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Special Assistant (Admin) to DD/I

Friday, 12 June 1953

1. Issued instructions to the DD/I Offices for the submission to the Office of Personnel of all vacancies on which referral was desired of individuals affected by the reduction in force in the State Department. Vacancies are to be submitted by categories, including those which will become available in the 1954 budget, assuming availability of funds. Transmitted as an attachment was a memo secured from the Office of Personnel outlining the special arrangements which have been established for the screening and referral of State personnel.

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2. [redacted] GS-14 in OSI, again contacted me to see if there were any vacancies in the DD/I area or elsewhere in the Agency for which he might be suitable. I advised him that I have been unable to locate any opportunities in the DD/I area, but that at my request, Personnel was again shopping his folder in the DD/P area. [redacted] work in OSI has not been too satisfactory and, in turn, there appears to be little hope for reassignment.

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3. Advised [redacted] ONE, in regard to the proposed European trip of [redacted] prior to his return to the United States, that in lieu of trying to work out travel details here, that these should be left to the Administrative Office [redacted] for solution. Instead, that appropriate cable should be prepared and coordinated with DD/I and DD/P requesting the Senior Representative to authorize the travel.

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