

SEP 12 1951

~~CONFIDENTIAL~~

MEMORANDUM FOR: Assistant Director, Office of Collection and Dissemination *JWA*
FROM : Chief, Special Register/CD
SUBJECT : Request for Increase in T/O

1. The general complexity, importance and comprehensive features of the work of the Special Register/CD require the added strength of one (1) Intelligence Officer in the Office of the Chief. It is requested that the Special Register be provided with this necessary slot, which will be used for the Deputy Chief. In addition to the usual administrative duties placed upon the Division the Special Register deals directly with the divisions and offices of CIA and certain other government agencies. Due to the extreme diversity of the work, the Chief will handle administration, liaison and policy matters while the Deputy Chief will, in addition to acting for the Chief in his absence, be responsible for the technical and production phases of the work.

2. The work of the File Operations Branch, Special Register/CD, has more than doubled in the past year and a half. The T/O of persons for this activity has become inadequate to meet current conditions and the load is expected to continue to increase. At present, an average of 49,000 items are handled in and out of the Branch each month with many of these items requiring expeditious and time consuming processing. The Special Intelligence materials received must be filed in order and currently. Unless this task is accomplished Intelligence Researchers will be unable to prepare current reports because background intelligence information will not be readily available for analysis and incorporation into intelligence studies. A backlog in filing has existed for several months and this arrears is increased by an average of 20% of the intake each month. A continuing microfilm program is necessary to keep the files within present space limits. All slots in this Branch are filled with personnel on duty or under recruitment. It has been necessary to take personnel from other Branches of the Special Register to keep this Branch fully manned (eight persons full time) and even so a backlog has developed. This means that other services have been curtailed and have suffered as a result. It is requested that the T/O of this Branch be increased by Two (2) slots.

25X1

#384
Jm 9/14/51

9/14/51

~~SECRET~~

CONFIDENTIAL

3. The above three requested positions have been included in the 1953 Budget Estimate. The Collation Board, composed of representatives of all offices concerned, has recommended the addition of these positions for the purposes indicated.



25X1

CONFIDENTIAL

~~SECRET~~