

CONFIDENTIAL

Approved For Release 2005/01/10 : CIA-RDP84-00951R000100020042-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

DATE: 25 August 1950

FROM : Management Officer

SUBJECT: Administrative Tabulating Machine Functions

1. Memorandum of 12 July 1950 from the Management Officer to the Acting Executive, subject: "Machine Methods and Agency Operations", recommended the transfer of all administrative support by machine techniques from OCD to the Special Support Staff. This proposal was approved by the Acting Executive on 17 July 1950, subject to the concurrence of the Assistant Director for Collection and Dissemination. In a memorandum of 14 July 1950 to the Management Officer the Assistant Director for Collection and Dissemination concurred in this proposal.

2. In transferring the function to the Special Support Staff the transfer of  T/O positions from OCD to the Special Support Staff is necessary. The T/O positions to be eliminated from the OCD T/O are as follows:

Machine Methods Division  
 Project Planner  
 Project Planner  
Coding Section  
 Statistical Code Supervisor  
 Statistical Code Clerk

Clerk-typist  
Key Punch - Machine Section  
 Key Punch Operator  
 Key Punch Operator

Tab. Machine Operator  
 Total:

3. A proposed table of organization for punch card machine functions to be performed by the Special Support Staff is attached. The table of organization presents minimum requirements for efficiently processing administrative data for the Agency. Approval by the Employees Division, Special Support Staff, has been obtained as to grades and approval as to funds, contingent on supplemental appropriations, has been obtained from the Budget Officer.

4. It is recommended that:

a.  T/O positions in the Machine Methods Division, OCD, indicated in paragraph 2, above be eliminated.

CONFIDENTIAL

**CONFIDENTIAL**

Approved For Release 2005/01/10 : CIA-RDP84-00951R000100020042-5

b. The attached table of organization for punch card machine functions of the Special Support Staff be approved.

JAMES D. ANDREWS

Concur in recommendation 4a, above:

S/ J. M. ANDREWS

---

Assistant Director for Collection and Dissemination

Attachment: Proposed T/O.

Approved For Release 2005/01/10 : CIA-RDP84-00951R000100020042-5

**CONFIDENTIAL**

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment Missing