

~~CONFIDENTIAL~~

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MEMORANDUM FOR: Chief, General Services Office

SUBJECT: Transfer of FI Reproduction Activities to General Services Office

REFERENCE: Memo dtd 25 Jan 53 for DD/A fr C/OS, same subject

1. Your request for transfer of the reproduction functions and the transfer of 19 positions from the Deputy Director (Plans) area to the General Services Office is approved, subject to the following conditions:

- a. That the total Deputy Director (Plans) ceiling and Table of Organization are reduced by 19;
- b. that the grades of the transferred positions are subject to Classification review along with the balance of the consolidated reproduction activities;
- c. that although every effort shall be made to obviate the need for grade reductions of any of the employees involved no commitment shall be made.

2. The tentative on-duty ceiling for the General Services Office is increased to [redacted] positions, subject to reduction as the result of reorganization of the combined reproduction activities.

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15/
L. K. WHITE
Assistant Deputy Director
(Administration)

1 Att - Letd in Ref
cc: AD/P
Comptroller
CAO/DEP
Chief FI/ROM
DD/A chrono
DD/A subject "General Services--Reproduction" ✓
SA/DDA:RSW:jeb (10 Feb 53)

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