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Office Memorandum • UNITED STATES GOVERNMENT

TO : Adviser for Management

Document No. 3

DATE: 10 June 1947

FROM : Assistant Director, OCD

NO CHANGE in Class. DECLASSIFIED

SUBJECT: Revision of OCD Organization

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 20 MAR 1978 By: 024

1. Operating experience of OCD during the past eight months has disclosed the need for minor revisions in organization and functions.

2. a. The over-all functions of OCD, as published in the Executive Director's memorandum of 19 December, subject: Functions of the Office of Collection and Dissemination, are applicable without change, except that paragraph 2 d (1) should be deleted, as it is the proper function of the Reference Center. However, the more detailed statement of Branch functions published in the Organization Charts of 22 November 1946, should now be amended to provide more accurate descriptions based on operating experience. The revisions required to accomplish this are minor and are entirely consistent with the over-all statement of OCD functions referred to above, with the suggested deletion. The suggested changes are shown in Tabs A of the enclosed appendices.

b. In general, the present organization of the Headquarters and the three Branches of OCD has proven practical and efficient under the test of experience. The proposed changes in organization consist principally of regrouping or consolidation of offices, coupled with transfers of certain functions between offices. These changes are:

(1) Integration of the two elements of the Assistant Director's office into a single office. The existing designation of the executive office as separate has been artificial and, in fact, has not been observable in practice. All the personnel of the entire Headquarters perform duties simultaneously in both the Assistant Director's office and the so-called separate executive office.

(2) Consolidation of the Policy and Analysis Divisions of the Collection Branch into a single Division. This will improve efficiency, since the functions of the present two divisions are completely inter-related.

(3) Clarification of the functions of the Control Division, Requirements Branch, and rearrangement of functions along sounder lines which operating experience has proven desirable. The maintenance of controls over Requirement Directives should hereafter be centered in the Control Division, thereby relieving congestion from the immediate office of the Branch Chief.

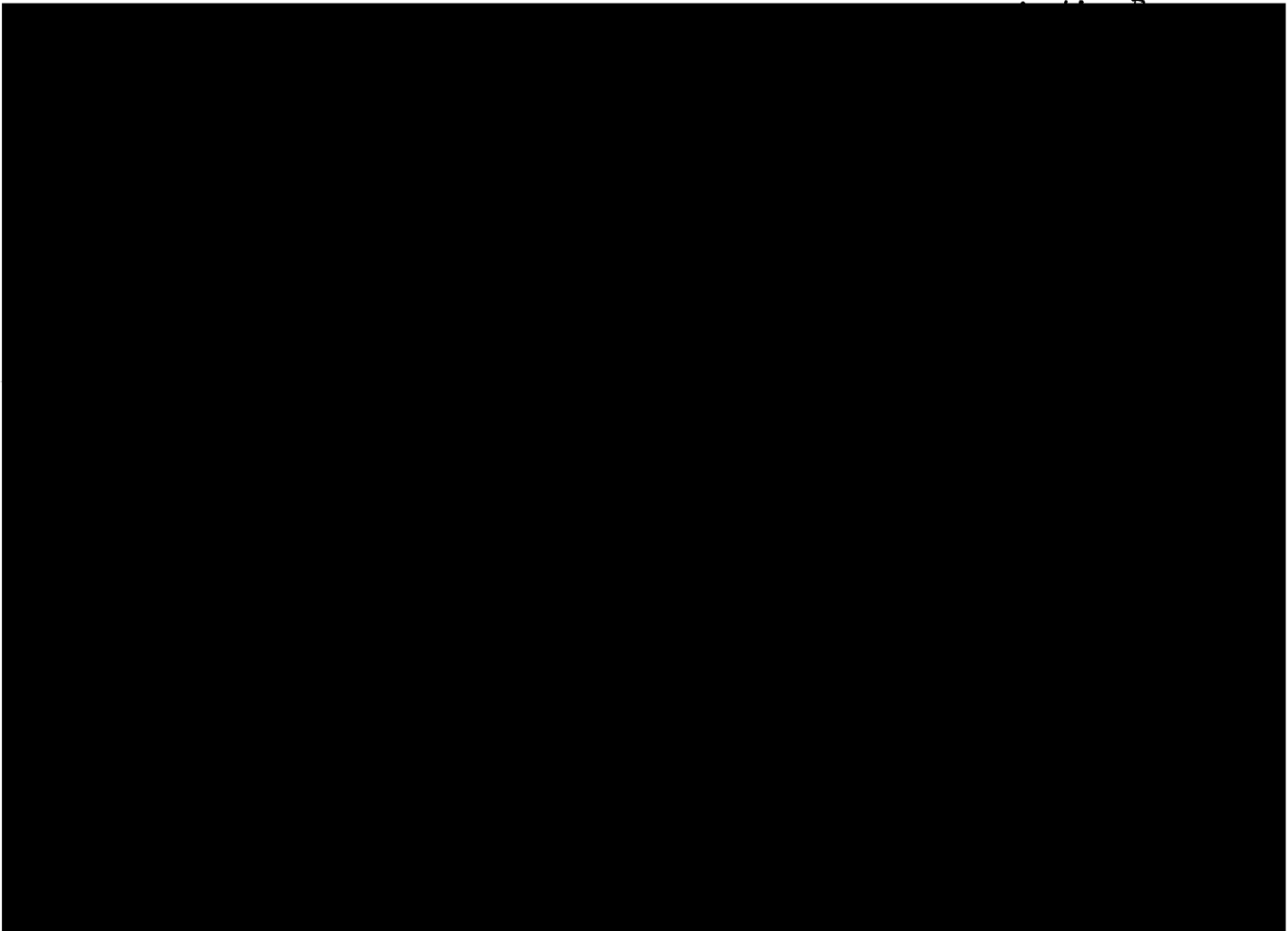
(4) Establishment of two new desks in the Distribution Division of the Dissemination Branch, in order to provide increased specialization of dissemination functions. This is necessary to remove a load which, unless relieved, will ultimately cause too much congestion at the existing desks and at the desk of the Chief, Distribution Division.

c. Some personnel increases are needed, based on increases of workload and intelligence flow already experienced or clearly foreseeable in the immediate future. These increases are shown in the administrative

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assistant and clerical grades, and to some extent in the lower professional grades. The grand totals of the increases (5 additional professionals, and 15 additional clericals) are summarized in the following table:



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3. In general, the enclosed appendices (A, B, C, and D, with their respective tables) show the details applicable to each principal section of OCD: i.e., the Headquarters, the Requirements Branch, the Collection Branch, and the Dissemination Branch. This office, assisted by the appropriate Branch Chief, is prepared to explain in detail any portion requiring clarification. Approval of the proposed revisions and personnel increases will facilitate orderly development of OCD organization and operating procedures. Recruiting will be regulated in accordance with work load, and each subdivision will be brought to full personnel strength only as required by the actual quantity of work to be done. The increases will require a revision in present ceilings for recruiting purposes. The proposed new ceilings are as follows:

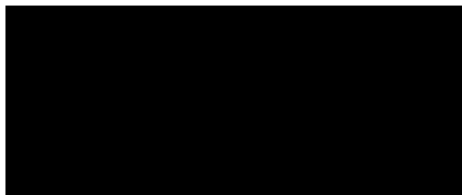
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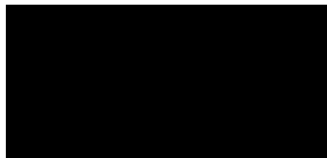
CEILING

30 June 1947
30 September 1947
31 December 1947



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4. It is recommended that the above revisions be approved and the necessary revisions in the table of organization and ceilings be published.



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Captain, U.S.N.
Assistant Director for
Collection and Dissemination

Enc.
App. A, B, C, & D

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