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ADM-10. 3

DD/S&T 1757-66

30 March 1966

**MEMORANDUM FOR:** Director of Special Activities  
**SUBJECT :** OSA Manpower Survey  
**REFERENCE :** Memorandum from DD/S&T to DDCI, dated 21 March 1966

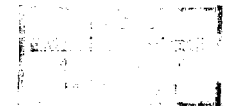
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1. The referenced memorandum established an ad hoc committee charged with the responsibility for analyzing the manpower allocations and utilizations within OSA both at Headquarters and [redacted]. In order to carry out this task, we hope to examine each OSA organizational element to determine if the staffing within each unit is necessary and adequate to carry out assigned missions and functions.

2. In outlining our proposed modus operandi for the conduct of the survey, we have concluded that the various categories of manpower utilized by OSA precludes effective use of established military "yardsticks" and direct comparisons with normal Air Force or Army staffing guides. Insofar as practicable where there is similarity between functions, missions and manpower mixes, consideration will be given to the use of comparable military staffing guides. On the other hand inasmuch as the basic purpose of this survey is to review OSA manpower requirements, particularly as they relate to established and/or proposed ceiling allocations, the basic yardsticks if indeed any can be identified, will be the established (or proposed) OSA staffing complement. We will endeavor, of course, to give due consideration to other categories of personnel (e.g., contract services personnel, contract employees, Air Force assignees and detailees) in attempting to determine the effectiveness of the current personnel mix in OSA in meeting your overall mission.

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3. The members of the survey team accept the basic premise that the Director of OSA has the command responsibility to establish the organizational structure of his component; also that it is his responsibility to ensure that his manpower is effectively and properly utilized. In turn however, the survey team would hope that OSA will be able to demonstrate and prove that they require their current manpower to perform their assigned missions.

4. In making our survey, we hope to conduct personal interviews with as many employees as necessary in order for us to have a complete understanding of your responsibilities and workloads. Additionally, we hope that you will grant us access to pertinent data and records which have any bearing on our assignment. On-site inspections are also contemplated both at Headquarters and the field. We anticipate that the survey will take from four to six weeks.

5. Your cooperation and assistance is, and will be, greatly appreciated.

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Signed: [REDACTED]

[REDACTED]  
Chairman

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Survey Team Chairman: [REDACTED] :bwl:4427 (30 Mar 66)

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