3, 4, and 5. If it is possible for you to do so, they would like to have us furnish some assistance in scoring these papers starting on Monday, January 3.

If you have people who would be willing to give as much as two half-days during that period, will you please send me their names and the half-days which they would prefer to work. We will try to satisfy their desires in the matter, especially if they will indicate first, second, third, and fourth choices for these half-days.

Sincerely yours,

Bert A. Nash
Director, AST Program