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5 August 1964

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MEMORANDUM FOR:

SUBJECT : Document Division T/O 1965 - 1966

1. The Document Division T/O as of 30 June 1964 was 114.
2. The following four (4) T/O positions are tagged for deletion during FY 1965:
  - 1 - GS-5 Intell. Clerk Typist - Pos. No. 0607
  - 1 - GS-4 Info. Control Clerk - Pos. No. 0659
  - 1 - GS-4 Info. Control Clerk - Pos. No. 1372
  - 1 - GS-4 Info. Control Clerk - Pos. No. 1375
3. The following three (3) T/O positions are tagged for deletion during FY 1966:
  - 1 - GS-5 Info. Control Asst. - Pos. No. 0115
  - 1 - GS-4 Info. Control Clerk - Pos. No. 0116
  - 1 - GS-4 Info. Control Clerk - Pos. No. 0655
4. The total T/O for Document Division will change to 110 in FY 1965 and 107 in FY 1966.
5. When the two (2) posting jobs are eliminated (0115 and 0116), the CTSC logs will no longer reflect the following direct action taken by the several area control points:
  - (a) transmission of copies outside the Agency
  - (b) the downgrading of copies
  - (c) the destruction of copies

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Chief, Document Division

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