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27 JAN 1955

MEMORANDUM FOR: Deputy Director (Administration)

THRU : (1) Chief, Management Staff  
(2) Director of Training

SUBJECT : Proposed [redacted] Revised, Organization and Functions, Office of Personnel (Job #915-IH) 25X1A

1. A proposed revision of [redacted] Organization and Functions, Office of Personnel, is submitted for authentication. 25X1A

2. The Deputy Assistant Director for Personnel has requested that the changes indicated in paragraph 3 below be incorporated in [redacted] dated 30 July 1954.

3. The attached revision of [redacted] includes the following changes:

a. Paragraph 2f (3) of the current [redacted], which is quoted below, has been deleted. 25X1A

"Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency."

b. In paragraph 2f (3) of the current [redacted] the word "placement" in the first line has been substituted for the word "promotion." The above-mentioned paragraph numbered 2f (7) in the proposed attached draft reads:

"In-service placement program to bring about maximum utilization of the skills and abilities of personnel already in the Agency." 25X1A

c. The subparagraphs of 2f are renumbered as appropriate.

4. The Deputy Assistant Director for Personnel stated in reference to the above changes, "These changes reflect the transfer of testing functions, once performed by the Office of Personnel, to the Office of

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