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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 20 APR 1955

FROM : Chief, Budget Division

SUBJECT: Management Study of the Organization and Staffing of  
[redacted]

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1. A review of the Management study of the organization and staffing of [redacted] dated April 12, 1955, to Deputy Director (Support), reflects an increase of five (5) positions with a like increase in personnel ceiling for this activity.

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2. The positions requested by [redacted] and the budgetary effect are as follows:

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			<u>Per Annum Cost</u>
1	Air Conditioning Mechanic	WB-17	\$3,848
2	Laborers	WB-3	5,075
1	Building Laborer	WB-2	2,371
1	Supply Assistant	GS-6	<u>3,795</u>
Total			<u>15,089</u>

3. The positions recommended by the Management Staff for this activity and budgetary implications are as follows:

2	Laborers	WB-3	5,075
1	Building Laborer	WB-2	2,371
1	Clerk Typist	GS-4	3,175
2	Couriers	GS-4	6,350
1	Supply Officer	GS-7	4,205
	Upgrading of 1 GS-7 to GS-9		<u>865</u>
Total			<u>22,041</u>

4. No funds are provided specifically in the 1955 allocation for seven (7) additional positions for this activity nor has any provision been made for such an increase in the 1956 budget. If approved, adequate funds can be provided within the present allocation for any personnel who might be brought on duty during this current fiscal year.

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5. Since no provision has been made in 1956 for either funds or positions they will have to be provided from other sources, if approved.

6. It is noted that this request for additional personnel is only one of many that have been requested and approved in recent months despite the Director's implicit statement that the Agency can do a better job with less personnel. Since WTC is primarily a standby facility, careful attention should be given [ ] its size and plushness of its operations. As you probably know it is already being referred to as CIA's country estate.

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