

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 25 August 1950

FROM : Management Officer

SUBJECT: Administrative Tabulating Machine Functions.

1. Memorandum of 12 July 1950 from the Management Officer to the Acting Executive, subject: "Machine Methods and Agency Operations", recommended the transfer of all administrative support by machine techniques from OCD to the Special Support Staff. This proposal was approved by the Acting Executive on 17 July 1950, subject to the concurrence of the Assistant Director for Collection and Dissemination. In a memorandum of 14 July 1950 to the Management Officer the Assistant Director for Collection and Dissemination concurred in this proposal.

2. In transferring the function to the Special Support Staff the transfer of eleven T/O positions from OCD to the Special Support Staff is necessary. The T/O positions to be eliminated from the OCD T/O are as follows:

<u>Machine Methods Division</u>		
Project Planner	1	GS-9
Project Planner	1	GS-7
<u>Coding Section</u>		
Statistical Code Supervisor	1	GS-5
Statistical Code Clerk	3	GS-4
Clerk-typist	1	GS-3
<u>Key Punch - Machine Section</u>		
Key Punch Operator	1	GS-4
Key Punch Operator	2	GS-3
Tab. Machine Operator	<u>1</u>	GS-3
Total:	<u>11</u>	

3. A proposed table of organization for punch card machine functions to be performed by the Special Support Staff is attached. The table of organization presents minimum requirements for efficiently processing administrative data for the Agency. Approval by the Employees Division, Special Support Staff, has been obtained as to grades and approval as to funds, contingent on supplemental appropriations, has been obtained from the Budget Officer.

4. It is recommended that:

a. Eleven T/O positions in the Machine Methods Division, OCD, indicated in paragraph 2, above, be eliminated.

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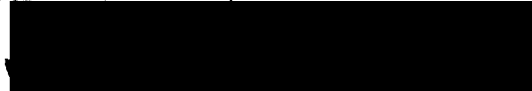
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b. The attached table of organization for punch card machine functions of the Special Support Staff be approved.

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Concur in recommendation 4a, above:

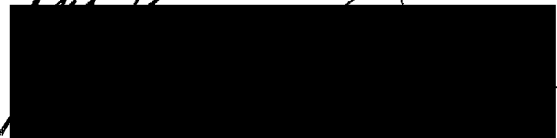


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Assistant Director for Collection and Dissemination

Attachment: Proposed T/O.

*Approved.
In the DCI:*



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*Acting General
28 Aug 1950*