

CONFIDENTIAL

07115

STANDARD FORM NO. 64

Approved For Release 2000/08/30 : CIA-RDP81-00261R000600040027-7

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Office of the Executive 25X1A

DATE: 1 November 1950

Attention: [REDACTED]

FROM : Acting Chief, Class. & Wage Adm. Branch

↓ ↗

SUBJECT: Position Description Approval

Position description #6245 is forwarded herewith for your information and files.

25X1A

[REDACTED]

*[Handwritten signature]*

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Jcp

Standard Form No. 75A  
February 1964

Approved For Release 2000/08/30 : CIA-RDP81-00261R000600040027-7

Check one: Dept.  Field  Office headquarters  Temporary position

6245

Washington, DC

3. Reason for submission:  
(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number  
(b) Other (specify)

In lieu of Do/5573 GS-301-17

5. O. S. C. certification No.

6. Date of certification  
06/27/1950

7. Date received from O. S. C.

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission	<i>Not SUBJECT TO AN ACTION</i>					
b. Department, agency, or establishment						
c. Bureau						
d. Field office	<b>Executive Officer GS-18</b>	<b>GS</b>	<b>301</b>	<b>18</b>		
e. Recommended by initiating office						

9. Organizational title of position (if any)  
**Executive**

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

11. Department, agency, or establishment  
**Central Intelligence Agency**

a. First subdivision  
**Office of the Executive**

b. Second subdivision

c. Third subdivision

d. Fourth subdivision

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

(Signature of employee) \_\_\_\_\_ (Date) \_\_\_\_\_

13. This is a complete and accurate description of the duties and responsibilities of this position

(Signature of immediate supervisor) \_\_\_\_\_ (Date) \_\_\_\_\_

Title: \_\_\_\_\_

14. Certification by head of bureau, division, field office, or designated representative

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Title: \_\_\_\_\_

15. Certification by department, agency, or establishment

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Title: **Acting Chief, Class. & Vaga Adm. Branch**

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

**Under general direction of the Director, Central Intelligence Agency, serves as the Executive, and in that capacity has full responsibility for the overall operational and administrative management of the Agency in accordance with the policies of the Director, and for the coordination of all Agency activities to this end.**

*Not SUBJECT TO AN ACTION*

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# CENTRAL INTELLIGENCE AGENCY

(PRESENT)

DIRECTOR  
OF  
CENTRAL INTELLIGENCE  
*Deputy Director*

INTELLIGENCE  
ADVISORY  
COMMITTEE

EXECUTIVE  
*Deputy Executive*

BUDGET STAFF    MANAGEMENT STAFF    PERSONNEL STAFF    PROCUREMENT REQUIREMENTS STAFF

COORDINATION, OPERATIONS & POLICY STAFF    LEGAL STAFF    ADVISORY COUNCIL    MEDICAL STAFF    INSPECTION & SECURITY STAFF    ADMINISTRATIVE STAFF    SPECIAL SUPPORT STAFF

OFFICE OF REPORTS & ESTIMATES    OFFICE OF SCIENTIFIC INTELLIGENCE    OFFICE OF COLLECTION & DISSEMINATION    OFFICE OF POLICY COORDINATION    OFFICE OF OPERATIONS    OFFICE OF SPECIAL OPERATIONS

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# CENTRAL INTELLIGENCE AGENCY (PROPOSED)

DIRECTOR  
OF  
CENTRAL INTELLIGENCE

INTELLIGENCE  
ADVISORY  
COMMITTEE

*Deputy Director*

OPERATIONS

DEPUTY DIRECTOR  
OF  
CENTRAL INTELLIGENCE

*Deputy Director*

ADMINISTRATION

SPECIAL  
OPERATIONS

POLICY  
COORDINATION

OPERATIONS

SECURITY

ADMINISTRATION

COMMUNICATIONS

COLLECTION &  
DISSEMINATION

RESEARCH  
& REPORTS

NATIONAL  
ESTIMATES

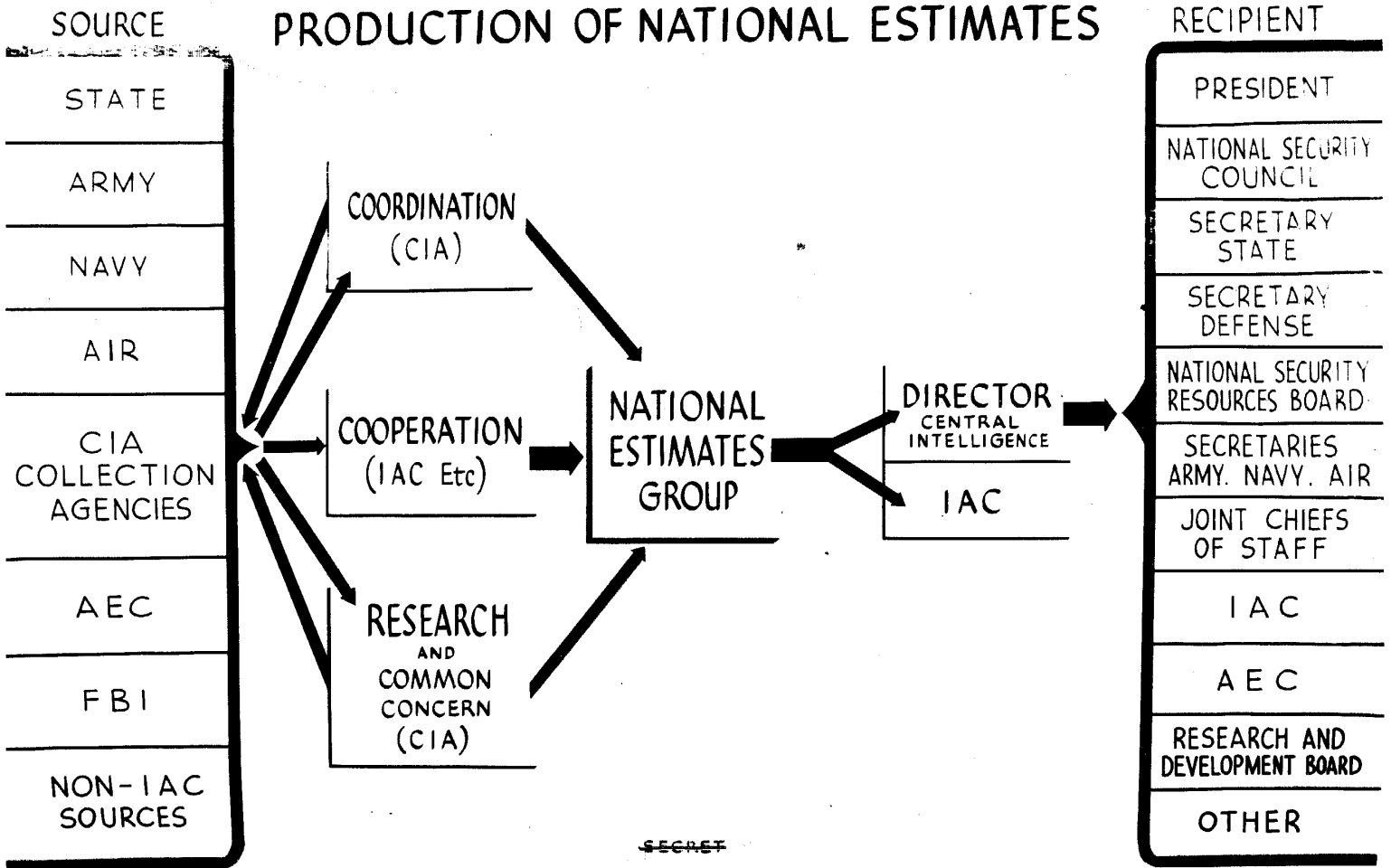
INTELLIGENCE  
COORDINATION

SPECIAL  
SERVICES

SCIENTIFIC  
INTELLIGENCE

DOC	22	REV DATE	1 OCT 1991	BY	029725
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JUST	22	NEXT REV	2011	AUTH:	HR 70-2

**CENTRAL INTELLIGENCE AGENCY  
PRODUCTION OF NATIONAL ESTIMATES**

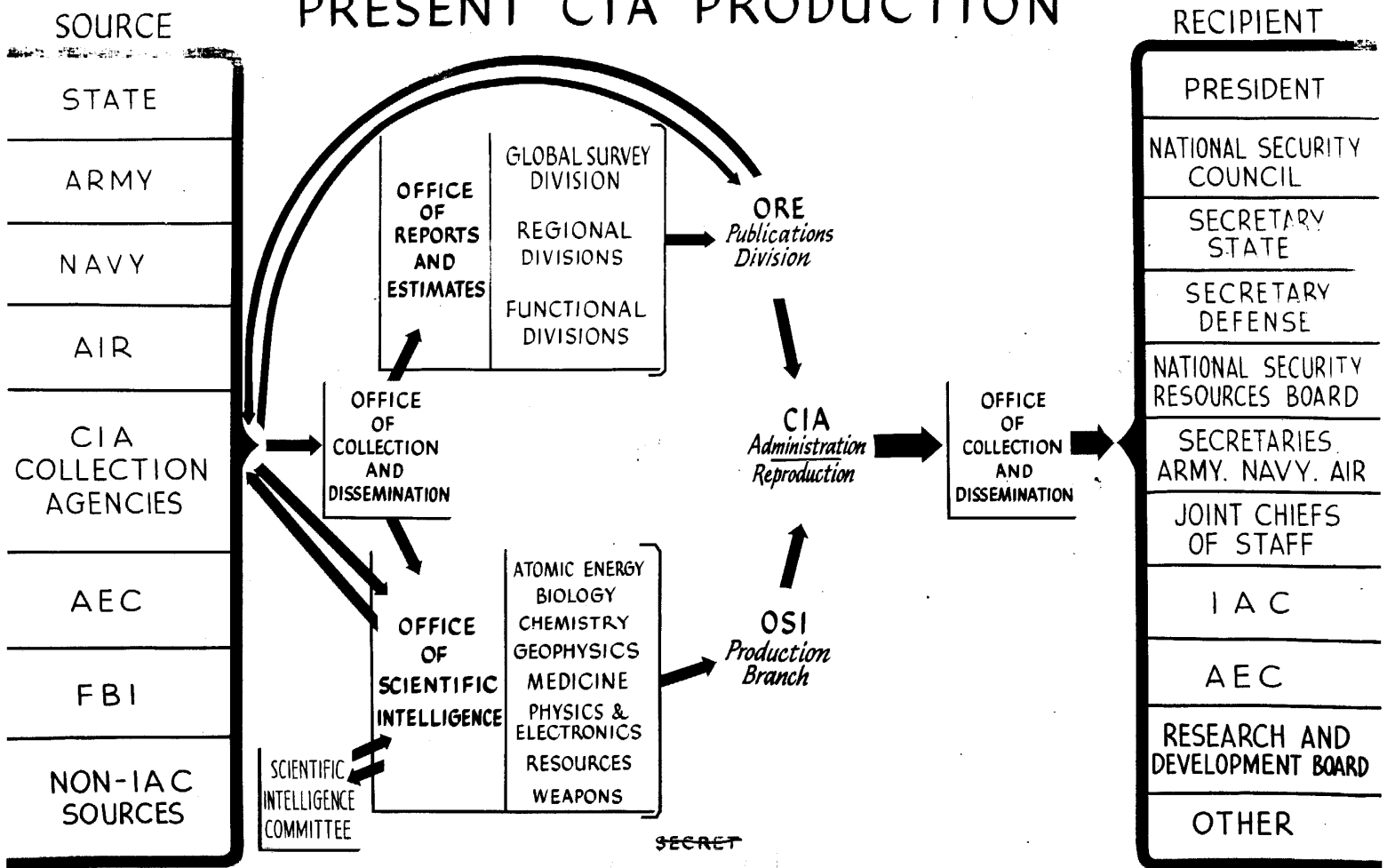


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# PRESENT CIA PRODUCTION



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