Approved For Release 2000/05/08 : CIA-RDP78-04718A001100040069-2

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JUL 16 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : T/O for the Staff of Special Assistant for Planning and Coordination.

1. The T/O request of the Special Assistant to the Director for Planning and Coordination has been reviewed and these points are raised relative to it.

a. It is assumed that the proposed action will mean the loss of one supergrade space by the DD/I to be added to the Director's Office allocation.

b. The former Office of Intelligence Coordination was organized on the basis of a Production Branch, a Collection Branch and an I.A.C. Branch each headed by a GS-15 position. The nature of the assignments to the GS-15 positions in the reorganized staff is not clear, particularly in view of the fact that the proposal indicates that the I.A.C. Secretariat function will be transferred to the Office of National Estimates.

c. The merger of O.I.C. with the Planning and Coordination Staff results in a total of one GS-7, Administrative Assistant, one GS-9 Secretary, three GS-7 Secretaries, one GS-6 Secretary for a 17 position staff, which will require additional classification review.

2. In view of the stated urgency of processing the T/O request, classification approval is given subject to later review of the position information as soon as it is available.

[redacted]
Deputy Assistant Director for Personnel

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