

**SECRET**

TAB A

MANPOWER TASK FORCE

1. Effective this date the DCI Manpower Task Force is established. Its members will consist of (insert here the names of a senior officer from the DD/S, the DD/P, the DD/I, and an advisor selected from the Management Staff. The senior officers to be nominated by the appropriate Deputy Director and appointed by the Director. One of the three appointed officers to be designated by the Director as Chairman of the Task Force.)

2. The purpose of establishing the Task Force is to provide a temporary mechanism which can make an on-the-site appraisal of the efficiency with which manpower is used in all Headquarters components of the Agency, toward the end of effecting net savings in personnel.

3. The functions of the Task Force are as follows:

a. To identify any instances or areas of inefficiency within Headquarters, including administrative overlapping or unnecessary duplication within the unit and as between other units, but not extending to matters involving the major organizational structure of the component concerned.

b. To relate this to specific positions that can be declared surplus.

c. To specify those positions that are surplus in any component.

4. The Task Force is vested with the authority of the Director and the Deputy Director concerned in order to carry out the above functions. Its decision with respect to specific positions to be eliminated, as a general rule, shall be acted upon by the Deputy Director concerned. Appeals may be made to the DCI through channels.

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5. The Task Force will devote its full time to this review. It will not redelegate its review responsibility. It will focus its attention at every operating level. The Task Force will provide the Director with a progress report at the end of one month and thereafter as specified by the DCI. It should seek advice and counsel of the Deputy Directors and the Director as required.

6. Personnel reductions resulting from action of the Task Force are not to be considered as a "Reduction-in-Force." Reductions in personnel ceilings made possible by decisions of the Task Force will be effected immediately by the DD/S. Personnel changes indicated as a result of Task Force action will be effected generally through attrition and reassignment.