

5. The theory of completed staff work does not preclude a "rough draft" but the rough draft must not be a half-baked idea. It must be complete in every respect except that it lacks the requisite number of copies and need not be neat. But a rough draft must not be used as an excuse for shifting to the chief the burden of formulating the action.
6. The "completed staff work" theory may result in more work for the staff officer, but it results in more freedom for the chief. This is as it should be. Further it accomplishes two things:
 - (a) The Chief is protected from half-baked ideas, voluminous memoranda, and immature oral presentations.
 - (b) The staff officer who has a real idea to sell is enabled more readily to find a market.
7. When you have finished your "completed staff work", the final test is this:

IF YOU WERE THE CHIEF WOULD YOU BE WILLING TO SIGN THE PAPER YOU HAVE PREPARED, AND STAKE YOUR PROFESSIONAL REPUTATION ON ITS BEING RIGHT?

If the answer is in the negative, take it back and work it over because it is not yet "completed staff work".

WATCH OUT ! ! !

All inspectors are requested to keep a particularly sharp look out for banded giant petrels this year. Each marked bird will be carrying two bands - one of aluminium and one of yellow plastic - and any sightings and observations should be recorded and sent to this office either as a separate report or in the weekly diary. Should it be possible to obtain the number on the aluminium band that too should be recorded. Bands should not be removed unless the bird is dead.

The Falkland Islands Dependencies Scientific Bureau, which has been carrying out its investigations on the movements and habits of giant petrels for some years has banded almost two thousand nestlings this season in the South Orkneys. It is expected that they will be arriving in Western Australian waters fairly soon.

Last year the plastic bands were all coloured red but it is most unlikely that any birds with red bands will be seen now. It is believed that only one banded petrel has ever been found in the second year after banding.