

SECRET

ad/s 64-5589

BPAM 64-2886

28 OCT 1964

64-7510

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support / *LKZ* 10/28
Director of Budget, Program Analysis and Manpower

SUBJECT : Coordination of Actions Required to Reduce On-Duty Strength during FY 1965

REFERENCE : Action Memorandum A-417, dated 26 August 1964, same subject

1. This memorandum is for your information. It is in response to Action Memorandum A-417 which instructs the Director of Personnel to report by 1 November the current Agency strength situation and the action being taken to achieve end-year strength authorizations.

2. Below is a narrative summary of the situation currently existing in the four Directorates and the Office of the DCI. Tab A provides statistics concerning the planning of each component whose ceiling is allocated through the budget process to project reductions to reach end-year authorizations. Tab A includes only those Agency components which face current overage problems. Those components which are now at or under strength are not listed in Tab A, but reference is made to their situations under the below listed Directorate headings.

3. Established monitoring controls within the Office of the Director of Personnel will insure that any component currently in a favorable position with regard to ceiling allocation will remain so throughout the fiscal year. Possible exceptions will exist in one or two of the support components, which may be required to absorb more of their careerists from the Directorate of Plans than would otherwise be normal due to reduction planning in that Directorate. Such exceptions will be reported if and as they become fact.

4. If acceptable, future monthly reports will be provided in the format indicated under Tab A, showing monthly gains and losses in comparison with projected gains and losses. Components which reduce their manpower quotas satisfactorily before the end of the fiscal year will be so noted and dropped from the reporting format. Tab B contains individual office reports of

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

SUBJECT: Coordination of Actions Required to Reduce On-Duty Strength during FY 1965

planned reductions (in certain instances, such as NPIC, the planning involves a build-up to projected end-year strength). The reports under Tab B provide the reference against which monthly Tab A reports will be prepared. 25X1

5. As of 23 October 1964 the Agency total on-duty strength was [redacted] This compares favorably with the 1 July 1965 Agency strength authorization of [redacted] While all of the Directorates save one is currently under total strength authorization, there are serious overages in offices of three of the Directorates.

6. The following lists Directorate strength levels as of 23 October 1964 against authorized strength levels of 31 May 1965.

<u>On duty</u>	<u>Authorized</u>
<u>30 Oct 1964</u>	<u>31 May 1965</u>

DD/P
DD/I
DD/S&T
DD/S

--

25X1

a. Deputy Directorate of Plans. Tab B provides the memoranda from the Deputy Directorate of Plans of 17 July 1964 and 11 September 1964. These memoranda provide the planning for reduction to authorized strength and point out that such reduction will not be fully attained until fiscal year 1967. It is understood that the Executive Director-Comptroller has replied to these memoranda and that the Directorate of Plans will be expected to re-program in an effort to reach the desired reduction by fiscal year 1966. The Director of the Office of Personnel will work closely with the Directorate in this regard. Below are listed those components of the Directorate of Plans whose ceiling is allocated through the budget process with an indication of the current situation in each component. While components with current overages are not included in Tab A they will be included in future monthly reports as the Directorate of Plans develops new reduction projections.

GROUP 1
Excluded from automatic
downgrading and
declassification

Next 3 Page(s) In Document Exempt

TRANSMITTAL SLIP		DATE
TO: Executive Registry		20 OCT 1964
ROOM NO. 7E 12	BUILDING Headquarters	
REMARKS:		
FROM: Director of Personnel		
ROOM NO. 5E 56	BUILDING Headquarters	<input type="text"/>
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	GPO : 1957-O-439445 (47)

STAT