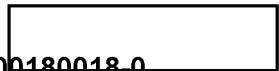


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CHIVE/SC-1-66  
27 July 1966

MEMORANDUM FOR: Director of Central Reference

SUBJECT : T/O Considerations

Introduction

1. In light of your request for some input to assist you in responding to a request that the total OCR T/O be reduced for FY 68 by 30 slots, the CHIVE Task Force is presenting the following data and recommendations.

2. One of the difficulties which attends efforts to analyze manpower requirements for FY 68 is the somewhat unreal nature of the official OCR T/O for the CHIVE Task Force. The OCR contingent [redacted] is designated as the Development Staff. Through negotiations with personnel of the Position Management and Compensation Division, it was agreed that this is a temporary T/O, which will at some time in the future, by an evaluation of positional descriptions, be changed as appropriate. For purposes of this discussion I would like to show the general structure of the approved T/O of the Development Staff.

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Development Staff

Chief - GS-15

Secretary - GS-7

COG

Chief - GS-14

Secretary - GS-6

Intelligence Officers

General - GS-13

Intelligence Analysts

- GS-12

Biographic Analysts

- GS-12

Document Analyst

- GS-11

Document Analysts

- GS-9

Clerk Typists - GS-4

SDDG

Chief - GS-14

Intelligence Officers - GS-13

Intelligence Officers - GS-11

Intelligence Officers - GS-9

Program Support

Programmers - GS-12

Programmers - GS-11

SKAN

Document Analyst - GS-9

Document Analysts - GS-7

Clerk Typists - GS-4

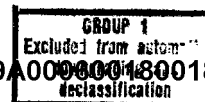
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Discussion

3. We start with the premise that the China Operations Group (COG) will keep its T/O strength of [redacted] During our staff meeting of 26 July, I mentioned as a distinct possibility that, if the Development Staff should suffer a reduction in T/O strength, the COG portion should remain inviolate.

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4. As you have indicated, a level of [redacted] to handle ten percent of the total OCR processing load is unthinkable. It is equally unthinkable at this time to prejudge our experience with a fledgling organization which will not begin to test its capabilities, or the CHIVE system, for at least a year. We know that the grade structure is high since we made this a requirement. We suspect that the specialist mix is rich, i.e., too many analysts and too few typists. And we will probably learn that the total job can be done in an operational environment with fewer people. But, until we test the structure and the system, we cannot suggest a reduced or modified T/O for COG.

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5. Before leaving a discussion of COG, it is appropriate to indicate that not all T/O slots for COG are filled or fillable from the personnel resources presently on board. The list of requirements for COG which must be satisfied by outside subscription is as follows:

[redacted] Biographic Analysts - GS-12  
Intelligence Analyst - GS-12  
Document Analysts - GS-9  
Clerk Typists - GS-4

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6. In reviewing these requirements it is necessary to point out that in a previous communication (CHIVE-C/37-66, CHIVE Task Force Staffing) the CHIVE Task Force indicated that it would require from BR the services of three Biographic Analysts. Dates were also supplied. In the same memorandum we indicated that the Content Indexers (Document Analysts - GS-9) and the Clerk Typists would be obtained through the OCR pipeline. In addition to those it is now apparent that, due to recent attrition,

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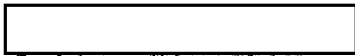
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we must ask that an Intelligence Analyst at about the GS-12 level be spared from one of the operating divisions in OCR, preferably SR since we have no one from SR identified for COG at this time. It is important to repeat at this point that we cannot fill these slots from personnel on board.



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9. As you are aware, the purpose in having a strong, viable, competent, and dedicated SDDG is to pursue the development of CHIVE for the five geographic divisions in OCR. Thus, it seems very important to us that this unit not be considered as a natural resource for manpower reduction or extra-CHIVE demands. However, the nature of this work is such that we would be less than honest if we did not admit that some headway could be maintained with less manpower. We therefore recommend that, should CHIVE be asked to provide its fair share of an across-the-board T/O reduction in OCR, we reduce the T/O strength of SDDG.

  
Acting Director  
CHIVE Task Force

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Distribution:

- Orig & 1 - D/CR
- 1 - B/CTF
- ✓ 1 - Ch/SISG
- 1 - SC file
- 1 - [redacted]
- 1 - file ((CHIVE/OCR T/O) decisions)

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