

~~SECRET~~

Security Information

12 June 1953

MEMORANDUM FOR: Chief, Classification and Wage Division

SUBJECT : New Position

1. At the time the Message Center T/O was established, no provision was made for a Distribution and Typing Section.
2. Our experience over the past 9 months has demonstrated an acute need for grouping our distribution and typing personnel into a section headed by a chief and assisted by senior section personnel on an around-the-clock basis. Two main factors have contributed to our recognition of the need for a full-time coverage of this position. They are:
 - (a) The nature and scope of the reorganization of the Clandestine Services and the resulting effect on cable distribution.
 - (b) The scope of training an unusually large number of new personnel in Message Center distribution and typing procedures.

The effect of the 1 August 1952 reorganization of the Clandestine Services has been to increase to tremendous proportions the job of organizing and compiling cable requirements into systematic arrangement and to train both old and new personnel to recognize the significance of each Clandestine Service organizational change. The effect of expanding our staff with new personnel to the extent of more than 50 per cent has been to increase many times our training problem.

3. Both of these major responsibilities have now been organized and assigned full time to an Acting Chief of Distribution and Typing Section.


~~SECRET~~

Security Information

308
6/11/53
Approved

~~SECRET~~

Security Information

4. With these facts in mind it is requested that this position be surveyed and established. One Information Control Officer, GS-301-7, may be deleted from our T/O to keep us within our authorized T/O strength of  personnel. A job description for the proposed position is attached.

25X9A2

25X1A9a


Cable Secretary

FRR: jkl

Attachment: Job Description

~~SECRET~~

Security Information