

AUG 6 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Establishment of the Foreign Publications Branch in the Library Division, OCD

REFERENCE : (Attached as Tabs)

Tab 1 - Memorandum to the DD/A from the Executive/Collection and Dissemination, dated 14 July 1953.

Tab 2 - Concurrence by the Assistant Management Officer, DD/I Area, dated 17 July 1953.

Tab 3 - Concurrence by the Comptroller, dated 23 July 1953.

1. Tab 1 sets forth in substance the text of a memorandum from the DD/I to AD/O and AD/CD, delineating their respective responsibilities in the Agency's foreign language publications program. The [redacted], Office of Operations, will continue to be responsible for preparing English language excerpts, summaries, abstracts, and compilations from foreign language publications and for the coordination of translation services; OCD will assume the responsibility for developing and maintaining indexes, accessions lists, and reference services for foreign language publications and for coordination of procurement of foreign language publications (except captured documents). To implement the plan, the Office of Collection and Dissemination requests that a Foreign Publications Branch composed of [redacted] positions be established in the Library Division, OCD. T/O spaces will be obtained by transferring thirteen positions now allotted to the Documents Control Branch, [redacted] and four positions now allotted to the Book Branch, Library Division, OCD to the proposed Foreign Publications Branch.

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OCD requests that the transfer of the positions concerned be made at the currently approved grades on the [] and OCD T/O's pending:

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- a. A clarification of the Agency budget and personnel situation.
- b. The outcome of discussions now underway between the State Department and CIA on the transfer of the foreign publications procurement function to the Agency.
- c. Experience, as derived by the CIA Library in effecting the merger of Document Control Branch functions into the Agency library framework.

2. Tab 2 is the concurrence of the Assistant Management Officer, DD/I area, stating that the proposed realignment of foreign documents functions between [] and OCD would be in accordance with the DD/I's instructions to the AD/O and the AD/CD dated 10 April and 7 May 1953. Further, operations as proposed would not result in duplication of screening effort. In conclusion, the Assistant Management Officer recommends that a detailed study be made of workload, procedures and personnel requirements at such time as the conditions cited in paragraph 1a, 1b and 1c, are met and prior to final T/O submission and classification survey.

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3. Tab 3 is concurrence by the Comptroller, stating that it does not appear that any additional expense is involved in this proposal as all of the positions are included in the FY 1954 budget estimates of the respective offices.

4. Inquiry of OCD reveals that there are no space or supply problems involved in the proposal.

5. The Special Assistant (Administration) to the DD/I has notified this Office that the transfer of 13 positions from []/OO to OCD has been coordinated with both Offices concerned.

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6. Based on the above considerations, it is recommended that the OCD proposal be approved as set forth in Tab 1, with the qualification that the Foreign Publications Branch be surveyed by the Classification and Wage Division as soon as program considerations are resolved. In the interim, position actions involving promotions or recruitment can be handled on an individual basis.

[Redacted Signature]

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GEORGE B. MELOON
Personnel Director

3 Attachments
As stated

Action by Approving Authority:

Date 8 Aug 53
T/O and Ceiling Approved,

FOIAb3b

[Redacted Signature]

Acting Deputy Director
(Administration)

TAB

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14 July 1953

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Classification & Wage Division
SUBJECT: Request for T/O Change

1. T/O adjustments are necessary in the Office of Collection and Dissemination and the Office of Operations to establish a Foreign Publications Branch in the CIA Library, OCD.

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2. A memorandum from the DD/I to AD/O and AD/CD, Subject: [redacted] for the Implementation of NSCID-16, dated 10 April 1953, delineated the OO and OCD responsibilities in the Agency's foreign language publications program. In summary, "OO will continue to be responsible for preparing English language excerpts, summaries, abstracts, and compilations from foreign language publications and for the coordination of translation services; OCD will assume the responsibility for developing and maintaining indexes, accessions lists, and reference services for foreign language publications, and for coordination of procurement of foreign language publications (except captured documents)". To fulfill these responsibilities "OCD will establish in "Y" Building a branch of the CIA Library as a focal point for procurement, receipt, and retention of foreign language publications in the Agency."

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3. To implement this plan it is requested that a Foreign Publications Branch, consisting at this time of [redacted] positions, be added to the T/O of the CIA Library. It is proposed to establish the [redacted] positions by transferring [redacted] slots now allocated to the Documents Control Branch, [redacted], and 4 slots now allotted to the Book Branch, CIA Library. Position details are listed on attachment.

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4. The ultimate structure and T/O of the Foreign Publications Branch will depend on:

- a. A clarification of the Agency budget and personnel situation.
- b. The outcome of discussions now underway between State and CIA on the transfer of the publications procurement function to the Agency.
- and, c. Experience, as derived by the CIA Library in effecting the merger of Document Control Branch functions into the Agency library framework.

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Accordingly, it is requested that the positions as outlined in paragraph 3 be transferred and established without classification survey at this time. When decisions relative to the points raised above are made, this Office will initiate action for final T/O adjustment and classification survey.



Executive
Collection and Dissemination

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Attachment

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17 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THROUGH : Chief, Classification and Wage Division

SUBJECT : Establishment of Foreign Documents Branch in CIA Library/OCD; and Establishment of Screening Section, Reports Branch [redacted]

REFERENCE : Memoranda to above addressees -- from Executive/OCD dated 14 July 1953, Subject: "Request for T/O Change"; and -- from AD/O dated 17 July 1953, Subject: "[redacted] T/O Deletion and Internal Reallocation of Positions".

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1. Reference requests for T/O changes have been reviewed by the Management Staff and have been determined to comply with the DD/I's instructions regarding realignment of responsibilities for the Agency's foreign publications program as set forth in his memoranda to the AD/O and the AD/CD dated 10 April and 7 May 1953.

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2. OCD has stated that the Foreign Publications Branch will perform all functions of the former Documents Control Branch [redacted] except the screening of documents for intelligence potential. [redacted] has stated this screening function will be performed centrally in the [redacted] [redacted] for all Area Branches. This type of screening function has been defined by [redacted] as the preliminary selection of documents which have potential intelligence value, fulfill intelligence collection requirements, or refer to other documents with potential intelligence value. Operation on the above basis will not result in any duplication of screening effort.

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3. When conditions set forth in paragraph 4 of reference memorandum from Executive/OCD have been met, a detailed study should be made of workload, procedures, and personnel requirements prior to submission of a final T/O request.

4. Approval is recommended.

[redacted signature box]

Assistant Management Officer (DD/I) Area

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TAB

JUL 23 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Request for T/O Change - Office of Collection and
Dissemination

1. The subject proposal provides for the implementation of NSCID-16 dated 10 April 1953, which delineated the Office of Operations and Office of Collection and Dissemination responsibilities in the Agency's Foreign Publications Program.

2. To fulfill these responsibilities OCD will establish in "Y" Building a branch of the CIA Library as a focal point for the procurement, receipt and retention of foreign publications in the Agency.

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3. To implement the plan it is proposed to establish a Foreign Publications Branch with a T/O of positions, of the slots to be transferred from the Documents Control Branch, and slots from the Book Branch, CIA Library.

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From Documents Control Branch

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From Book Branch

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5. It does not appear that any additional expense is involved in this proposal as all of the positions are included in the FY 1954 budget estimates of the respective offices. An analysis of the status of the

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positions reveals that [] of the Documents Control Branch positions are filled, and in several instances these slots are blocked by lower grades. Of the Book Branch positions the GS-9 and 1 GS-5 are also encumbered by lower grades leaving only positions J 698 and J 698.02 unfilled at this time.

6. This office concurs in the proposal.

[]

E. R. SAUNDERS
Comptroller

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