

~~SECRET~~

Secret

OCT 30 1953

MEMORANDUM FOR : Assistant Director (Personnel)

SUBJECT : T/O for the Cable Secretariat - Message Center, Office of the Director

REFERENCE : Memo dtd 21 Oct. '53, subject as above, fr Assistant Director (Personnel) to Deputy Director (Administration)

1. In accordance with recommendations contained in paragraph 3 of reference, submitted herewith for your consideration is a proposed revised T/O for the Cable Secretariat. The revision is based on experience gained during the past twelve months of operating under a tentative ceiling of ██████████ personnel. The proposed T/O has been adjusted downward to reflect the transfer, during August 1953, of three positions together with the responsibility for the processing of non-CIA cables to DD/P-FI/RQM/OIS. It also takes into consideration the assumption by the Cable Secretary during July 1953 of the responsibility for furnishing DD/I with all intelligence contained in cables, and the transfer in August 1953 of the responsibility for administrative support from the Administrative Staff, Office of Communications, to the Cable Secretariat. 25X9A2

2. It is believed that the proposed T/O of ██████████ personnel will prove adequate to perform our mission provided we may continue our present arrangement with the Personnel Office which permits us to recruit GS-3 and GS-4 typists, mail clerks and couriers to the extent of 10% over ceiling to provide for normal attrition. 25X9A2

3. Tab A is a definition of the mission and functions of the Cable Secretariat.

Tab B is a copy of the existing T/O.

Tab C is a copy of the proposed revised T/O, together with supporting data for the changes as noted.

NOV 3 5 28 6W

PERSONNEL DIRECTOR ~~SECRET~~
OFFICE OF

SECRET
Security Information

Tab D contains revised and complete job sheets for the T/O.

Tab E is an organizational chart of the Cable Secretariat.

Tab F is a functional flow chart illustrating work flow in the Message Center.

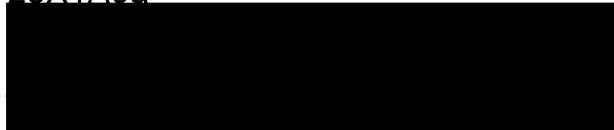
Tab G is a tabulation of position changes reflected in the proposed T/O.

Tab H is a tabulation of budget changes reflected in the proposed T/O.

Tab I shows a theoretical disposition of the force over a twenty-four hour working day.

Tab J is the justification for a specific and continuing amount of overtime.

25X1A9a



Executive Assistant to the Director

Attachments: As mentioned in Para 3

FRR:tac