

JUN 30 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Increase in Slots for the [redacted] Unit, Records Integration Staff 25X1A2d1

REFERENCE: Memorandum for DD/A, 4 May 1954, Request for Increase in [redacted] Unit, RI T/O 25X1A2d1

25X1A2d1 1. The subject request proposes the transfer of four slots from other components of RI to the [redacted] Unit. (See Tab A) This is the second step in the process of staffing and correctly slotting personnel associated with the [redacted] programs. (See above reference) Examination of workload trends, backlog, and proposed developmental programs indicates a continuing need for the additional slots.

25X1A2d1

2. The Assistant Director for Personnel approves the classification of the positions as requested, except the GS-7 has been raised to GS-9. (See Tab B) The two GS-9's will each be in charge of one of the programs.

3. The Chief, Budget Division, states that his office has been advised by DD/P Admin that the requested transfer and upgrading of the positions has been accomplished and the required adjustment in the operating budget of FI Staff for fiscal years 1955 and 1956 will be accomplished. (See Tab C)

4. It is recommended that the request be approved with the provision that the correct slotting of employees detailed to RI [redacted] be accomplished at an early date.

25X1A2d1

[redacted signature]

25X1A9a

Chief, Management Staff

#482
[handwritten initials]

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

LOS 65820WNET

APPROVED

Date: 3 July 54

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Deputy Director (Administration)

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20 May 1954

MEMORANDUM FOR: Chief, Management Staff
~~Chief, Wage and Classification Division~~

VIA: FI/OPS
FI/ADMIN *Doyle*
DDP/ADMIN

SUBJECT: Increase in Slots for the [redacted] Unit of the 25X1A2d1
Records Integration Division

1. The increased work load of the [redacted] Unit of the 25X1A2d1
Records Integration Division necessitates the addition of at least
four employees to the six presently working in this Unit.

2. Due to the current ceiling of the DD/P Table of Organization,
it is not requested that additional slots be given to RI. However, in
order to employ the number of people needed on the [redacted] project, 25X1A2d1
four slots could be upgraded and transferred from the present RI Table
of Organization.

3. It is requested that the following RI slots be upgraded and
25X1A2d1 transferred to the [redacted] Unit of RI:

<u>Slot No.</u>	<u>Section</u>	<u>Present Grade</u>	<u>Grade Requested</u>
331	Office of the Chief	GS-4	GS-11
374.01	Archives	GS-4	GS-7
424.15	Service & Correspondence	GS-4	GS-5
387.04	Receipt & Delivery	GS-4	GS-5

25X1A9a

25X1A9a

Concur: [redacted]
DD/P-Admin

[redacted]
Chief, RI

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MAY 28 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Request for Change in RI Division, FI Staff
Table of Organization

REFERENCE : Memorandum from Chief, RI Division, FI Staff
to Chief, MS, dated 20 May 1954, Subject:
Increase in Slots for the [REDACTED] Unit
of the Records Integration Division

25X1A2d1

This Office has reviewed the request and approves the
classification of the four proposed positions as follows:

Intelligence Analyst	GS-0132.35-11
Intelligence Analyst	GS-0132.35-09
Intelligence Analyst	GS-0132.35-05
Intelligence Analyst	GS-0132.35-05

25X1A9a

[REDACTED]
Deputy Assistant Director for Personnel

Enclosure:
As Stated

MS 166
Budget

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE: 9 JUN 1954

FROM : Chief, Budget Division

SUBJECT: Increase in Slots for the [redacted] Unit of the 25X1A2d1
Records Integration Unit

1. Reference is made to the memorandum from the Chief, RI, Division, of FI Staff to the Chief, Management Staff dated 20 May 1954, same subject.

2. The memorandum requests the upgrading of four slots in RI and their transfer to the [redacted] - 25X1A2d1
25X1A2d1 [redacted] Unit of RI as follows:

<u>Present Grade</u>	<u>Grade Requested</u>
GS-4	GS-11
GS-4	GS-7
GS-4	GS-5
GS-4	GS-5

3. This office has been advised by the office of the Chief of Administration, DD/P, that the requested transfer and upgrading of the positions in question has been accomplished and the required adjustment in the operating budget of FI Staff for fiscal years 1955 and 1956 will be accomplished.

25X1A9a



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JUN 10 1954