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PHS Agency Heads  
PHS Regional Health Administrators

JUL 1 1974

Director  
Office of Administrative Management

Fiscal Year 1975 Work Plan

In fiscal year 1974 my office initiated a program of studies of the management of grant and contract programs within the Public Health Service. These studies are of two types: (1) a review of a bureau or program activity's conduct of its grant and/or contract program, or (2) the review of policies or procedures used agency or region-wide in the implementation of contract and/or grant activities (e.g., site assessments, study section procedures, etc.).

We are now in the process of formalizing our fiscal year 1975 work plan. I would appreciate receiving by July 15 suggestions for studies in your agency or region for possible inclusion in the plan. Your cooperation in this matter is appreciated.

John C. Droke