

63-7442

30 September 1963

**MEMORANDUM FOR:** Deputy Director of Central Intelligence  
**THROUGH:** Executive Director  
**SUBJECT:** Personnel and Space Requirements for  
the NIPE Staff

1. This memorandum contains a recommendation for the approval of the DDCI. Such recommendation is contained in paragraph 7.

2. The purpose of this memorandum is to establish a basis for the allocation of office space and the authorization of personnel ceilings for and assignments to the new NIPE Staff. As far as I can judge at the moment, the NIPE Staff will involve about 12 people working on substantive matters with adequate stenographic and clerical support.

3. Professional Personnel:

In addition to the Chief of the unit and his secretary, my plans for the Staff envisage:

(a) An assistant concerned with all the general activities of the Staff (Mr. Parrott, GS-17).

(b) Two military members, one Major General and one Colonel. This matter is now under discussion with the Department of Defense.

(c) Two program analysts (presently Messrs. [redacted] both potentially GS-17.

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(d) One requirements expert (tentatively [redacted] GS-15).

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(e) Four or five senior program evaluators (GS-16 to GS-18). These evaluators could concern themselves as required with:

(1) the adequacy and implication in terms of cost and productivity, etc., of intelligence coverage in specific geographic areas, and/or

(2) problems involved in specific systems (NRO, etc.).

One or more of these officers may be of very senior grade in the Civil Service. Others may be of lesser standing, at least as far as grade is concerned.

#### 4. Clerical and Stenographic Administrative Support.

I hope that space and personnel can be saved by satelliting the Staff on to the administration of the DCI's office or by some other device which will make it unnecessary to establish an independent administrative office or officer. If this is so, we could function with ten competent stenographers.

#### 5. Space Requirements.

I see no alternative to locating the Staff in the Headquarters building in Langley. If it functions as the DCI's own

personal Staff, proximity to the DCI appears essential. As presently envisaged, specific requirements appear to be as follows:

(a) Seventh floor: Three rooms at the moment appear to be all that is required. These would be to accommodate a senior military officer (if and when he is made available from the Pentagon) and Messrs. Parrott and Bross.

(b) Elsewhere in the building: The balance of the Staff can, I believe, be located pretty much anywhere in the building but should be located together. This is a problem which is complicated by the fact that rather senior officers are likely to be involved, although I should think some doubling up will be possible.

6. Specific Personnel Action.

The Director has approved [ ] assignment to the Agency with the grade of GS-17. Mr. Parrott's assignment to the Staff has also been approved subject to the appointment of a successor satisfactory to Mr. Bundy. Mr. Parrott would like to bring his secretary with him. She has been assigned to her position in the White House for two or three years but is now carried on the rolls of the Department of Defense. The question of military assignments to the Staff has been discussed with Mr. Gilpatric, General Carroll and, briefly, with Messrs. Nitze and Paul (also of course with the DCI). General Carroll has advised that nothing constructive can be done until General Taylor's return from Viet Nam. The DCI has already indicated certain lines of inquiry for the Staff which would justify the talents

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of at least one and, very possibly, two senior analysts from CIA. Other assignments to the Staff should probably come from outside the Agency. Rand, IDA and the State Department have been suggested as sources of personnel.

7. Recommendation:

I recommend that I work out specific proposals to meet T/O and space requirements with Mr. Kirkpatrick and Col. White who are both generally familiar with the general nature of these requirements.

JOHN A. BROSS  
D/DCI/NIPE

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Recommendation Approved:

(Signed) Marshall S. Carter

19 OCT 1963

Deputy Director of Central Intelligence

Date

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