

13 May 1957

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MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Personnel Requirements, OBI

As we have discussed many times before, the workload in OBI is steadily growing under the impact of expanding NIS coverage and requirements and attendant Office responsibilities. Our personnel level, on the other hand, has increased only nominally, not at all in proportion to the increased demands on my staff. In particular, an urgent and immediate need exists for two additional clerical positions, as follows:

Office of the Assistant Director

1 - Clerk-typist, GS-5

To handle the large volume of typing and filing incident to the responsibilities of the Assistant Director. At present, only a Secretary (GS-7) is able to devote full-time attention to typing and her time is largely consumed by the secretariat duties of the NIS Committee which this Office must provide. Administrative and other reports, memoranda, and staff studies must at present be typed by the Admin Officer and the Admin Assistant, at the expense of their attention to other more important responsibilities.

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Editorial Division

1 - Publication typist, GS-5

For the Military Branch, in support of Intelligence Officers processing NIS Chapters VII (Scientific), VIII (Armed Forces), and IX (Map and Chart Appraisal), and the Key Personalities Unit. At present the Military Branch has no clerical personnel and must rely upon the typists assigned in each of the other four branches in the Editorial Division. The workload throughout the Division has grown to the point where it is increasingly difficult and frequently infeasible for the other branches to furnish this collateral support. To keep production going, Military Branch personnel often have no recourse but to type their own material.

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Assistant Director  
Basic Intelligence

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10 May 1957

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Personnel Requirements, OBI

As we have discussed many times before, the workload in OBI is steadily growing under the impact of expanding NIS coverage and requirements and attendant Office responsibilities. Our personnel level, on the other hand, has increased only nominally, not at all in proportion to the increased demands on my staff. Only through dedicated application to duty and a heavy overtime schedule have they been able to keep reasonably abreast of the steady demands of the daily OBI workload. While I believe the situation fully justifies an increase in several professional categories, I will defer such a request for the time being. An urgent and immediate need exists, however, for at least two additional clerical positions. There is simply no economic justification in having professional personnel handle themselves the typing and filing duties their work requires. It is requested, therefore, that two additional positions be established in OBI as follows:

Office of the Assistant Director

1 - Clerk-typist, GS-5

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