

Office of the Chancellor

December 29, 1943

Dear Mr. Allen:

I am glad to send you the enclosed copy of the Civil Service Rules for your general information and for reference in case of questions raised by members of your staff in the Classified Service.

In case you do not understand the rules, or have any question of interpretation, I shall be glad to have you call me for further information. I am not sure that I can give you the answer in every case, but through daily contact with the Civil Service system I do have available a number of interpretations which you may not secure from the mere reading of the Rules.

Sincerely yours,

RAYMOND NICHOLS  
Executive Secretary

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