

2. To discuss with directors of the several bureaus and with bureau program technicians the relative desirability of proposed policies, programs and standards and to advise the Assistant Secretary on such matters.
3. To make or direct special studies of problems involving the integration or coordination of programs in the several bureaus and between the Department and other agencies in order to make positive recommendations to the Assistant Secretary with respect to desirable courses of action.
4. To represent the Assistant Secretary, as designated, in cooperative inter-bureau and inter-agency, enterprises and in this connection to set for him in committing the Department, in reporting and advising on problems involving the highest policy making matters, and in assigning and directing necessary staff work to be performed by the several bureaus.
5. To review materials from the several bureaus directed to the Office of the Assistant Secretary for implications with respect to Departmental policy, and for indications of desirability of inter-Bureau coordination, and clearance, and on the basis of each review to make further inquiries of the Bureau and to report and recommend to the Assistant Secretary action to be taken, further study, or whatever course appears appropriate.