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Office of the Chief

CHIEF, GEOGRAPHIC RESEARCH

OFFICE OF THE CHIEF

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It is accordingly recommended that this position be approved as Secretary (Stenography) GS-318-7.

Position No. 131, Administrative Clerk GS-6 requested, GS-301-6 recommended

This position is that of backer-upper to the GS-9 Administrative Assistant position for the Geographic Research Area, normally confined to the "implementing" phases of administration, such as physically maintaining the accounts, preparing the detailed papers accomplishing various administrative actions with full knowledge of procedure, maintaining files, etc. However, incumbent is required to be familiar with all the duties of both the Administrative Assistant GS-9 and the Secretary GS-7 to the Chief, Geographic Research, and to take over their duties in their absence.

The knowledge of procedure, the responsibility for the accurate implementation of decisions by superiors, and assuming all the duties of personnel at the GS-7 and GS-9 level in their absences, is believed to merit allocation to GS-6, and allocation to Administrative Clerk GS-301-6 is accordingly recommended.

Position No. 132, Courier GS-4 requested, GS-301-4 recommended

This position is that of a Courier transporting map and intelligence materials for the Geographic Area, ORR, through the classification of Secret (60%), as well as chauffeuring Geographic Area personnel to widely separated destinations in the Washington area (30%), and performing simple clerical tasks (10%).

This position has been classified as Chauffeur-courier GPC-601-4 in the past, but the job actually should be classified as Courier GS-301-4 according to standards now in effect, and that classification is accordingly recommended.

INFORMATION CONTROL SECTION

Position Nos. 591 and 592, Information Control Officer GS-8 and GS-7 respectively, represent the positions of Chief and Assistant Chief, Information Control Section, Geographic Area, ORR, and have been very recently reviewed and reclassified to existing grades. Briefly, these jobs are responsible for the detailed dissemination of all incoming mapping and intelligence materials to the proper branch or person in the Geographic Area on the basis of stated requirements and a thorough knowledge of the functions of the Area; as well as furnishing a Registry for locating materials coming in, remaining within, or going to other destinations.

The journeyman information control officer in the central Control Branch, Requirements and Control Staff, ORR, has been established at GS-7. The first supervisory and/or specialist level in charge of the information control function for a substantial organizational division of ORR has been established at GS-8. Although physically located away from the central ORR information control staff, this sub-station is under the policy direction

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and control of that staff. Accordingly, the top position is allocated to GS-8 and the full assistant to GS-7.

Position No. 632, Clerk GS-5 requested, GS-301-5 recommended

This is a new position, responsible for the maintenance and further development of the system required to control the flow of incoming and outgoing maps and mapping materials for the Geographic Area, other than intelligence documents and reports, presently requiring supervision of two subordinates.

The responsibilities of this position are commensurate with those of most GS-5 general clerical positions in CIA, and it is recommended that this position be approved as Clerk GS-301-5.

Position No. 594, Clerk (Typing) GS-4 requested, GS-301-4 recommended

This position is a recently allocated one, responsible for identifying, checking, recording, and disseminating to proper destination all maps and mapping materials received from and shipped to foreign areas, and maintenance of necessary files thereon.

Knowledge required to identify, process, and service these materials is believed to warrant allocation to GS-4, and Clerk (Typing) GS-301-4 is accordingly recommended.

Position No. 593, Clerk-Typist GS-3 requested, GS-322-3 recommended

The duties assigned this position of Clerk-Typist fit the Agency standard for Clerk-Typist GS-322-3, and that classification is accordingly recommended.

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Cartography Division

CARTOGRAPHY DIVISION

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CARTOGRAPHY DIVISION

The Cartography Division is responsible for the provision of all cartographic support for CIA and the State Department, and that requested by other IAC agencies, and graphic support required by CIA, for operations, finished intelligence production, and the National Intelligence Survey program. The Division is composed of (1) the Chief's office, (2) three branches organized on a regional basis as USSR-Satellites Compilation Branch, Far East Compilation Branch, and Europe/Africa Compilation Branch, (3) a Development and Construction Branch, (4) a Special Support Branch, and (5) a Graphics Branch. The functions of these branches are considered in detail in succeeding segments of this report. The divisional structure is illustrated in Exhibit No. 3.

The production activities of the Division are as varied as the requirements of the bodies it serves; it has specific continuing program responsibility for preparation of all standard base maps used in the MIS program, final MIS maps for Chapters IV, V, and VI of the MIS program, and for proofing and preparing for printing MIS maps submitted by non-CIA contributors other than the Department of State.

The majority of the positions in the Cartography Division are those of professional Geographers (Cartographic) and skilled Cartographic Draftsmen. Brief standards developed and used in the allocation of these positions are attached as Exhibit No. 4.

OFFICE OF THE CHIEF

The Office of the Chief is responsible for providing the planning, orientation, administration, coordination, liaison, review, and clerical support for research, training, and production necessary to the accomplishment of the Division mission.

Position No. 176, Geographer (Cartographic) GS-15 requested, GS-150-15 recommended

Position No. 176 is that of Division Chief, responsible for formulating and executing plans and procedures for most effective accomplishment of the Division objectives, for orienting, guiding, and directing Division operations, and for providing final assurance of the accuracy of basic geographic data contained in Division products. This position

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was approved by the Civil Service Commission at GS-14 under date of September 23, 1948. Since that time, the Division has enlarged its services, activities, and responsibilities. Organizationally it has been designated as a division rather than a branch, its former sections have become branches, and Graphics Branch and Special Support Branch have been attached. The Division has assumed organizational significance equivalent to that of other divisions in the Geographic Area, which itself has become one of the three principal organizational segments of ORA. Of primary import is Cartography Division's assumption of final responsibility, formerly placed elsewhere, for the accuracy of all basic geographic data appearing in its cartographic products, i.e., projections, hydrography, terrain, place locations, administrative boundaries, standardized geographic names, basic surface transportation, and current map coverage.

This position is compared to that of the Chief, Cartographic Division, Army Map Service, GS-14, responsible for supervising the operations of about 600 persons engaged in constructing topographic maps in accordance with instructions written by other organizational components of the Army Map Service. While the AMS Cartographic Division Chief supervises the activities of a considerably larger group, the range, depth, and variety of demands upon professional competence appear to be less than in the CIA position. AMS maps are mainly topographic, generally prepared in series, to a common scale, through an assembly-line type of operation, with such activities as evaluation and selection of maps, map design, liaison, and planning placed in segments other than the Cartographic Division.

Position No. 176 is further compared to the top position in Charts Division, Coast and Geodetic Survey, responsible for directing compilation of nautical and aeronautical maps, collecting data, preparing geographic reports, etc. Charts Division is headed by a Navy Captain, who directs the activities of a Nautical Branch and an Aeronautical Branch, headed by a GS-14 Chief and Navy Commander respectively. Maps produced are topographic in nature, generally prepared in series, to a common scale, through an assembly-line type of operation.

Since the grade requested for Position No. 176 does not seem unreasonable in comparison to levels of similar positions in other agencies, and in view of the increased responsibilities of Cartography Division, ORA, it is recommended that this position be approved as Geographer (Cartographic) GS-15.

Position No. 640, Geographer (Cartographic) GS-14, requested, GS-150-14, recommended

Position No. 640 is a new position of Deputy Chief, alter-ego to position No. 176, charged with sharing fully in that position's responsibilities, and acting in the Chief's stead in his absence. In view

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of its responsibilities vis a vis the Chief, GS-15 recommended, it is proposed that this position be approved as Geographer (Cartographic) GS-14.

Position No. 177, Geographer (Cartographic) GS-13 requested, GS-150-13 recommended

Position No. 177 is that of Map Editor, responsible for critical review, editing, and evaluation of all maps produced in the Division, embracing production world-wide in coverage. This is the last point of technical review on a detailed basis. The Editor's evaluations assess divisional adherence to overall standards for cartographic production and are essential to the Division Chief's formulation of decisions that specific maps be printed. While this position does not entail supervisory duties, it is apparent that its responsibilities toward accomplishment of the divisional mission are subordinate only to those of the Chief and Deputy Chief, and of equal significance with those of the Branch chiefs. This position was approved by the Civil Service Commission at GS-12 under date of September 22, 1946. In view of the increased responsibilities of the Division, particularly its assumption of final responsibility for the accuracy of all basic geographic data on all its cartographic products, with resulting increase in the Map Editor's responsibilities, it is recommended that this position be approved as Geographer (Cartographic) GS-13.

Position No. 178, Geographer (Cartographic) GS-12 requested, GS-150-12 recommended

Position No. 178 is that of professional Assistant to the Chief, serving as initial contact point for requesters seeking Division services, with responsibility for determining feasibility of accepting projects proposed, suggesting methods and scales of presentation, maintaining liaison with requesters and production control points outside the Division, and for professionally assisting the Chief in his responsibilities concerned with directing, guiding, reviewing, coordinating, and meeting time deadlines in Division production. This position was approved at GS-11 under date of October 13, 1949. Since that time its responsibilities for screening requests and acting as trouble-shooter and expeditor in Division production have increased with the growth in the variety and scope of problems encountered in meeting needs arising from increased numbers of customers and broadened divisional services. Accordingly, it is recommended that this position be approved as Geographer (Cartographic) GS-12.

Position No. 179, Geographer (Cartographic) GS-11 requested, GS-150-11 recommended

This is the position of the sole liaison between the Cartography Division and the mapping agencies contributing to the National Intelligence Surveys who prepare their own maps (this excepts the State

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Department cartographic presentations which are rendered by the Cartography Division, CIA. Incumbent receives cartographic renditions from contributors for the purpose of reviewing them to assure that they meet the cartographic standards established by the National Intelligence Survey Committee in presentation of content, colors, type size, trim, apron material, etc., and for preparing the color-proofing as well as the final reproduction order to CIA reproduction facilities which reproduce all maps prepared over the NIS base. In addition, incumbent maintains constant liaison with producers to advise and assist them in improving their presentation techniques and capabilities through keeping them acquainted with the latest cartographic techniques, furnishing them with base maps, separation plates, etc., as required to do their job.

This position requires the services of a journeyman Cartographer who can positively aid and negotiate with professional contributors in an effective manner. This position is compared to the position of Geographer (Cartographic) GS-150-11 (Bureau No. 8628) approved in the Basic Intelligence Division, ORS, with responsibility for performing the same type negotiations during the preparation stages with ALL contributors to the NIS program, as well as reviewing the finished work before the NIS are published. While the responsibilities delineated in the latter position are greater than in the one under consideration, it is believed that GS-11 is the minimum grade to which either position should be allocated.

Geographer (Cartographic) GS-150-11 is accordingly recommended for this position.

Position No. 180, Secretary (Stenography) GS-6 requested, GS-318-6 recommended

Position No. 180 is that of Secretary (Stenography), responsible for serving as Secretary to the Division Chief, GS-15 recommended, and for furnishing him administrative assistance in a non-professional capacity.

This position was approved by the Civil Service Commission at GS-5 under date of September 22, 1948. Since that time, increases in its responsibilities have been limited to enlargement of the variety and scope of activities encountered, because of divisional assumption of added support functions, particularly covert, and to performance of certain non-professional NIS duties formerly discharged by the Assistant to the Chief. However, the position's continued responsibilities for serving as the non-professional right hand of the Chief of the Division are considered to constitute well-rounded secretarial and

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administrative functions of GS-6 caliber. While this position is weaker than its counterparts in other divisions in the Geographic Area, its allocation to GS-6 does not appear unreasonable in comparison to those of similar positions in other components of the Agency.

In light of its continued responsibilities for discharging normal secretarial functions under the Division Chief, and to bring ORR grade levels into better alignment with those of similar positions elsewhere in CIA, it is recommended that this position be approved as Secretary (stenography) GS-6.

Position No. 181, Printing and Publications Clerk, GS-6 requested, GS-2090-6 recommended

Position No. 181 is that of Printing and Publications Clerk, with responsibility for performing all the review, liaison, and coordination operations involved in securing from appropriate reproducing facilities accurate, timely, and complete satisfaction of all the reproduction needs of both the Geography and Cartography Divisions of the Geographic Area, embracing all maps, charts, photographs, graphs, and textual materials submitted for reproduction; for maintaining constantly utilized files of all materials involved in production of completed Cartography Division projects; and for discharging all divisional functions in its Vital Storage program.

This position was approved by the Civil Service Commission at GS-5 under date of September 22, 1948. In view of the fact that it is now the principal liaison point and coordinator of printing requirements of the Geographic Area to the CIA reproduction facilities, requiring intimate knowledge of the printing process, it is recommended that this position be approved as Printing and Publications Clerk, GS-6.

Position No. 182, Property and Supply Clerk, GS-5 requested, GS-2040-5 recommended

Position No. 182 is that of Property and Supply Clerk, with responsibility for maintaining a stock of valuable and specialized cartographic equipment, tools, and supplies; for keeping pertinent records thereon; for acting as Division Accountable Officer for all non-expendable cartographic material; and for discharging a number of related functions, some of them housekeeping in nature for the service of Geography Division as well as Cartography Division. Especially exacting are this position's responsibilities for ascertaining, by extra-governmental contacts, without revealing source of inquiry, the specifications, characteristics, nomenclature, and price data necessary for purchasing specialized cartographic supplies available only from private vendors. This position was approved by the Civil Service Commission at GS-4 under date of September 15, 1948.

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In view of additional responsibilities since assumed, some serving Geography Division as well as Cartography Division, and including responsibility for private contacts, it is recommended that this position be approved as Property and Supply Clerk, GS-5.

COMPILATION BRANCHES

The three Compilation Branches engage in identical operations, each within its own area of geographic responsibility. They are charged with performing the basic geographic research, planning, compilation, and liaison involved in producing manuscript worksheets, drafting specifications, and type orders necessary in cartographic production for fulfillment of the divisional mission.

Former Position Nos. 183, 186, and 189, Geographer (Cartographic) GS-13 requested, GS-150-13 recommended

Former Position Nos. 183, 186, and 189 are those of Compilation Branch Chiefs, with responsibility for providing basic geographic research, planning, compiling, and liaison necessary for fulfillment of such portions of the divisional mission as are related to their respective areas of regional responsibility, i.e., the USSR - Satellite, Far East, or Europe/Africa areas. In each of the Compilation Branches, these positions provide guidance, direction, and review of the activities of subordinate professional Geographers (Cartographic).

The positions were approved by the Civil Service Commission at GS-12 under date of September 15, 1948. Since that time, their responsibilities have increased along with increase in services rendered to covert operational segments of the Agency, etc., assumption of responsibility for accuracy of basic geographic features on maps produced, and increased competence as a result of regional specialization.

In view of their increased responsibilities, it is recommended that these positions be approved as Geographers (Cartographic) GS-13.

Former Position Nos. 184, 187, and 190, Geographer (Cartographic) GS-12 requested, GS-150-12 recommended

Former Position Nos. 184, 187, and 190 are those of Assistant Chiefs in the various regional Compilation Branches. They provide assistance to the Branch Chiefs in their supervision of Branch operations, furnishing guidance, training, and review services to lower-graded Geographers (Cartographic), and act in the Chiefs' stead in their absences. Further, they function at the full level of professional competence as Compilers, responsible for performing basic research, planning, and compilation entailed in cartographic projects of the most complex nature.

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These are new positions. In view of their responsibilities for assisting the Branch Chiefs, GS-13 recommended, in their supervisory duties, and for serving in the Chiefs' stead in their absences, it is recommended that these positions be approved as Geographers (Cartographic) GS-12.

Former Position Nos. 184.01, 184.02, 184.03, 187.01, 187.02, 187.03, 190.01, 190.02, and 190.03, Geographer (Cartographic) GS-11 requested, GS-150-11 recommended

Former Position Nos. 184.01, 184.02, 184.03, 187.01, 187.02, 187.03, 190.01, 190.02, and 190.03 are those of Compilers, responsible for performing at the full professional level the basic geographic research, planning, and compilation involved in processing cartographic assignments of the most complex nature.

These positions were approved by the Civil Service Commission at GS-11 under date of September 15, 1948. Since that time, their responsibilities have remained substantially the same, calling for independent performance in cartographic production of the highest order required of the Division.

In view of these facts, it is recommended that these positions be reaffirmed as Geographers (Cartographic) GS-11.

Position Nos. 185, 185.01, 188, 188.01, and 191, Geographer (Cartographic) GS-9 requested, GS-150-9 recommended

Position Nos. 185, 185.01, 188, 188.01, and 191 are those of Compilers, responsible for performing basic geographic research, planning, and compilation involved in completing cartographic assignments of a complex nature, with guidance in the most difficult phases of their work.

These positions were approved by the Civil Service Commission at GS-9 under date of September 15, 1948. Since that time, their responsibilities have remained substantially the same, calling for performance, guided in most difficult aspects, in cartographic production of a level of complexity only slightly less than that of Geographers (Cartographic) GS-11.

In view of these facts, it is recommended that these positions be reaffirmed as Geographers (Cartographic) GS-9.

DEVELOPMENT AND CONSTRUCTION BRANCH

The Development and Construction Branch is responsible for planning, liaison, and coordination of divisional research in cartographic techniques and for providing (1) compilation, layout, and drafting of

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specialty maps and charts, in the Cartographic Aid Section; (2) cartographic drafting of maps and charts in the Drafting Section; (3) training and retraining of draftsmen and compilers in the Cartographic Laboratory Section; (4) research in mapping methods, tools, and materials, also in the Cartographic Laboratory Section; and (5) composition of type orders, in the Composing Section.

Position No. 192, Geographer (Cartographic) GS-13 requested, GS-150-13 recommended

Position No. 192 is that of the Chief, Development and Construction Branch, responsible for planning, liaison, and coordination relative to divisional research and development in cartographic techniques and methods and for planning and directing the operations of professional personnel and skilled craftsmen engaged in compilation, layout, drafting, research, training, and type composing activities in the various Sections.

This position was approved by the Civil Service Commission at GS-12 under date of September 15, 1948, on a par with Chiefs of Compilation Branches. Since that time its responsibilities have increased through divisional assumption of final responsibility for accuracy of basic geographic data in its products; also the compilation, layout, design, and construction activities carried out in preparation of specialty maps and charts and "rush" presentations with short deadlines, formerly performed in the Drafting Section, have increased in volume and significance to the point where a separate Cartographic Aid Section has been created for their accomplishment.

In view of its enlarged responsibilities, and the fact that it has always been considered on a par with the Chiefs of Compilation Branches, herein recommended for GS-13, it is recommended that this position be approved as Geographer (Cartographic) GS-13.

Position No. 193, Geographer (Cartographic) GS-12 requested, GS-150-12 recommended

Position No. 193 is that of full Assistant Chief, Development and Construction Branch, with responsibility for assisting the Branch Chief (Geographer (Cartographic), GS-13 recommended) in the planning and direction of all Branch activities; for serving as Chief, with concomitant responsibilities, in that individual's absence; and for personally performing simultaneous map design, compilation and drafting at the full level of professional and craftsman's competence, in producing map projects with short deadlines.

This position was approved at GS-11 under date of February 15, 1951. Since that time, its responsibilities have increased in the same proportion as those of the Chief, Development and Construction Branch, GS-13 recommended. Geographer (Cartographic) GS-12 is accordingly recommended for this position.

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CARTOGRAPHIC AID SECTIONPosition No. 631, Geographer (Cartographic) GS-9 requested, GS-150-9 recommended

Position No. 631 is that of Chief, Cartographic Aid Section, responsible for planning and directing the activities of three Cartographic Compilation Aids and personally engaging in Section operations, which involve initial compilation, design, and construction of special maps or charts, often with short deadlines, processed entirely within the Section.

This is a newly proposed position, and in the initial stages of development will be closely supervised and directed by the Assistant Chief, Development and Construction Branch. The compiling and designing functions and the requirement for accuracy of basic geographic data in final products entail geographic competence for processing a variety of assignments, with guidance in the most difficult phases from superior. The planning of assignments and selection of presentation methods involve performance equivalent to that of a Compiler GS-9. Geographer (Cartographic) GS-9 is accordingly recommended.

Position Nos. 641 and 641.01, Cartographic Compilation Aid GS-7 requested, GS-815-7 recommended

Position Nos. 641 and 641.01 are those of Cartographic Aids, responsible for assisting the Chief, Cartographic Aid Section, GS-7 recommended, in planning, compilation, and designing of maps and chart assignments, and for employing expert competence in a wide variety of cartographic drafting functions and techniques to construct specific projects.

These are new positions, involving expert performance of all drafting operations required in construction of projects of the most complex nature, as well as semi-professional planning, designing, and compilation activity, often simultaneously.

In light of these facts and the favorable comparison drawn between these positions and the Draftsmen previously allocated to GS-7, it is recommended that these positions be approved as Cartographic Compilation Aids, GS-7.

Position No. 197.05, Cartographic Compilation Aid GS-6 requested, GS-815-6 recommended

Position No. 197.05 is that of a Cartographic Aid, responsible for assisting the Chief, Cartographic Aid Section, in the same manner as the Cartographic Aids, GS-7 recommended, except on less difficult assignments; and for employing versatility in a variety of drafting

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techniques and functions in the construction of all but most complex specific projects assigned to the Section.

This is a new position. Its functions duplicate those of Cartographic Aids, GS-7 recommended, except that they are performed on projects of a somewhat lower level of difficulty.

In light of these facts, it is recommended that this position be approved as Cartographic Compilation Aid, GS-6.

DRAFTING SECTION

Position No. 195, Supervisory Cartographic Draftsman, GS-8 requested, GS-816-8 recommended

Position No. 195 is that of Assistant Supervisor of the Drafting Section, responsible for scheduling, guiding, and checking the work of Cartographic Draftsman assigned to the Section, assisting the Assistant Chief, Development and Construction Branch, in his responsibilities as Section Supervisor, serving as Supervisor in that individual's absence, and personally performing cartographic drafting of the highest order in construction of the most difficult and complex maps.

This was approved at GS-8 under date of December 12, 1951. It has not substantially changed since that time.

In view of the position's continued responsibilities for operating at the fullest level of drafting competence and for performing supervisory duties in assistance to or in the stead of the Section Supervisor, it is recommended that it be retained as Supervisory Cartographic Draftsman, GS-8.

Position Nos. 196.01, 196.02, 196.03, and 196.04, Cartographic Draftsman, GS-7 requested, GS-816-7 recommended

Position Nos. 196.01, 196.02, 196.03, and 196.04 are those of Cartographic Draftsmen assigned to the Drafting Section and responsible for expertly performing drafting assignments of broad variety, varying scales, and a most exacting nature.

These positions were approved at GS-7 under date of December 17, 1951, and have not substantially changed since that time.

In view of their continued responsibility for operating at the fullest level of drafting competence, it is recommended that these positions be retained as Cartographic Draftsmen, GS-7.

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Position Nos. 197, 197.01, 197.02, 197.03, and 197.04, Cartographic Draftsman, GS-6 requested, GS-816-6 recommended

Position Nos. 197, 197.01, 197.02, 197.03, and 197.04 are those of Cartographic Draftsman assigned to the Drafting Section and responsible for performing in a highly skilled manner drafting assignments of all but most complex nature, with guidance only in reference to most complicated problems.

These positions were approved by the Civil Service Commission at GS-6 under date of September 22, 1948. They have not substantially changed since that time.

In view of their continued responsibility for operating in a markedly skilled manner in assignments of considerable complexity, requiring only very limited guidance, it is recommended that these positions be retained as Cartographic Draftsman, GS-6.

Position Nos. 198 and 198.01, Cartographic Draftsman, GS-5 requested, GS-816-5 recommended

Position Nos. 198 and 198.01 are those of Cartographic Draftsman assigned to the Drafting Section and responsible for skillfully performing routine drafting assignments, with guidance in resolution of most difficult problems.

These positions were approved by the Civil Service Commission at GS-5 under date of September 15, 1948, and have not substantially changed since that time.

In view of their continued performance under limited guidance in skillful discharge of routine drafting assignments, it is recommended that these positions be retained as Cartographic Draftsman, GS-5.

CARTOGRAPHIC LABORATORY SECTIONPosition No. 194, Cartographer, GS-9 requested, GS-815-9 recommended

Position No. 194 is that of Cartographer, responsible for conducting the research and training operations carried on in the Cartographic Laboratory Section.

This position was approved at GS-9 under date of February 15, 1951. Since that time, its responsibilities for research and training have remained substantially unchanged.

In view of the position's continued responsibility for utilizing thorough competence in the field of cartography and expert knowledge of all aspects of map construction processes, techniques, and procedures,

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in conducting cartographic research and divisional training activities, it is recommended that it be retained as Cartographer, GS-9.

Position No. 196, Cartographic Draftsman, GS-7 Requested, GS-816-7 recommended

Position No. 196 is that of Cartographic Draftsman, assigned to the Cartographic Laboratory Section, with responsibilities for assisting in research and training of personnel of the Cartography Division and for personally performing drafting assignments of the most exacting nature.

This position was approved at GS-7 under date of February 15, 1951, and has not substantially changed since that time.

In view of the position's continuing responsibility for utilizing skills necessary in the highest order of drafting, in research, and in training operations for division members, it is recommended that it be retained as Cartographic Draftsman, GS-7.

COMPOSING SECTION

Position Nos. 197 and 197.01 are those of Compositors, responsible for composing and printing type orders pertinent to specific divisional products. These positions are adequately described on current position descriptions and are compensated under the Graphic Arts schedule. Hence, further evaluation is deemed unnecessary.

GRAPHICS BRANCH

Through agreement between ORR and Classification and Wage Division, survey of Graphics Branch, which provides graphic, art, and illustrative materials required by CIA, has been held in abeyance, pending the results of the current O&M survey of all graphics units in CIA, which may substantially affect the Branch organizational location, structure, mission, and functions.

SPECIAL SUPPORT BRANCH

This branch is responsible for rendering all cartographic assistance required by all CIA office staffs located in the Special Center, as well as graphic assistance for all but the Office of Current Intelligence, the latter being serviced by its own Situation Room Division. Performance of these functions includes responsibility for providing accurate basic geographic as well as special features required on finished products.

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While it was stated by the Chief, Cartography Division, that the great variety of cartographic requirements which is the normal lot of the three area compilation branches is not necessarily the case in the Special Support Branch, the following factors are believed to compensate for this difference: (1) The Special Support Branch renders cartographic presentations on the entire world area, whereas the three area compilation branches are normally confined to specified areas; (2) because of the restricted nature of the work performed in the Special Center, Special Support Branch completes the whole operation including initial interview of customer, geographic research, compilation, construction, and final review, for both cartographic and graphic presentations, whereas Cartography Division proper is staffed with positions outside the compilation branches to perform initial interview, final review, and all graphic presentations.

Position No. 206, Geographer (Cartographic) GS-13 requested, GS-150-13 recommended

This is the position of Chief, Special Support Branch, carrying full responsibility for this autonomous segment of work of the Cartography Division. Since this position appears to be fully as responsible as the positions of the three area compilation branches, it is recommended that this position be approved as Geographer (Cartographic) GS-150-13.

Position No. 207, Geographer (Cartographic) GS-12 requested, GS-150-12 recommended

This is the position of the Assistant Chief, Special Support Branch, normally sharing with the Chief the direction of the activities of the Branch, serving as Branch Chief in the absence of that individual, and carrying out in an expert fashion the duties required by top level Geographers (Cartographic) in the Branch, as necessary.

This position fits the standard developed for the Cartography Division for an Assistant Chief, Compilation Branch, at the GS-12 level. It is accordingly recommended that this position be approved as Geographer (Cartographic) GS-150-12.

Position No. 207.01, Geographer (Cartographic) GS-11 requested, GS-150-11 recommended

This is the position of the journeyman professional Geographer (Cartographic) who is expected to render in a professional manner finished products, including the most difficult types of projects received by the Branch.

Inasmuch as the journeyman professional level has been established at GS-11, it is recommended that this position be approved as Geographer (Cartographic) GS-150-11.

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Position Nos. 208 and 208.01, Cartographic Draftsman, GS-7 requested,
GS-816-7 recommended

These are the positions of Cartographic Draftsman, who furnish all subprofessional assistance to the Special Support Branch, away from the immediate technical assistance at the command of cartographic draftsmen in the Development and Construction Branch. In addition, these positions are required to furnish illustrative and graphic services requiring a high degree of competence, which is foreign to the normal cartographic draftsman elsewhere in Cartography Division.

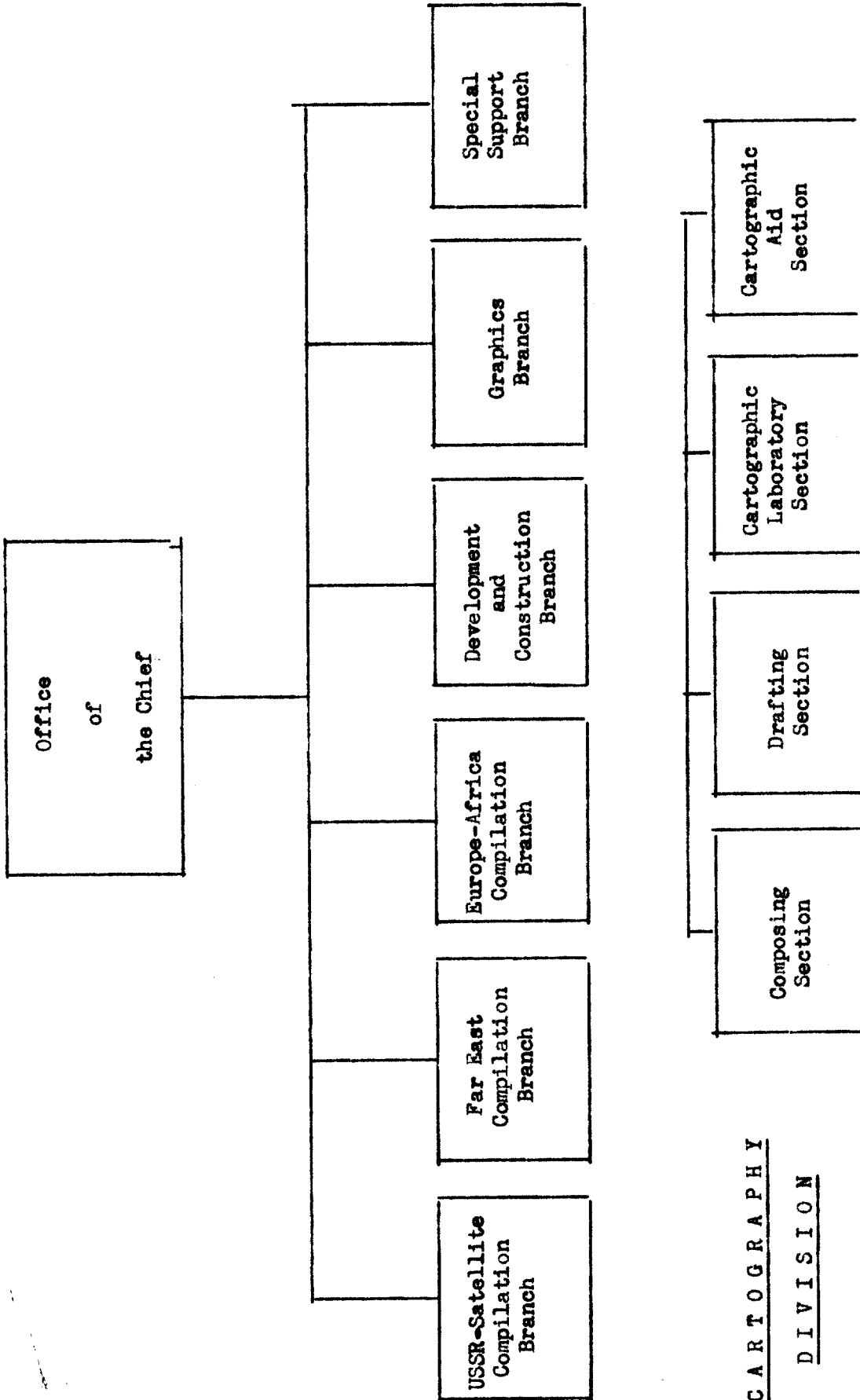
Since these positions are required to render the most difficult types of cartographic drafting required by projects completed in the Branch, receive no immediate technical assistance, and are required to render graphic illustrations, it is recommended that these positions be approved as Cartographic Draftsman GS-816-7.

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EXHIBIT NO. 3



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EXHIBIT NO. 4

Classification Standards for Geographer (Cartographic) Positions

GS-15 Chief of Division - The top divisional position has overall responsibility for planning, coordinating, directing, and reviewing production of all cartographic and graphic presentations furnished the agencies served. In addition to overall divisional responsibilities, the Chief participates with his superior and other division heads in reviewing, coordinating, and planning operational activities and policies pertinent to production in the Office segment of which the division is a part.

GS-14 Deputy Chief of Division - The Deputy Chief serves as alter-ego to the division head and in that capacity shares fully with him all the responsibilities for planning, coordinating, reviewing, and directing day-to-day operations of the division. During the Chief's absence, the Deputy is responsible for conducting divisional activities, determining divisional policy, and serving on committees in the Chief's stead.

GS-13 Chief of Compilation Branch - These Geographers (Cartographic) are responsible for supervising, from a technical standpoint, all branch operations entailed in producing specific cartographic presentations. They furnish overall guidance and direction in their respective areas of regional competence and through their detailed review of Branch products assure the accuracy of all basic geographic data appearing therein.

GS-12 Assistant Chief of Compilation Branch - These Geographers (Cartographic) provide assistance to their chiefs by participating with them in planning and direction of branch activities, by advising and guiding lower-graded branch personnel in their work, and by serving in the Branch Chief's stead in his absence. Assistant Branch Chiefs also operate at the full professional level in independently rendering cartographic presentations of a most complex nature.

GS-11 Geographer (Cartographic) - Positions at this level may be characterized as those of regional specialists who operate at the full professional level, independently completing in an expert manner assigned projects of a most complex nature. Geographers (Cartographic) at this level differ from those at the GS-12 level in that they do not have overall branch administration and supervisory responsibilities.

GS-9 Geographer (Cartographic) - Positions at this level exercise considerable professional regional competence in performing in an expert manner branch operations pertaining to completion of assigned projects of a complex nature. These positions receive guidance from higher-graded Geographers (Cartographic) in the most difficult phases of activities, and work is subject to more searching review than that of higher-graded Geographers (Cartographic).

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GS-7 Geographer (Cartographic) - Positions at this level perform as advanced professional trainees, responsible for completing in an expert manner assignments utilizing regional competence but usually less exacting in nature than those of the GS-9 level. These positions receive frequent guidance in difficult phases of work, which is subject to more searching review than that of higher-graded Geographers (Cartographic).

GS-5 Geographer (Cartographic) - At this level Geographers (Cartographic) are trainees, subject to close and continuous supervision and guidance in all phases of their learning activities. They perform work assigned them as a device for developing their competence in the use of sources, methods, and tools required for performance of professional duties of a higher level. They utilize their regional educational background in acquiring experience necessary for such advancement, and their completed work is subject to searching review.

Classification Standards for Cartographic Draftsman Positions

GS-7 Cartographic Draftsman - These draftsmen operate at the full level of cartographic drafting competence, expertly performing all drafting operations involved in processing most complex and detailed projects of the highest order of difficulty, characterized by extreme density of symbols and features and most difficult projections, and entailing keen appraisal of the interrelationships between lines, symbols, and place names.

GS-6 Cartographic Draftsman - At this level Cartographic Draftsmen expertly perform drafting assignments of all but most complex nature, characterized by considerable density of symbols and features and difficult projections, and entailing highly competent appraisal of the interrelationships between lines, symbols, and place names. While assignments are usually less exacting than those of higher-graded draftsmen, occasionally sectional workload requires completion of projects normally assigned at the GS-7 level. In such cases, the most complex problems are referred for superiors' guidance and resolution. Work performed at the GS-6 level is more closely reviewed than that of higher-graded draftsmen.

GS-5 Cartographic Draftsman - This level of cartographic drafting entails highly skilled performance in completing projects ranging from run-of-mine to moderately difficult in nature. At this level draftsmen are expected to recognize and refer for superiors' guidance and resolution problems arising in other than routine assignments. Work performed at this level is subject to closer review than that of higher-graded draftsmen.

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GEOGRAPHY DIVISION

Geography Division

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GEOGRAPHY DIVISION

The Division is primarily a professional research organization providing geographic and map intelligence coverage on the entire world. The Division bears responsibility for undertaking a wide variety of research projects and producing comprehensive reports for two major purposes: (1) To provide basic, general purpose map evaluations, bibliographies, geographic data evaluations and syntheses, and technical studies to cover all internationally significant world areas as completely and currently as possible, detecting and filling any existing gaps. These serve as general reference geographic materials for a variety of intelligence uses by CIA and by other Government agencies (most of the users being members of the IAC). (2) To undertake specifically requested projects and present authoritative geographic studies, reports, memoranda, and advice to meet particular intelligence problems in CIA, and to a lesser extent other IAC agencies.

Besides the responsibility for geographic and map intelligence production, the Division is responsible for cooperating in the authorized exchange of this kind of data among the Government agencies concerned, for coordinating NIS projects jointly undertaken with IAC counterparts and for reviewing the quality and output of those contributions.

Continuing programs of the Division include the coordination and review of Chapter IX of the National Intelligence Survey and contributing the political, economic and sociological geography sections in it; the periodic publication of the Map Intelligence Review, the Infiltration and Intrusion Studies and the Evasion and Escape Studies series; basic and special coverage involving geographic macro- or micro- analyses in a variety of projects; and the determination of deficiencies in geographic and map intelligence for the procurement program.

Geography Division consists of the Office of the Chief, in which are located the Reviewing and Editing Staff; USSR Branch; Satellites Branch; Far East Branch; Near East/Africa Branch; Western Europe Branch; Western Hemisphere Branch; and Territorial Studies Branch. Approximately 80% of the personnel of the Division are professional Geographers.

(See Exhibits and for the organizational chart and the Classification Standards, respectively.)

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OFFICE OF THE CHIEF

Position No. 128. Geographer, GS-15 requested; GS-150-15 recommended

As Chief of the Geography Division, under general policy guidance of the Chief of Geographic Research, OGR, incumbent plans, directs, administers, coordinates and reviews broad programs of geographic and map intelligence research and the production in final form of comprehensive and varied technical studies and reports in all fields of geography and covering the entire world. This position was approved by the Civil Service Commission at GS-11, under date of 3 September 1948. Since that time the Division has gradually changed emphasis and enlarged its activities. Whereas before it was principally concerned with assimilating and evaluating basic and specialized map data, it now has added the major responsibility for providing special geographic studies and advice to the entire Agency, in direct support of field operations, as well as to the intelligence community as required. In recognition of these features, this position currently appears on the T/O at GS-15.

Civil Service Commission specifications were consulted in preparing applicable standards. In addition to these and to the position approved in 1948, benchmark was also obtained from the position of Consultant Geographer, GS-15, in the State Department. He serves on the Staff of the Special Assistant to the Secretary, in charge of Research and Intelligence. As an authority in the whole field of geography, he advises the Secretary, the Under Secretary and other top officials on geographic matters affecting foreign policy; represents State on intergovernmental and international projects and commissions concerned with broad geographic policies and programs. While the Chief, Geography Division, is responsible for numerous contacts involved in interagency coordination, the professional stature and negotiating ability (contacts) requirements for the State Department Consultant are undoubtedly greater than those found in subject position. On the other hand, the Consultant position carries no continuing program or supervisory responsibilities; whereas the Division Chief directs the work of approximately 50 people, of whom most are professional geographers, and from whom a constant volume of technical output is required.

In consideration of these facts, it is recommended that this position be continued in GS-150-15.

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Position No. 633. Geographer, GS-14 requested; GS-150-14 recommended

This is the position of Special Assistant on the USSR. It carries high responsibility as advisor to the Division Chief on technical problems of geographic research mainly in the fields of geodesy, photogrammetry, photo intelligence, cartography, and mapping intelligence with respect to the most difficult and important region of geographic intelligence: the USSR. The incumbent serves as the Agency's top geographic specialist on the USSR and is the principal geographer in contact with the Special Intelligence effort. He is also the chief geographic contact with policy and planning levels in other agencies on USSR matters.

The apparent overlap and conflict between this position and the Chief, USSR Branch are easily resolved in the light of two facts: (1) The great emphasis placed by the Agency upon USSR intelligence results in special programs, contacts, and technical advisory functions on USSR geography; (2) The USSR Branch Chief is primarily concerned with administering internal research and the production of basic intelligence and special studies, while subject incumbent directs external research (under different conditions) and is concerned with special technical problems at the policy level of geographic intelligence.

It is believed that the responsibilities of this position are of an order favorably comparable to the Regional Branch Chief positions in this Division; therefore, it is recommended that the proposed grade, GS-14, be approved.

Position No. 137. Geographer, GS-13 requested; GS-150-12 recommended

The Assistant to the Chief, being thoroughly familiar with the techniques, subjects, and problems of geographic research in the Division, assists the Chief by continual review of progress on all projects, recommending short-cuts or temporary shifting of analysts to meet deadlines; establishes and maintains liaison with outside sources and contributors; receives project requests and adjusts same in terms of specifications and Division capabilities; and recommends procedural and production improvements for the entire Division.

The position was allocated to GS-11 by the Civil Service Commission in 1949 and upgraded to GS-12 on the T/O in view of later program expansion. The Division now proposes GS-13, but this does not appear warranted in view of the reallocation already made since the 1949 allocation. Also, comparison with the Assistant to the Chief in Cartographic Division (GS-12), who performs a very similar function with equal technical competence required, strongly indicates retention of this position in GS-12, and that grade is accordingly recommended.

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Position No. 138, Secretary (Stenography), GS-6 requested; GS-318-6 recommended

This is the position of Secretary to the Division Chief (GS-15) requiring in addition to secretarial duties, the daily supervision of the clerical staff in the Office of the Chief and the giving of guidance to clerical personnel in the Branches on administrative matters. The incumbent must have a thorough familiarity with the policies and views of the Chief as well as good knowledge of current Division projects and activities because this position is the focal point for Division correspondence, flow of materials and outside contact channels. There is considerable responsibility for knowledge of current correspondence requirements, procedures and formats, since a variety of such correspondence is initiated by incumbent and prepared from brief instructions. The position involves numerous high level contacts and the frequent discussion and resolution of Division administrative affairs, where the Chief's personal attention is not necessary. Preliminary fact-gathering and compilation for a variety of administrative-type Division reports is a further requisite of the job.

Since the Civil Service Commission allocation of this position at GS-5 in 1948, a significant expansion of Division programs has occurred which resulted in upgrading the Division Chief as well as some other positions. The Secretary's responsibilities have also increased proportionately. Therefore, it is recommended that the recent T/O increase to GS-6 become the approved allocation.

Position No. 634, Clerk (Stenography), GS-5 requested; GS-301-5 recommended

As the clerical assistant to the USSR Specialist (GS-14 proposed) in the Office of the Chief and also to the Special Assistant to the Chief (GS-12), the incumbent serves in a dual capacity, performing all clerical support, except routine typing, for these two officers. The responsibilities connected with the USSR Specialist are of a secretarial nature: taking technical dictation, maintaining his special files and status records, receiving and preparing his correspondence, assisting him in assembling and digesting various data for advisory or program planning use, being the initial contact for official inquiries and visitors and answering non-technical questions concerning his program activities. All of this requires a good knowledge of that officer's views, schedules and projects. In support of the Special Assistant to the Chief, the incumbent performs a variety of unrelated tasks at a fairly high clerical level, but these duties are not especially relevant to the allocation except by making the variety of duties unusually wide.

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Since the controlling factors in this position are common to numerous positions allocated to GS-5 throughout the Agency, it is recommended that this position be approved at GS-5.

Position Nos. 139, 139.01, 143. Clerk-Stenographer GS-312-4, and Clerk (Typing) GS-301-4, respectively, requested; Clerk (Typing) GS-301-4 (For all three) recommended

These three positions presently involve similar clerical and typing duties, and it was ascertained that shorthand is not currently a requirement of the positions. Since these positions are similar to other Agency positions allocated at the GS-4 level, it is recommended that they be allocated as Clerk (Typing), GS-301-4.

REVIEWING AND EDITING STAFF

Position Nos. 140, 141, 142, 142.01 accomplish the editorial and review functions for the Geography Division. Through agreement between ORR and the Classification and Wage Division, decision on grade levels for these positions is held in abeyance pending completion of survey on similar positions in the Reports Division, ORR, for comparison purposes. The grade levels in this type of positions are presently in status of controversy in ORR.

REGIONAL BRANCHES AND TERRITORIAL STUDIES BRANCH

Position Nos. 144, 149, 163, 154, 159, 167. Geographer GS-11; requested; GS-150-11; recommended

The Regional Branch Chief positions entail the responsibility of providing continuing basic geographic and map intelligence coverage as well as a wide variety of comprehensive analytical and technically descriptive studies for special, unique purposes by request, on a region composing roughly 1/6 of the entire world; they require also the supervision of a group of professional Geographers engaged in a variety of complex projects. Within the framework of established research policies, program schedules and priorities, plans, directs and reviews all Branch activities and technical production, coordinates joint projects with other IAC agencies, as required and authorized.

The positions were established at GS-13 by the Civil Service Commission 22 September 1948. In 1951 they were upgraded to GS-11 on the T/D, based upon the gradual enlargement of Division programs to include much greater emphasis upon geographic analysis, such as special technical studies to support Agency operations, and to some extent, analytical reports requested by other IAC agencies; whereas formerly basic types of map intelligence constituted its primary activity.

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In addition to the foregoing facts, the duties and responsibilities appear to be in accord with Civil Service Commission Specifications at the GS-150-14 level. Therefore, it is recommended that these positions be reaffirmed as Geographer, GS-150-14.

Position No. 170, Geographer, GS-14 requested; GS-150-14 recommended

The position of Chief, Territorial Studies Branch, carries responsibility for providing continuing geographic and map intelligence coverage and special studies on the entire world with respect to border geography, international boundary delineations, internal jurisdictions and the geographic aspects of treaties and territorial disputes. The supervisory and technical responsibilities of this position are quite similar to those in Regional Branch Chief positions. The main difference is that Regional Branches apply a wide range of geographic subject matter to a specialized area while this Branch specializes in political geography for all areas. The work requires exhaustive study of treaties and international disputes (as well as geographic materials) in order accurately to describe and mark out controversial zones and borders, such as water areas, etc. Since contributions are made to the State Department in support of foreign policy research, as well as to official cartographic representations of problem zones for the Agency, responsibility for accuracy and careful judgment is heavy. The work presented, however, is factual research and technical opinion rather than statements of United States policy or position with regard to any situation, the latter being, of course, the responsibility of the State Department.

This position was allocated at GS-13 by the Civil Service Commission 22 September 1948, on a par with Regional Branch Chief positions, and in 1951 upgraded on the T/O to GS-14 on the basis of the enlargement of Division programs to include unique geographical projects upon request, in direct support of Agency operations in the field.

Grade 14 appears justified for Branch Chief by the developments indicated and by reference to standards. It is therefore recommended that the allocation remain Geographer, GS-150-14.

Position Nos. 145, 150, 164, 155, 160, 168, 171, Geographer, GS-13 requested; GS-150-13, recommended

The GS-13 position in each Branch of the Division serves as Assistant Branch Chief, at the same time being in charge of the most difficult and important current areas of analysis and of new types of projects that are precedent-setting in scope and outline. As an expert on the entire Branch region or technical area, the Assistant Chief gives professional guidance to other Geographers and assists them in their most difficult technical problems; advises top operating

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officials on geographic aspects of other research or of operations; represents the Branch at inter-agency and inter-governmental conferences and professional meetings as directed; and acts in the Chief's stead when that individual is absent.

The expansion of geographic analysis activities in the Division, which broadened the program responsibilities of the Branch Chiefs and increased the variety, hence the complexity, of the work, has also added to the technical supervisory burden as well as to other top level functions within the Branches, as noted above. Thus, in 1951, the position of full Assistant Chief, in GS-13, was recognized on the T/O as distinct from the previous concept of the GS-12 "senior analyst" who would also take over the Branch in the temporary absence of the Chief, without, however, regularly participating in the day-to-day supervision and over-all Branch planning for which this position now calls.

It is believed that the salient factors indicated above, together with the probability that the Branch Chiefs will be reaffirmed in grade GS-14, support this recommendation to continue the Assistant Branch Chief positions at GS-13.

Position Nos. 146, 146.01, 151, 156, 161, 169, 172, Geographer, GS-12
165. requested; GS-150-
12 recommended

The grade GS-12 research Geographers in all Branches of the Division constitute the top non-supervisory level, serving as "senior analysts." In this capacity, they are required to be experts in all technical aspects of branch research, assuming individual responsibility for major geographic areas and the most complex assignments, with a minimum of guidance, this minimum being, not technical, but program and policy guidance. On large projects they normally have detailed to them one or more "junior analysts" whose work on the projects they supervise.

These positions appeared on the 1951 T/O at GS-12, and in view of the high level of technical responsibility carried by this very small number of positions within each branch, it is recommended that these positions be reaffirmed as Geographer, GS-150-12.

Position Nos. 147, 147.01, 147.02, 152, 157, 162, 166, 173, 174,
Geographer, GS-11 requested; GS-150-11 recommended

This represents the "journeyman" level for a research Geographer, having a permanent area of responsibility, assuming and carrying to completion all normal work assignments falling within that area in each Branch.

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This position fits the GS-11 standard established by the Civil Service Commission for Geographer positions; and it is recommended that these positions be continued in GS-150-11.

Position Nos. 148, 148.01, 153, 158, 175. Geographer, GS-9 requested;
GS-150-9 recommended

The primary distinction between grade 9 and grade 11 Geographers is that the former do not have a defined and continuing responsibility for a field or geographic area of research coverage, as do the grade 11's. They are normally assigned less difficult projects or segments of more comprehensive ones and receive direct supervision from senior analysts in charge of such projects. They do not, however, merely do preliminary research but are required to submit completed sections or projects for final review.

These positions appear to conform to Civil Service Commission Specifications for this level, also having been allocated at this level by the Commission in 1948. Program expansion has not materially affected these duties as it has those at higher grades. Therefore, continuation of the previous allocation to GS-150-9 is recommended.

Position Nos. 635, 636, 638, 639. Clerk (Stenography), GS-5 requested;
GS-301-5 recommended

Each of these positions provides the top clerical support for one of the branches, these services being also shared part-time by those branches to which no clerical positions have been assigned. An incumbent, besides maintaining extensive files on volumes of research materials, taking dictation, typing, answering the phone, keeping branch administrative records, and compiling progress data for branch reports, serves as the initial contact point in the branch for correspondence and official calls. Difficult manuscripts are prepared from rough draft, based upon knowledge of approved formats of publication; checks are made of all non-substantive details such as proper and complete citations, sequence of pages, illustrations, attachments, spelling of place names and foreign terms, etc. Incumbent also assists in searching, assembling and/or digesting research data as a preliminary step in professional analysis.

Until now these positions have received only tentative approval in appearing on recent T/O's. In view of the level of the duties, indicated above, and the fact that each supports clerically about 8-12 professional Geographers, assisting in the research process as well as the administrative, it is recommended that the GS-301-5 allocation be reaffirmed.

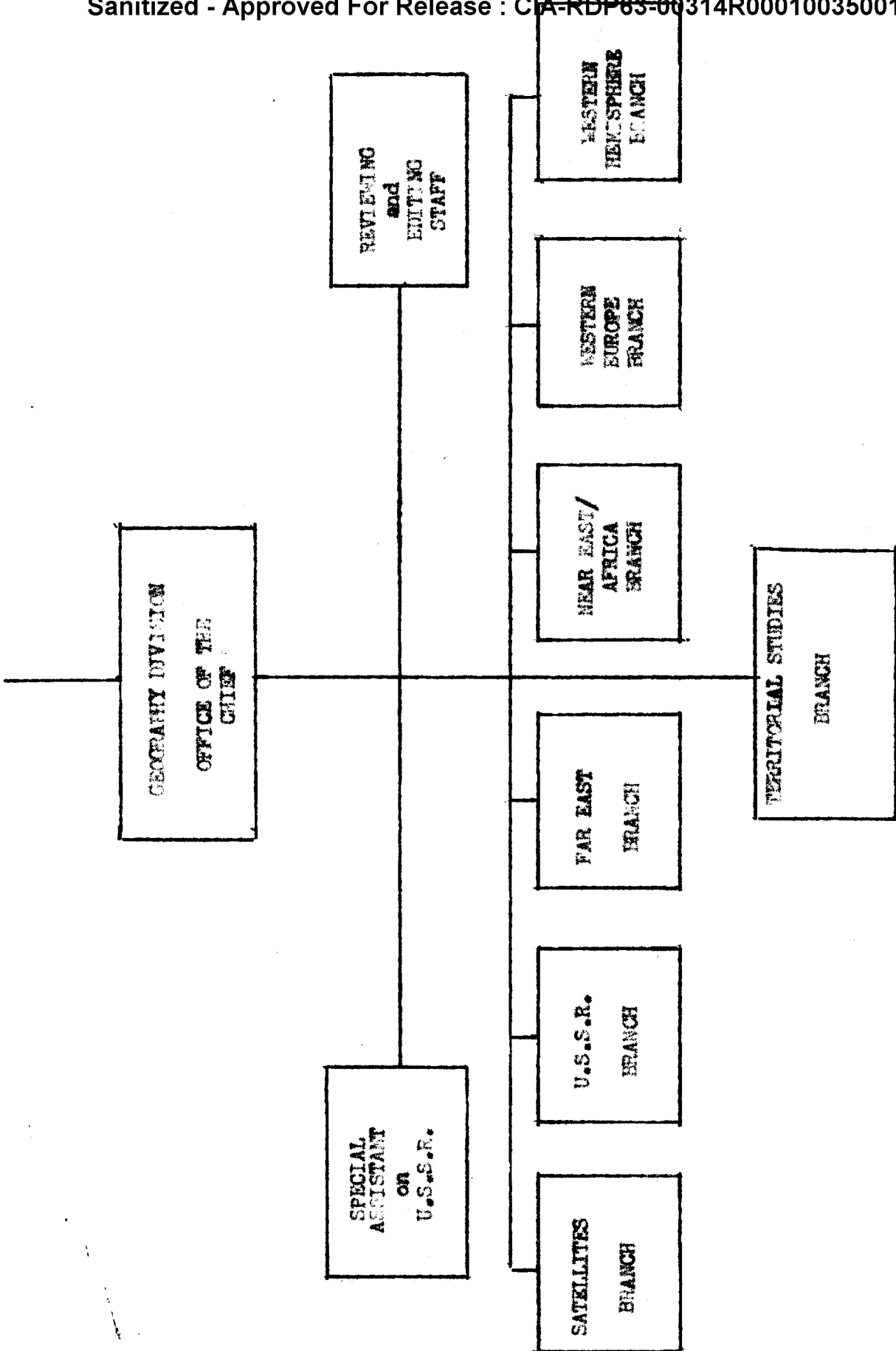
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EXHIBIT NO. 6

CHIEF - GEOGRAPHIC RESEARCH



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EXHIBIT NO. 7

Classification Standards for Positions in Geography Division in ORR

The substantive nature of assignments and the professional fields of knowledge applied by geographers at the working levels in all branches are very similar, and little functional difference is visible on the surface. The real differences have their root in:

(1) the degree of individual competence in the techniques and methods of geographic science; and (2) the range and depth of subject-matter specialization. For classification purposes, these differences must be sought in: (1) the amount of professional guidance and in-process review received informally from higher grade geographers; and (2) the average scope and difficulty of projects normally assigned at various levels. There is an absence of rigidity in working arrangements. From the supervisor's standpoint, assignments and operating relationships are determined more on the basis of personal skills and capacities than upon formal "job" differences.

With this in mind, the following standards have been recognized and used in surveying the Division.

Geographer, GS-150-15 (Chief of Division)

The top divisional position is responsible for the direction of major geographic research programs of the highest complexity and scope and involving all types and aspects of geographic analysis on a world-wide basis, not being limited to a geographic region or field of specialization. The contributions of such programs have an important bearing on national security or the operational plans of a major governmental activity. The incumbent participates at the Office level in policy formulation and programming for geographic research. He also has authority and responsibility for final technical review of all geographic studies and reports produced in the Division and for several categories of research output contributed by IAC agencies to MIS, Chapter IX.

Geographer, GS-150-14

Typical positions at this level are Branch Chiefs, with responsibility for directing broad and varied programs of research and analysis on geographic areas and problems of major importance to Agency policies, activities and operational plans. Such programs are characterized by applying the whole range of geographic subject matter within a specified region or by applying a few geographic subject-matter specialties to a very large, possibly world-wide, area. Such a position carries responsibility for

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technical accuracy and high quality of all Branch-prepared studies and reports, involving detailed layout of projects, development of sources and methods and the critical review of Branch output.

Geographer, GS-150-13

At this level are the Assistant Branch Chief positions. Along with highly difficult and/or specialized research and analysis which is precedent setting for other Geographers, incumbent will assist in policy formulation within established programs; as an expert in research techniques, recommends improvements and revisions in methods utilized at the working levels. He occasionally participates in inter-agency or inter-governmental conferences as representative of his own organization; maintains high-level professional contacts on his own initiative to assist in developing sources of data and to exchange new ideas for mutual benefit; assists in supervising professional Geographers of the Branch and in critically reviewing their work; and serves as Branch Chief in the absence of that individual.

Geographer, GS-150-12

In a non-supervisory research analyst position, incumbent has responsibility for expert knowledge in a wide range of geographic subject-matter and techniques applicable to a particular world region. The position involves carrying out independently the most difficult and comprehensive geographic research projects with normally only policy, and not technical, supervision. In other than straight research, the position involves duties requiring an excellent over-all knowledge of substantive geography, its specific utilization in meeting agency aims and objectives, and knowledge of the manner in which this field of research is correlated to contributions in other fields for a unified program of agency research support. This would be reflected in such duties as assisting geographic policy and planning officers in project coordination, liaison, production maintenance, administrative guidance of broad programs. In the performance of duties at this level, incumbent may direct the work of several geographers of lower grade on an ad hoc basis.

Geographer, GS-150-11

Grade 11 is the regular journeyman level of professional geographic research. This position carries permanent responsibility for some segment or area of program activity, assuming and completing all normal work assignments connected with that area, with technical guidance only in the most unusual and difficult problems.

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Geographer, GS-150-9

Geographers at this level, with a high degree of professional training and some general experience, typically perform assigned phases of research and report preparation in specified geographic fields contributing to the comprehensive, region-wide projects undertaken by the journeymen or senior analysts, under the supervision of the latter. They do not normally have continuing responsibility for a geographic field or area.

Secretary (Stenography) GS-318-6

The position of Secretary to the chief of a research organization of Division magnitude, encompassing varied programs of professional analysis and intelligence production, involving many high-level official contacts and volumes of varied, technical correspondence, carries responsibility for current familiarity with Division activities, some knowledge of production capabilities and problems and thorough knowledge of views and policies of the Chief. Incumbent answers non-technical inquiries, ascertains correspondence requirements and procedures, executing same; prepares correspondence, at times on own initiative, or from dictation or brief instructions. Keeps appointment schedules for Chief, and as necessary accompanies him to conferences, taking notes and writing summaries of proceedings when required. Is responsible for the efficient and proper handling of all administrative details in the Office of the Chief, including organization and maintenance of files, assuring observance of correct formats and procedures, and perhaps supervising a moderate clerical staff.

Clerk (Stenography) GS-301-5

This position requires the performance of top stenographic and clerical support to a group of professional Geographers or to a major geographic program. Incumbent serves as initial contact point for official visitors, phone calls and correspondence. Fully acquainted with current activities, problems and basic policies of the chief of the program or branch, answers non-technical inquiries, co-ordinates administrative details, maintains files and compiles various research data for professional workers. Prepares correspondence, at times on own initiative, often from brief instructions, and also from dictation. Has final clerical responsibility within the area assigned.

Clerk (Typing) GS-301-4

At this grade level the incumbent may be responsible for maintaining files, searching and assembling technical materials for reports, keeping up various subject-matter folders, determining the needs for expendable office supplies and requisitioning same, maintaining routine personnel and/or work status records, etc.

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In addition, performs a considerable volume of typing from rough draft or on instruction, including comprehensive research studies and reports wherein are found frequent statistical information, many technical terms, foreign words and phrases. Assists in answering phone and receiving official callers in the Office of the Chief.

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MAP LIBRARY DIVISION

Map Library Division

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MAP LIBRARY DIVISION

This Division was surveyed by the Classification and Wage Division and new job sheets prepared and allocated under date of 3 March 1950. Most of these jobs have not changed, and the present survey covered only those positions where the Chief, Geographic Research believed functions had increased in stature to the extent that reconsiderations were in order.

Organization Chart and job sheets are attached as Exhibits 6 and 7, respectively.

The Map Library Division is responsible for (1) furnishing complete map reference services on foreign areas to the Central Intelligence Agency and the State Department, and reference services on specialty map coverage (political, sociological, and economic) to other U.S. Government mapping agencies as required; and (2) coordinating the map and map intelligence requirements of the various U.S. Government agencies utilizing the State Department Geographic Attache system abroad, and the Office of Operations, CIA, for domestic collection of foreign maps.

The Division consists of some 55 positions, and is organized into a Procurement Branch, concerned with coordinating the requirements of the mapping agencies of the U.S. Government for foreign maps to be procured by the State Department Geographic Attache system abroad, as well as by OO/CIA; a Reference Branch, concerned with performing a complete reference service on foreign maps and map reference materials for CIA and the State Department, and reference service on specialty map coverage as required by other U.S. Government mapping agencies; and a Processing Branch, concerned with cataloging, classifying and indexing the holdings of the Library and the physical maintenance of the map collection (350/400,000 different maps--7/800,000 sheets).

OFFICE OF THE CHIEF

Position No. 209, Geographer GS-15, requested, GS-150-11; recommended

This is the position of Chief, Map Library Division, charged with two distinct areas of responsibility: (1) the accomplishment of the normal library functions of classification, indexing, cataloging, and reference services on a comprehensive collection of specialized maps on foreign areas; and (2) providing the channel for the coordination of the requirements of the mapping agencies of the U.S. Government who wish to use the facilities of the State Department Geographic Attache system abroad or Office of Operations for domestic collection of foreign map and mapping materials. It should be pointed out that these mapping agencies may choose to use other facilities for procurement of foreign maps, such as Military Attaches, and that the bulk of procurement effected by the State Department system is that of unclassified maps.

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This position was approved in GS-13 (Bureau No. 2362) by the Civil Service Commission in 1948 and reaffirmed in GS-13 (Bureau No. 5331) by the CIA Classification and Wage Division in 1950, on the basis of the same functions as it now discharges. However, this position was reconsidered and was placed on the Table of Organization for OPR under date of 21 September 1951 at GS-11, based on comparison of this position with the position of Chief, Maps Division, Library of Congress, which is allocated to GS-11, and in recognition of the service rendered the mapping agencies of the Government in coordinating their requirements for foreign and domestic collection and in managing the distribution of receipts.

This position has not changed except that whereas it was formerly called a Branch it is now called a Division, but with the same reporting channels.

This position is again compared to the position of Chief, Maps Division, Library of Congress allocated to GS-11, which administers a collection of approximately 1,000,000 maps, 11,000 atlases and 70 globes giving extensive areal, subject and historical coverage. To these collections come all maps, geographic atlases and globes deposited for copyright, all unclassified maps published by Federal agencies, thousands of maps and atlases received through international exchange and many items acquired by purchase and gift. In addition, the Library's collections contain a wide selection of geographic and cartographic publications upon which the Maps Division may draw.

The Library of Congress position further provides highly specialized reference service in this field to Members of Congress, Government agencies and scholars throughout the U. S. ; advises generally on problems dealing with historical or current maps, geographers and cartographers, publishers, care of map collections, etc.; individually makes research investigations as to original sources of unidentified maps, or identification of maps used in the making of treaties or other negotiations on international boundary questions, and on the establishment of boundaries of the States of the United States; serves as consulting specialist to executive departments and agencies and as expert witness in the courts; performs field work for the Library of Congress in libraries and private collections in the United States and abroad; plans and executes research projects for certain special commemorative commissions of the Government; maintains exhibits of maps illustrative of current world events.

In addition to the above, the Library of Congress is legally responsible for all exchange arrangements between the U.S. Government and foreign governments, but by agreement has permitted CIA through State Department channels to coordinate and administer this program, with the participation of the Library of Congress position as a member of the informal inter-departmental Map Coordinating Committee.

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In summary, it is not believed that the position of Chief, Map Library Division has responsibilities greater than does the position of Chief, Maps Division, Library of Congress, but that these two positions should be in the same grade, GS-11.

Other mapping organizations were contacted for comparisons, and their map library heads, with membership on the Interdepartmental Map Coordinating Committee, were found to be at lesser grades than GS-11. For instance, the Army Map Service position is in GS-11. Also, State Department Office of Libraries and Intelligence Acquisition, under which this map procurement program is administered by the Chief, Geographic Research as Special Assistant for Maps, has a counterpart for managing the foreign procurement of publications as against maps, which, along with other responsibilities is allocated to GS-12.

This position is not considered to be as strong as that of the CIA Library Chief, GS-15, which is the central U.S. Government intelligence library, exclusive of Maps, or, for that matter, with the other division chief positions in the Geographic Area, viz., Cartography Division and Geography Division, which positions are in GS-15 on the basis of their program responsibilities requiring the highest qualifications in the fields of Geography and Cartography.

In view of the above facts and comparisons, it is believed that the position of Chief, Map Library Division, is well allocated in GS-11, and that grade is accordingly recommended.

Position No. 210, Librarian GS-11 requested, GS-11410-11 recommended

This is the position of Assistant to the Chief, Map Library Division, with some responsibility for aiding him in examining problem areas in the Map Library and recommending library procedures which will alleviate such problems, on an ad hoc basis. However, the principal responsibility of this position is that of reviewing and finalizing all communications concerned with the map procurement program to the field through the Department of State, utilizing a knowledge of policies, precedents, and protocol, as well as proper media and format in assuring that such communications will promote the prosecution of the program with the greatest efficiency.

This position was approved in GS-11 (Bureau No. 5333) 3 March 1950, and is believed to be properly allocated to GS-11 rather than to a higher grade because of the fact that primary and sole responsibility for the propriety of correspondence administering the map procurement program does not rest with this position. First, such correspondence is conceived and initiated by the area desk procurement officer in the Procurement Branch of this Division, is reviewed by the Chief of this Branch (presently GS-13), and after finalization by incumbent is circulated to all major components of the Geographic Area and to concerned agencies participating in the map procurement program before it is finally dispatched.

It is accordingly recommended that this position be confirmed as Librarian GS-11410-11.

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Position No. 612, Geographer GS-150-9 requested, Administrative Assistant GS-301-9 recommended

This position is that of assistant to the above position in reviewing and finalising correspondence to the field promoting the map procurement program, without any responsibility for examining problem areas in the Map Library and recommending library procedures to overcome such problems.

It is recommended that this position be approved in GS-9 as an Administrative Assistant rather than a Geographer, since it does receive advice and guidance from the GS-11 position, and since no duties of a Geographic nature were found to exist. Administrative Assistant GS-301-9 is accordingly recommended.

Position No. 211, Secretary (Stenography) GS-6 requested, GS-318-6 recommended

This position, in addition to providing the normal secretarial service to the Chief, Map Library Division, serves as the Administrative Clerk for the Division, an organization of some 55 members.

It is recommended that this position be approved as Secretary (Stenography) GS-318-6 based on the variety of duties performed, and the fact that it is on a par with secretarial positions to other Division Chiefs in the Geographic Area, herein recommended for GS-6. Also, most other Division Chiefs in ORR have a GS-7 Administrative Assistant in addition to a Secretary, responsible for performing the "housekeeping" functions required for these Divisions.

GS-6 is believed to be more appropriate in this case, since administrative support supplied by incumbent is through the Administrative Assistant GS-9 in the Office of the Chief, Geographic Research, who is the direct liaison with the central Administrative Staff, ORR. Secretary (Stenography) GS-318-6 is accordingly recommended for this position.

Position No. 212, Secretary (Stenography) GS-5 requested, GS-318-5 recommended

This is the position of Secretary and clerical assistant to the Assistant to the Chief GS-11 responsible for finalising correspondence to the field on the subject of map procurement.

The incumbent of this position prepares correspondence to the field in less complicated cases, requiring mastery of current procedures in regard to style and format, as well as performing the final typing and mechanical preparation of all correspondence originating in the Geographic Area in the procurement program; generally performs a well-rounded secretarial job at this important point in the procurement program; and serves as Secretary to the Chief, Map Library Division, in the absence of that individual.

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This position is recommended for allocation to GS-5 on the basis of participation in the procurement correspondence program. Secretary (Stenography) GS-318-5 is accordingly recommended for this position.

PROCUREMENT BRANCH

This Branch has primary responsibility for recommending for procurement abroad and through OO/CIA, coordinated requirements of the Federal Mapping Agencies for maps and mapping materials on foreign areas, where such agencies desire to use the Department of State Geographic Attache system abroad or the Office of Operations for domestic procurement.

Position No. 213, Geographer GS-14 requested, GS-150-13 recommended

As noted in previous parts of this report, this program is of utmost concern both to the position of Chief, Map Library Division and to the Chief, Geographic Research, this being the "third" echelon of participation in CIA, although it is the "initiating" point. The incumbent of this position sits on the Inter-Agency Map Procurement Coordination Committee as the "junior" CIA Member (Chief, Map Library Division serves as Chairman and "senior" CIA Member), the purpose of which is to share with all other members in considering policy matters with regard to procurement such as the manner of setting up exchange programs, contributions to be made to exchange programs by each participating agency, method of sharing results of procurement; and to assure that requirements served for collection represent the coordinated needs of all participating agencies. Incumbent further directs the efforts of some 17 members of the Procurement Branch in recommending CIA's requirements for procurement based on stated needs by CIA components, survey of Map Library holdings, and review of incoming source materials; directing communications with the Department of State Geographic Attaches, foreign posts, and foreign governments and commercial firms necessary to acquaint them with the coordinated needs of the U.S. Mapping Agencies, and to carry out exchange arrangements set up between the U. S. and those points. Incumbent also serves as Chief, Map Library Division, in the absence of that individual, discharging all his duties and responsibilities.

This position was approved by the Civil Service Commission in GS-12 in 1948, and confirmed by the CIA Classification and Wage Division in March 1950, on the basis of the same functions it now discharges, with the exception of serving as Chief, Map Library Division, in the absence of that official.

However, this position was reconsidered and placed on the Table of Organization for ORR under date of 21 September 1951, at GS-13, in recognition of the services rendered the mapping agencies of the Government in coordinating their requirements for foreign and domestic collection and in managing the distribution of receipts, and in its capacity as Deputy to the Chief, Map Library Division, which was reallocated to GS-14 at that time.

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This position has not changed except that the former Procurement Section has now become the Procurement Branch, with the same "overhead" as before.

Bases for establishing the Chief, Map Library Division, at GS-11 have been recited in this report. It is accordingly recommended that this position be retained in GS-13, as Deputy to the Chief, Map Library Division, and as Chief, Procurement Branch. Geographer GS-150-13 is accordingly recommended for this position.

Position No. 214, Geographer GS-150-11 requested, GS-150-11 recommended

This is the position of the Geographer responsible for determining requirements for maps and related materials on all foreign areas which cannot or have not been fulfilled by procurement abroad, and for attempting to fulfill these requirements by procurement from domestic sources both governmental and private, with the consent of and through the Office of Operations, CIA. The responsibilities of this position require that incumbent direct two subordinate Geographer positions in surveying the accessions of the various Governmental and private map holding agencies to determine coverage of their holdings and to procure those materials needed by CIA and other map holding and map intelligence producing agencies in the U.S. Government, and for insuring distribution of domestic receipts to appropriate users.

This position has potential for a higher grade than GS-11, but the domestic procurement program is still getting underway, and receives very close guidance from both the Chief, Procurement Branch and the Chief, Map Library Division.

It is accordingly recommended that this position be continued as Geographer GS-150-11, as previously allocated in 1950.

The Geographer series is utilized in allocating the Procurement Branch jobs, inasmuch as a qualified Geographer is necessary to determine the requirements for map procurement in the various areas of the world, and to perform the extensive liaison required with Geographer personnel as the user.

Positions 215 through 215.05 and 217, Geographer GS-150-11 requested, GS-150-11 recommended

These are the positions of seven area desk officers, each covering a geographic area of the world, and responsible for (1) insuring the procurement of all maps and related materials required by the Map Library Division and the Agency, and (2) assisting in guiding the coordinated procurement program conducted by the Department of State through Geographic Attaches. Accomplishment of these responsibilities requires determination of requirements through receipt of specific requests, surveys of holdings of the Map Library Division, reference to source materials, and constant liaison with participating agencies. It further requires the management of the procurement program for his area through correspondence with the field.

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These positions were approved in GS-9 under date of 3 March 1950, and have been undergoing a period of growth during that time. These positions are similar in nature to those of Requirements Officers in the Requirements and Control Staff, ORC, the journeyman level which has been established at GS-11 for years. Since the responsibilities carried by these positions measure up to the journeyman professional level established for this type of work, and since a geographic background is required to enable incumbent to determine mapping needs for the various areas and the emphasis thereof, it is recommended that these positions be approved as Geographer GS-150-11.

Positions 643 and 643.01, Geographer GS-150-9 requested, GS-150-9 recommended

These two positions are assistants to the GS-11 domestic procurement officer, and are responsible for exploiting the holdings of the various mapping agencies, both governmental and private (with the consent of the Office of Operations) to determine materials which will satisfy requirements. Incumbent also receives spontaneous materials from OO and determines those which meet the requirements of various mapping agencies and forwards for their use. Performance of these duties requires constant working level liaison with OO and private and governmental organizations.

Geographer GS-150-9 appears to be the proper level for these positions, considering the geographic background and liaison required of incumbents, and that classification is accordingly recommended.

Position No. 218, Secretary (Stenography) GS-5 requested, GS-318-5 recommended

This is the position of Secretary to the Procurement Branch Chief, and as such performs contact work, maintains files, takes and transcribes dictation, locates background material, compiles statistics on the procurement transactions, and writes routine correspondence, all requiring a familiarity with the procurement program, participants thereof, and procedures followed in transmitting materials thereto.

This position obviously meets the standard for Secretary (Stenography) GS-318-5, and that grade is accordingly recommended.

Positions 219 through 219.03, Clerk (Typing) GS-4 requested, GS-301-4 recommended.

These are positions of clerical and typing assistants to the area desk procurement officers, performing a variety of clerical and typing duties. These positions are typical of the GS-4 level throughout the Agency, and it is accordingly recommended that they be approved as Clerk (Typing) GS-301-4.

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REFERENCE BRANCH

This Branch is responsible for furnishing complete map reference services on foreign areas to the Central Intelligence Agency and the State Department, and reference services on specialty map coverage (political, sociological, and economic) to other U.S. Government mapping agencies as required, necessitating a thorough knowledge of the holdings of other mapping agencies in order to properly service agency requests for all types of maps therefrom.

Position No. 220, Geographer GS-150-12 requested, Librarian GS-1410-12 recommended

This position is that of the Chief, Reference Branch, responsible for determining and effectuating the methods and procedures necessary to accomplish the objectives of the Branch; recommending methods, procedures, and purchases which will facilitate the reference function of the Division; keeping the Procurement Branch aware of trends in reference questions which indicate inadequate holdings of the Division; conducting all orientation and training programs in the Reference Branch; etc.

This position is comparable to the specialized reference librarian positions in the Library Division, OGD, which have been recently allocated to GS-12, in that this is the Agency's top map reference librarian. It is accordingly recommended that this position be approved as Librarian GS-1410-12, rather than Geographer as requested, inasmuch as library science is the predominating requirement in this position.

Position No. 222, Librarian GS-11 requested, GS-1410-11 recommended

This is the position of Assistant Chief, Reference Branch, sharing with the Chief, responsibility for discharging the mission of the Branch, taking charge of the Branch in the absence of that individual, and normally participating in the reference servicing of the most involved and complex reference requests.

As alter ego to the Chief, Reference Branch, herein recommended for allocation to GS-12, it is recommended that this position be approved as Librarian GS-1410-11.

PROCESSING BRANCH

This Branch has a current Table of Organization of 27 positions, and is responsible for cataloging, classifying, indexing, circulation, and preparation of acquisition lists, of the holdings of the Library, and the physical maintenance of the map collection (350/400,000 different maps-- 7/800,000 sheets).

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Position No. 223, Librarian GS-12 requested, Librarian GS-1110-12 recommended

This is the position of Chief, Processing Branch, which consists of a Cataloging and Indexing Section and a Collection Section. This position is responsible for determining the systems, methods, and procedures for accomplishing integration of a great volume of maps and mapping publications, the majority of which are in foreign languages, into the collection in order that they may be used for servicing reference requests.

This position has always been considered on a par with that of the Chief, Reference Branch, Map Library Division. In view of the GS-12 recommendation for that position, and the evident complexity of the functions of the Chief, Processing Branch, it is recommended that this position be approved in the grade requested, Librarian GS-1110-12.

Position No. 224, Librarian GS-11 requested, Librarian GS-1110-11 recommended

This is the position of Assistant Chief, Processing Branch, and Chief, Cataloging and Indexing Section. In view of the GS-12 recommendation on the Chief, Processing Branch, it follows that this position should be approved as Librarian GS-1110-11, and that classification is recommended for this position.

Position No. 225, Librarian GS-9 requested, Librarian GS-1110-9 recommended

This position carries responsibility for performing the accessions function for the Map Library Division, including a weekly listing identifying acquisitions by all Federal mapping organizations participating in the Inter-Agency Procurement Coordinating Committee activity, through the classification of "Restricted"; a listing identifying all CIA acquisitions through the classification of "Secret"; and a State Department Intelligence Acquisition Division listing identifying mapping materials which have just come in and which may have intelligence value.

This position is responsible for editing all catalog cards submitted by participating agencies, and converting the systems utilized by those agencies in classifying and cataloging, to the CIA system, requiring constant liaison with contributing agencies to ascertain additional information when apparent errors and duplications occur. The duties of this position also require the actual instruction and training of personnel of other agencies in submission of material required by incumbent in preparation of such acquisition lists.

The journeyman classifier, indexer, and cataloger position in the Map Library Division has been formerly established at GS-7. This position is that of an expert in these fields, requiring a complete knowledge of the CIA system in order to instruct others in its use and to convert systems utilized in other agencies to that in use in CIA; a knowledge of the established form of entry for map authorities in various foreign countries; and the ability to utilize translating tools to facilitate work with maps in all foreign languages. These factors plus the liaison required by incumbent to accomplish

the duties and responsibilities of this position are believed to warrant allocation of this position to GS-9, and Librarian GS-1110-9 is accordingly recommended.

Positions 226 through 226.03, Librarian GS-9 requested, Librarian GS-1110-9 recommended

The Cataloging and Indexing Section has been organized into four sub-groups on an area basis such as Russia and Satellites; Western Europe; etc., in order that personnel may gain a greater facility with the languages for those areas. Also, it will be noted that whereas formerly maps were cataloged and classified by one group of personnel at the GS-7 level; books such as postal guides, glossaries, gazetteers, etc., were classified by a separate position at GS-7; and the indexing was performed by still another group of personnel; the entire process is now required to be performed by each GS-7 position.

The positions under consideration are those of area group heads, with responsibility for training employees in the proper methods and systems utilized by the CIA Map Library Division in indexing, classifying, and cataloging; assuring that the work is performed properly; and for personally performing research and solving the most difficult problems posed. These groups will consist of the supervisor and at least two journeyman level librarians.

Inasmuch as the journeyman level for indexing, classifying, and cataloging in the Map Library Division has formerly been established at GS-7, GS-9 appears to be proper for the supervisory position for this activity on acquisitions covering a major segment of the world. Accordingly, Librarian GS-1110-9 is recommended.

Positions 226.04 through 226.10, Librarian GS-7 requested, Librarian GS-1110-7 recommended

This is the expandable level for the combined function of classifying, cataloging, and indexing acquisitions of maps and mapping materials on foreign areas in the language of those countries, requiring analysis of all features of materials which will distinguish them from all others and make them readily available for reference servicing.

This position has actually been strengthened since formerly allocated to GS-7, combining the functions of indexing, classifying, and cataloging for all maps and mapping materials into each position, instead of separating indexing as an activity, classifying and cataloging maps as another activity, and classifying and cataloging books and reports as another. However, another layer of supervision has been superimposed on these positions in the form of the group heads herein recommended for GS-9, and it is recommended that these positions be retained as Librarian GS-7.

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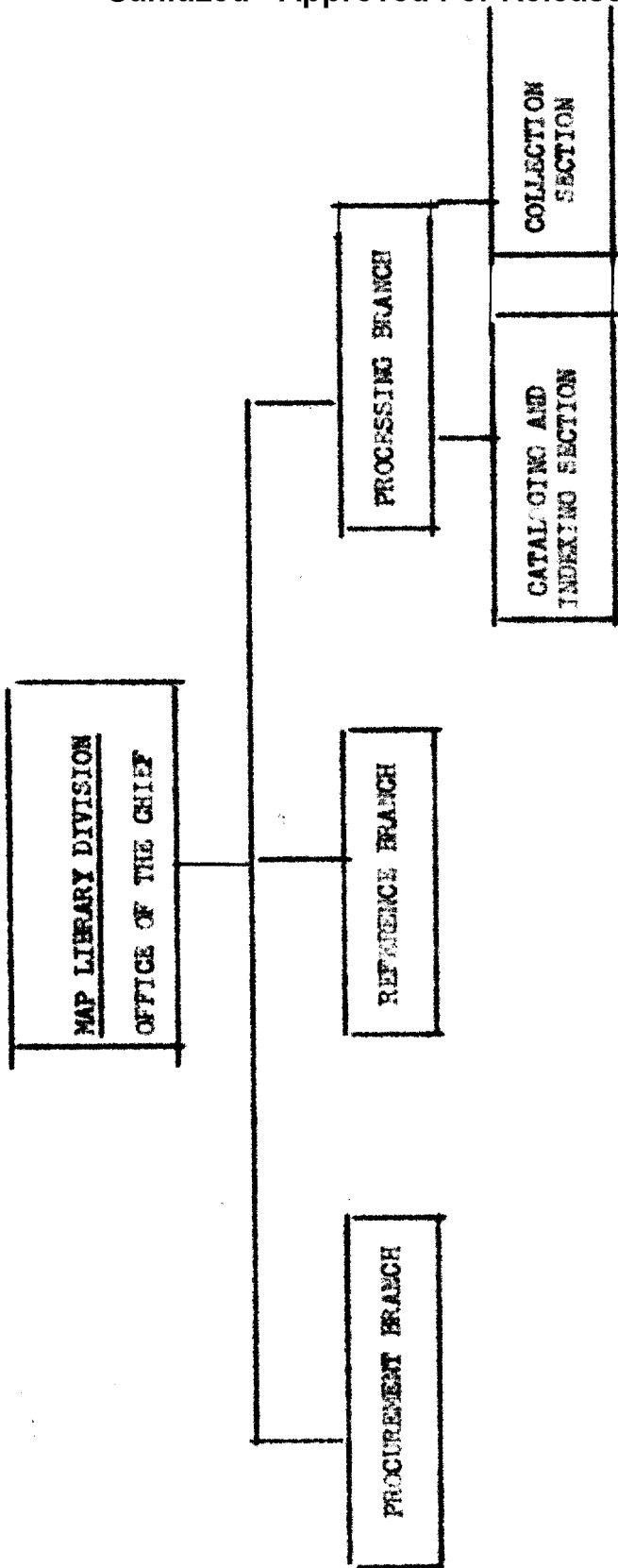
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Positions 227,01 and 228, Librarian GS-5 requested, Librarian GS-1110-5
recommended

This is the position of trainee Librarian, required to classify, catalog, and index the acquisitions of the Map Library Division under the close direction and supervision of group chiefs GS-9.

Since GS-5 is the first level established for professional librarians, it is recommended that this position be continued as Librarian GS-1110-5.

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Assistant Director, Research and Reports

JAN 16 1951

Chief, Geographic Division, O/RR

Review of the Geographic Division's Operation

1. In anticipation of your desire to be advised on the activities of the Geographic Division and on the present thinking within the Division in respect to appropriate development of its work, we have prepared for you a statement that describes its current status and plans (Tab A). As background information, we have also assembled some readily available documents (Tabs B - E) which will provide more detail in respect to some phases of the work.

2. The following items relate to geographic and map intelligence:

- a. Tab B - Memorandum, dated 12 January 1951, pertaining to the Division's responsibility as NIS Chapter II coordinator and to the work of the NIS Chapter II Subcommittee chaired by the Division.
- b. Tab C - A listing of the intelligence production (exclusive of map production) in progress and under consideration as of 7 December 1950.
- c. Tab D - A comprehensive statement, dated 30 October 1950, of the project to be performed by the Ohio State University Mapping and Charting Laboratory under contract. This project has been approved and will be initiated after security clearances have been completed.

3. The following is an internal weekly record:

- a. Tab E - Priority Listing, dated 9 January 1951, which is prepared after each weekly Divisional staff meeting at which new projects and revisions of priorities for existing projects are reviewed for internal scheduling.

4. The following relate to cartographic production:

- a. Tab F - Monthly report on the status of NIS standard base map production, dated 31 December 1950.
- b. Tab G - Semi-monthly report on progress in the preparation of final maps for NIS publication, dated 3 January 1951.

5. The following

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