

Executive Registry

6-9808

CONFIDENTIAL

27 April 1955

**MEMORANDUM FOR: DEPUTY DIRECTOR/SUPPORT**

**FROM :** Executive Assistant to the Director

**SUBJECT :** Increase in O/DCI Table of Organization

1. It is requested that the T/O and ceiling of the Office of the Director be increased by one to permit the establishment of a position of Clerk Stenographer, GS-0312.01-05.
2. Funds are available to cover this additional position although it is anticipated that it will be partially offset by a reduction in the amount obligated for overtime.
3. This action is necessitated by the constantly increasing volume of work which is over-burdening our secretarial staff. It has been determined that more effective utilization can be made of the Secretary-Stenographer, who serves as alternate secretary and cable clerk, by divorcing the cable responsibilities from that job and assigning to her the overflow of stenographic work.
4. The newly created slot of Clerk-Stenographer would be charged with full responsibility for handling the cables for the DCI, DECI, and ID, as well as such typing and stenographic duties as may be assigned by the several Assistants to the Director and the Administrative Officer.

SIGNED

25X1

O/DCI-lec  
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MORI/CDF