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16 Dec. 1972

MEMORANDUM FOR: Director of Security

SUBJECT : Personnel Reductions

1. In consonance with your directive to explore various ways of consolidating, eliminating, or transferring functions which could impact on future personnel ceilings, I wish to present the following two proposals:

Proposal # 1 - Place the Administration and Training Staff under the Chief, Executive Office and make the following changes in positions:

- a. Abolish the GS-16 Chief/A&TS Position.
- b. Raise the Deputy Chief/A&TS Position to GS-15 and make it the Chief/A&TS Position.
- c. Transfer the GS-14 Planning Officer from E&PD to Deputy Chief/A&TS together with the functions.
- d. Transfer the GS-13 Position now occupied by ██████████ to the Special Security Center.
- e. Abolish the GS-13 Records Management Officer Position and transfer the functions to Chief/LB/A&TS.
- f. Transfer the GS-07 Secretary Position to LB/A&TS.
- g. Abolish the other GS-06 Clerk Stenographer Position in E&PD.
- h. Abolish the GS-15 E&PD Position.
- i. Abolish the GS-14 SA/DD/IOS Position and turn the functions now being performed by the incumbent of this position to Personnel, Finance, or Logistics Branches of A&TS as appropriate except any operational matters which would be transferred to the ADD/IOS.

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- 2 -

The net effect of this recommendation would result in the reduction of five positions and abolishment of the Executive and Planning Division.

1 - GS-16  
1 - GS-15  
1 - GS-14  
1 - GS-13  
1 - GS-06

It may be possible in view of increased duties to use some of the points from these positions to upgrade certain positions such as Chief/Personnel Branch, Chief/Budget and Finance Branch, and Chief/Logistics Branch.

Proposal # 2 - Transfer the functions of E&PD to A&TS.

- a. The GS-13 Position would go to the Special Security Center.
- b. The GS-07 Clerical Position would go to Logistics Branch/A&TS.
- c. Abolish the GS-15 Chief/E&PD Position.
- d. Abolish the GS-14 Planning Officer Position.
- e. Abolish the GS-13 Records Management Officer Position.
- f. Abolish the GS-06 Clerical Position.
- g. Abolish the GS-14 SA/DD/IOS Position and transfer the duties to A&TS or ADD/IOS as appropriate.

The net effect of this proposal would be to abolish five positions and the Executive and Planning Division and place their functions under Chief/A&TS.

1 - GS-15  
2 - GS-14's  
1 - GS-13  
1 - GS-06

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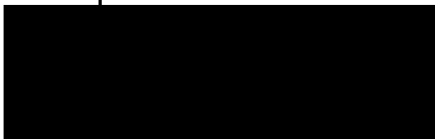
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- 3 -

2. I have discussed the above with the Executive Officer who generally concurs in the merger. I have not, however, discussed the deletion of the SA/DD/IOS position with the DD/IOS. It is believed that considerable duplication of effort could be eliminated without any strain being placed on IOS and A&TS if such functions were absorbed within these components. In addition, a large percentage of routine paper work generated by A&TS could very well be released by A&TS for IOS thus relieving IOS of an additional burden. In and Out processing of paper work would be reduced in several components as well.

3. Under either of the above proposals it is felt that efficiency and effectiveness to present functions will not in any way be impaired; it simply means that personnel will be required to work harder and produce more.

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Chief, Administration and Training Staff  
Office of Security

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM: Chief, Administration Staff 4E-69, Headquarters	EXTENSION 6200	NO.  DATE
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director of Security 4E-60, Hqs.				
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