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19 May 1953

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CENTRAL INTELLIGENCE AGENCY  
SOURCE METHOD EXEMPTION 3020  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

MEMORANDUM FOR: DD/P ADMINISTRATION

VIA : PP/OPERATIONS

SUBJECT : Request for Position Reclassification -- DTPILLAR

REFERENCE : GSI 20-8

1. It is requested that (a) the title and grade of slot #1 in the DTPILLAR table of organization be changed from Security Officer, GS-13 to Executive Officer, GS-14; and that (b) the title and grade of slot #13 be changed from Secretary (steno), GS-6 to Administrative Assistant, GS-7.

2. DTPILLAR has been undergoing reorganization since late in 1952. During this reorganization, the duties of position #1, which is occupied by a staff agent, have been enlarged to include those usually assigned to an executive officer while the functions of Security Officer remain in the position.

3. The request for change in position #13 is a result of the increased complexity of the duties assigned to the position; it is held by a staff agent.

4. Sufficient funds are available in the project to cover the increased costs which will be necessitated by these changes. Please note that no increase in the total number of agents is envisaged.

5. For your convenience, I am attaching position descriptions for the two slots for which changes are requested as well as a copy of the approved DTPILLAR table of organization as it now stands.

(signed) [ ]

[ Chief ]

International Organizations Division

Attachments - 2

- (1) Position Descriptions
- (2) Current DTPILLAR T/O

CONCUR: DC/PP/DAS, 22 May '53 APPROVED: 1/5/  
For C/PP For DD/P/Adm.

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JOB DESCRIPTION: Executive Officer, GS-14, Project DTPILLAR

1. Serves as Executive Officer to the President of DTPILLAR. As such, acts on behalf of the President in administering day-to-day operations of the project both in the San Francisco office and at the overseas stations. In his capacity as Security Officer has the final responsibility on all matters of security affecting the project, except security clearances issued at headquarters.

2. Serves as main liaison channel between San Francisco and Washington headquarters on all phases of project operations and administration. Maintains daily telephone and telegraph contact with Washington headquarters and makes occasional trips to Washington for purposes of evaluating all phases of project activity.

3. Makes periodic tours of inspection of DTPILLAR overseas offices to determine effectiveness of programs, to relay detailed instructions from project headquarters and from Washington; and evaluates cover, security, and CE protection of the various offices, recommending changes or improvements where necessary.

4. Carries out other assignments of a general executive nature assigned by the President of DTPILLAR. Is required in the execution of such assignments to be entirely familiar with all details of DTPILLAR relationship to CIA, of all relevant policies of DTPILLAR, and of field installations of the project and of the circumstances peculiar to each area which present special problems of policy and operational technique.

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JOB DESCRIPTION: Administrative Assistant - Director of Plans (GS-7)

The Administrative Assistant will work under the supervision of the Director of the Plans Department and will be responsible for the following duties:

1. Will assist the Director and such other members of the staff as may be assigned, in the initial preparation of plans, bringing together pertinent data for the use of the Department in such preparation; will assist in the coordination of overall planning and in periodic review and evaluation of all plans.
2. Will assist in the initial preparation and presentation of budgets and in other fiscal matters.
3. Will conduct liaison with other departments regarding reports, plans, projects and general correspondence emanating from various departments and the development and coordination thereof.
4. Will assist the Director in the initiation and coordination of outside contacts for general research and planning purposes.
5. Will coordinate the use of consultants throughout the Committee as well as initiating administrative action in employment and reimbursement.
6. Upon direction of the Director, will handle all arrangements for staff and outside meetings, setting up agendas and informing interested departments and people.
7. Will be responsible for the proper distribution, forwarding or safekeeping, and notation of reference material, and for supervising the maintenance of departmental records and files.

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DTPILLAR T/O

Office of the President:

- X Position #1 - Security Officer (GS-13) (GS-14) Transferred to [ ] 22 Jan 54 Memo.
- ✓ #2 - Administrative Assistant (GS-9)
- ✓ #3 - Reports Officer (GS-9)
- ✓ #4 - Secretary (steno) (GS-7)
- X #5 - Mail & File Supervisor (GS-7)
- ✓ #6 - Comptroller (GS-15)
- X #7 - Fiscal Accountant (GS-13)
- ✓ #8 - Fiscal Accountant (GS-9) (GS-11)
- X #9 - Secretary (steno) - New York Office (GS-7)

Operations:

- X Position #10 - Operations Officer (Dir. of Asian Ops.) (GS-15)
- X #11 - Intelligence Assistant (GS-7)

Plans & Policy:

- X Position #12 - Operations Officer (PW) (Dir. of Public Relations) (GS-15)
- X #13 - Secretary (steno) (GS-6) (GS-7)
- ✓ #14 - Intelligence Analyst (GS-9)
- ✓ #15 - Operations Officer (GS-14)

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