

SECTION V

STATEMENT OF DUTIES OF ADDITIONAL PERSONNEL

COLLECTION BRANCH

1. One Administrative Assistant, classification code CAF-7, is requested for the Office of the Chief, Collection Branch. When the Collection Branch is fully organized, it is anticipated that the administrative responsibilities which will be centralized in the Office of the Chief will unquestionably justify this recommended grade.

2. The additional four clerical positions, classification code CAF-3, are all intended for the Control Section, Procurement Division, Collection Branch. The duties of the four additional CAF-3 clerical personnel are as follows:

(a) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Collection Directive file clerk

(b) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Collection Directive folder clerk

(c) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Dispatch clerk

(d) One CAF-3:

Primary responsibility

Clerk-typist

Secondary duty

Messenger

3. In summary, the recommended changes in personnel requirements involve an additional five clerical personnel but no increase in professional personnel, and would increase the total Table of Organization strength of the Collection Branch from its presently authorized [REDACTED]. It is felt that the recommended strength of the Collection Branch, when all position vacancies are filled, will be able to carry the Collection Branch workload within the foreseeable future.

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