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25 August 1952

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MEMORANDUM OF UNDERSTANDING

1. In order to properly record and insure continued agreement on the understandings reached and determinations made at the meeting in the Office of the Deputy Director (Administration) on Tuesday, 19 August, on the related subjects of [redacted] Covert Coordination 25X1A Committee (CCC), and Administrative Staff (Special)(AS/S), outlined below are, to the best of my recollection, the understandings reached:

25X1A

a. The [redacted] shall remain part of the Deputy Director (Plans) structure; its specific placement within that structure yet to be determined. It shall continue to provide its present management service for those [redacted] 25X1C nature. It shall assume the CCC support function presently being performed by the Project Support Unit (Secretariat) of the AS/S, insofar as the preparation of the administrative plans for projects of the above-described nature are concerned and for the function of reviewing such plans for determination to insure their continuing adequacy and for compliance therewith.

b. The CCC as presently provided for in [redacted] 25X1A

25X1A

[redacted], will be abolished. Its basic function of exercising the DCI authority for waiver of or exception to Agency regulations will be performed by the DD/A or his designated representative. In order to insure that the coordination function presently performed by the CCC shall continue,

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the present chief of AS/S will be made a member of the personal staff of the DD/A and shall be provided with such support as is required. He shall insure that early and continued planning attention is given to each special project by the chiefs of the administrative offices as required by the needs of the project and the functions of those offices. He shall further insure that those projects not falling within the purview of the [REDACTED] as described 25X1A above, are given appropriate planning support and that proper administrative plans are prepared for them.

c. AS/S shall be abolished with disposition of its functions, T/O, and such personnel as are not otherwise needed or reassigned as follows:

(1) [REDACTED] to the Personnel Division 25X1A

Covert, Personnel Office;

25X1A

[REDACTED]

function, which will be transferred to the Real Estate and Construction Division, Procurement and Supply Office;

25X1A

[REDACTED]

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25X1A

c. dissolution of the [redacted] (Secretariat) and the transfer of certain of its functions and personnel to [redacted]

25X1A

25X1A d. revision of [redacted] to provide for transfer of certain functions to [redacted] and for retention of the others by the DD/A;

25X1A

e. transfer of the [redacted] function and its personnel to Procurement and Supply Office. For reasons of security, this should be done by memorandum having restricted distribution. Also required will be specific personnel transfer actions to [redacted] on those members of the

25X1A

25X1A

[redacted] not otherwise reassigned.

25X1A

LS/

[redacted]
Special Assistant to
Deputy Director
(Administration)

SA/DD/A:RSW:jeb

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25X1A

Sent to Mr. Wolf 25 Aug with note: Here is a draft of a memorandum on the results of the meeting Tuesday on [redacted] and CCC. I should like your comments and corrections. If you wish we can make enough copies to give to everyone who attended the meeting. Paragraph 2 would not need to go out in this fashion, in that it is only an outline of the actions necessary to accomplish these changes. Please let me know when I should go ahead with the preparation of the required notices, etc.

RSW

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