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MS-232
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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

5-9192

10 August 1954

MEMORANDUM FOR: Deputy Director (Administration)
ATTN: Chief, Management Staff
THRU: Deputy Director (Intelligence) ~~(Intelligence)~~
SUBJECT: OCD T/O Changes

1. On 21 November 1953 the Acting DD/A approved OCD's microfilm program based on a study prepared by the Management Staff. Although OCD has been engaged in a limited microfilm effort since April 1953, in accordance with Project No. OCD 137-52, it was not until March 1954 that the expanded program was undertaken along the lines provided in the Management study.

2. Personnel and positions from the Machine Division and the CIA Library, the two Divisions principally affected, have been utilized to get the program underway. It is now necessary to make appropriate adjustments in the T/O's of these Divisions in order to formalize administrative control of the program and facilitate actions such as recruiting, assignment, and promotion of personnel who are detailed to the new jobs. These adjustments can be accomplished by shifting and reclassifying positions already authorized in our present ceiling allocation. The proposed T/O changes include:

a. The establishment of a Microfilm Section, comprised of 3 Units, in the Operations Branch, Machine Division.

(1) The Camera Unit will microfilm all incoming documents including single copy enclosures from [REDACTED],

[REDACTED]. By October 1954, CIA reports will be included as well. This Unit will pass the film copy to the Laboratory Unit.

(2) The Laboratory Unit will process the film which includes developing and printing of three reels.

(3) The Mounting Unit is responsible for cutting one copy of each reel into individual frames and mounting the frames in cards for the aperture card file in the Library.

(4) The aperture card file and the printing equipment necessary to produce paper prints from the aperture card film will be maintained, during the transition period, by a group of both Machine Division and Library personnel but administratively responsible to the Chief, Circulation Branch, CIA Library. At the end of a year, determination as to the size and location of the unit will be made.

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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

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b. The reduction of the Circulation Branch, CIA Library, T/O by eight positions and a realignment of its functions to meet the impact of the new program. The functions of the Circulation Branch are summarized below to show the functional changes that will take place, thereby necessitating the organizational realignment proposed in Tab B.

(1) Present system, 1947 - 1954, designed to service only a hard copy collection.

File documents by source

Maintain separate control card files by control number and by source

Loan and refile documents with charge records by source and borrower

Maintain pending file and recall service for loaned documents requested by customers

Maintain inter library loan service, primarily borrowing of documents held by other IAC agencies.

(2) Transition Period System, 1954 - 1957, designed to continue service on the 1,700,000 document hard copy collection and provide service on the new microfilm copy as well.

Discontinue source filing of documents

Discontinue control card file

Discontinue loan records except one log of documents reproduced from film

Maintain aperture card file for documents on film and operate film printer equipment

Begin filming of inter-library loan items and of single-copy enclosures received elsewhere in IAC - building so far as possible a self-sufficient collection.

3. Attached as Tab A is a proposed T/O of 15 positions for a new Microfilm Section in the Operations Branch, Machine Division. The organization as outlined has been operating for about four months on a trial basis and has proven to be sound. Eight of these positions are transferred from the Circulation Branch, CIA Library, and seven are reallocated from other segments of the Machine Division. This change will increase the Machine Division's T/O from [REDACTED]

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4. Attached as Tab B is the proposed T/O for the Circulation Branch. The present organization of the Branch is realigned, the State, Defense, and CIA Units of the Loan Section have been abolished, and a new Copy Section is established which includes among its functions the Library's phase of the Microfilm operation as outlined in Paragraph 2 above. The proposal reduces the Library's T/O from [REDACTED].

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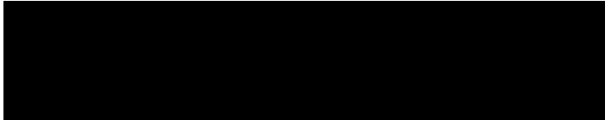
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5. These T/O changes are being proposed before the full nature of the workload can be determined since full conversion to film operations cannot be accomplished until sometime in Fiscal Year 1956. At that time, the Microfilm Section in the Machine Division and the Circulation Branch in the Library should have sufficient operating experience for determining the permanent strength and position structure required to continue the program. In the meantime, an interim T/O is needed for both activities to place them on an official operating basis and provide for their orderly administration. Position descriptions are not being forwarded at this time since the specific duties and responsibilities of each of the positions has not yet been firmly established.

6. It is recommended that:

- a. A Microfilm Section be authorized in the Machine Division as presented in Tab A.
- b. The T/O for Circulation Branch, CIA Library, be approved as presented in Tab B.


JAMES M. ANDREWS
Assistant Director
Collection and Dissemination

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ATTACHMENTS
CONCUR:

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Assistant to DD/I (Admin.)

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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

TAB A

MICROFILM SECTION

TITLE	PROPOSED GRADE	PRESENT POSITION NO.	PRESENT POSITION NO.
Microphoto Sup	GS-9	J 665	Machine Division
<u>Camera Unit</u>			
Microphoto Sup	GS-7	J 666	Machine Division
Microphotographer	GS-5	J 845.10	Machine Division
Microphotographer	GS-4	J 845.11	Machine Division
Microphotographer	GS-4	J 426.03	CIA Library
Microphotographer	GS-4	J 672	CIA Library
Microphotographer	GS-4	J 672.01	CIA Library
Microphotographer	GS-4	J 717.01	CIA Library
<u>Laboratory Unit</u>			
MicrophotoSup	GS-7	J 131	CIA Library
Microphotographer	GS-5	J 667	Machine Division
Microphotographer	GS-4	J 680	CIA Library
Microphotographer	GS-4	J 440.03	CIA Library
<u>Mounting Unit</u>			
Microphoto Sup	GS-5	J 466.01	Machine Division
Microphotographer	GS-4	J 843.04	Machine Division
Microphotographer	GS-4	J 675	CIA Library

Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

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TAB B

CIRCULATION BRANCH

TITLE	PROPOSED GRADE	PRESENT POSITION NO.
Librarian	GS-13/12	J 421
Secretary-Typing	GS- 5	J 422
<u>Branch Libraries Section</u>		
Librarian	GS-12/11	J 423
Librarian	GS- 9	J 424
Librarian	GS- 7	J 429
Librarian	GS- 5	J 132
Librarian	GS- 5	J 426.04
Librarian	GS- 7	J 425
Librarian	GS- 4	J 680.01
Library Assistant	GS- 9	J 424.03
Librarian	GS- 9	J 424.01
Librarian		
<u>Loan Section</u>		
Librarian	GS- 9	J 428
<u>Inter Library Loan Unit</u>		
Librarian	GS- 7	J 670
Librarian	GS- 5	J 671
Librarian	GS- 5	J 671.02
Librarian	GS- 5	J 671.03
Librarian	GS- 4	J 672.01
Library Assistant	GS- 5	J 426
Librarian	GS- 5	J 426.02
Librarian	GS- 5	
<u>Book and Periodical Unit</u>		
Librarian	GS- 7/5	J 681 898
Library Assistant	GS- 5/4	J 884 899
Library Assistant	GS- 4	J 446.01
Library Assistant	GS- 4	J 446.02
Library Assistant	GS- 4	J 446.03
Library Assistant	GS- 4	J 717
Library Assistant	GS- 4	J 675.01
Library Assistant	GS- 4	
<u>IAC Unit</u>		
Librarian	GS- 7	J 676
Librarian	GS- 5	J 679
Library Assistant	GS- 4	J 440.01

Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

SECRET

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Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

TAB B (Cont'd)

Copy Section

Librarian	GS- 9	J 424.02
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Microfilm Unit

Librarian	GS- 7	J 673
Librarian	GS- 5	J 671.01
Library Assistant	GS- 4	J 440.02

Control Unit

Librarian	GS- 7	J 678
Librarian	GS- 5	J 677
Librarian	GS- 5	J 668
Librarian	GS- 5	J 674
Librarian	GS- 5	J 430
Library Assistant	GS- 4	J 669
Mail Clerk	GS- 4	J 708

with 01 list or based on

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SEP 16 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : OCD T/O Changes

REFERENCE : Memorandum dated 10 August 1954 from
the AD/CD to the DD/A, same subject. (MS-232)

1. This Office has reviewed referenced OCD proposal for T/O adjustments in connection with the expansion of their microfilm program. The classifications proposed are approved with six exceptions, i.e., six supervisory positions which will require classification review as the program develops. Accordingly, this group is approved on a dual grade basis as noted on the attached position listing.

2. OCD has been informed of and concurs with this classification action.


Assistant Director for Personnel

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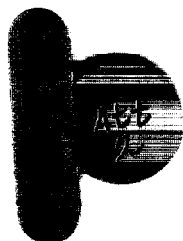
Attachments

1. Referenced Memorandum
2. Recommended T/O for OCD

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SEP 17 1954

Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7



Approved For Release 2000/08/28 : CIA-RDP78-03568A000500220023-7

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CLASSIFICATION AND WAGE DIVISION
OFFICE OF PERSONNEL

Recommended T/O for Microfilm Section,
Operations Branch, Machine Division, OCD

<u>TITLE</u>	<u>PROPOSED GRADE</u>
Microphoto Sup	GS-9/7
<u>Camera Unit</u>	
Microphoto Sup	GS-7/6
Microphotographer	GS-5
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
Microphotographer	GS-4
<u>Laboratory Unit</u>	
Microphoto Sup	GS-7/6
Microphotographer	GS-5
Microphotographer	GS-4
Microphotographer	GS-4
<u>Mounting Unit</u>	
Microphoto Sup	GS-5
Microphotographer	GS-4
Microphotographer	GS-4

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CLASSIFICATION AND WAGE DIVISION
OFFICE OF PERSONNEL

Recommended T/O for Circulation Branch
Library Division, OCD

<u>TITLE</u>	<u>PROPOSED GRADE</u>
Librarian	GS-12*
Secretary-Typing	GS- 5
<u>Branch Libraries Section</u>	
Librarian	GS-11*
Librarian	GS- 9
Librarian	GS- 7
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 7
Library Assistant	GS- 4
Librarian	GS- 9
Librarian	GS- 9
<u>Loan Section</u>	
Librarian	GS- 9
<u>Inter-Library Loan Unit</u>	
Librarian	GS- 7
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Library Assistant	GS- 4
Librarian	GS- 5
Librarian	GS- 5
<u>Book and Periodical Unit</u>	
Librarian	GS- 7*
Library Assistant	GS- 5*
Library Assistant	GS- 4
Library Assistant	GS- 4
Library Assistant	GS- 4
Library Assistant	GS-4
Library Assistant	GS- 4

*Grades resolved by CWD prior to receipt of this request.

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Circulation Branch (Con't)

<u>IAC Unit</u>	
Librarian	GS- 7
Librarian	GS- 5
Library Assistant	GS- 4
3	
<u>Copy Section</u>	
Librarian	GS-9/7
1	
<u>Microfilm Unit</u>	
Librarian	GS-7/6
Librarian	GS- 5
Library Assistant	GS- 4
3	
<u>Control Unit</u>	
Librarian	GS-7/6
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 5
Librarian	GS- 4
Library Assistant	GS- 4
Mail Clerk	

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