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EYES ONLY

10 April 1973

MEMORANDUM FOR: Acting Executive Officer
SUBJECT : Proposed Reorganization of PS and IOS

1. In accordance with your request we have reviewed the organizational structure and functions of the two directorates cited.
2. Tab A is a chart of the present organization listing the functions and the CY 1972 workload.
3. Tab B is a chart representing a proposed reorganization of several branches in Personnel Security, Investigations and Operational Support Divisions.
4. This reorganization consolidates similar functions and abolishes two branches. All appraisal and clearance activities (including liaison approvals) become the responsibility of the Clearance Branch. The Investigations Division is responsible for investigations only. The Clearance Support Branch (name should be changed if reorganization is adopted) is relieved of all of its clearance and appraisal responsibilities. It retains special approvals, reassignment and certification actions of employees and assumes the briefing functions and outside activities of the Employee Activity Branch.
5. The remaining functions of EAB are transferred to the Operational Support Division.
6. The Investigations Division, having been relieved of its appraisal and clearance functions, would be consolidated into two branches - Overt and Covert. The Overt Branch would retain its current functions and the investigative functions of the Special Clearance Branch would be transferred to the Covert Branch.

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7. Although this would appear to greatly expand the activities of the Clearance Branch, it should be noted that most of the newly assigned functions are of a limited nature (i.e., reinvestigations are handled by one professional employee). The reassignments would enhance the flexibility of the Clearance Branch in that a decrease of work in one clearance area coupled with a rise of work in another would be handled within the Branch by reassignment of cases between its professional employees.

8. This reorganization would release two branch chiefs for other duties. It would also probably decrease the need for control clerks.

9. An alternate but more drastic reorganization could be effected if the Clearance Branch and the Clearance Support Branch send letters of assignment directly to the field offices. In this case, Clearance Branch and Clearance Support Branch of PS, and the Covert Branch and Special Clearance Branch of IOS would handle their own cases from initiation to clearance determination. The Overt Branch of IOS would be abolished. In addition, the functions of EAB could be transferred as set forth above.

10. Of the two proposals discussed above, we recommend the first one. However, implementation of either one would involve a study in detail to assure that the orderly processing of cases would not be impaired. During any such study we would review the CI/CE functions of the Operational Support Division vis-a-vis similar functions in SRS.

SIGNED

[Redacted Signature]

Chief, Executive and Planning Division

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SIGNED

[Redacted Signature]

Deputy Chief
Executive and Planning Division

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