

**SECRET**

Executive Registry  
62-8745

Approved For Release 2003/05/23 : CIA-RDP80B01676R002900190004-9

28 November 1962

MEMORANDUM FOR: Director of Personnel  
VIA: Deputy Director (Support)  
SUBJECT: Staffing Complement - Office of the Director,  
USIB Executive Secretariat - Request for Changes  
in Authorized Positions

On 10 August 1962 the DCI approved the recommendations contained in a memorandum dated 1 August 1962, addressed to the Chairman, USIB from the Executive Secretary, United States Intelligence Board, subject: USIB Secretariat Personnel.

Therefore, it is requested that Position #0266, Intelligence Officer-General, GS-0132.06, grade 14, be abolished and that the Planned Incumbency of Position #0270 Secretary-Steno, GS-0318.01, grade 6, be increased from 1 to 2.

The above actions will not alter the approved Position Ceiling or the Departmental Staffing Complement total.

Signed

Lyman B. Kirkpatrick  
Executive Director

cc: Budget Division  
Office of the Comptroller

AO/DCI [Redacted]

- Distribution:
- Orig. & 1 - Addressee
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Handwritten initials and signature: *WATB*

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

25X1

MEMORANDUM FOR: The Record

Copies of the attached were sent to DD/I and  
DD/S for information and appropriate action.

(19 Feb 62)  
(DATE)

25X1

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)