

Executive Registry
7-2840

SECRET

2 August 1955

MEMORANDUM FOR: Deputy Director/Support

SUBJECT: Request to Upgrade Position A-197

It is requested that position A-197 on the Office of the Director Table of Organization, Administrative Services Assistant, be upgraded from GS-6 to GS-7.

This request is in line with previous conversations between the Director of Personnel and Mr. [redacted] Assistant to the Director, and consistent with the increased responsibilities of the position. The responsibilities assigned to the Administrative Services Assistant, A-197, have been doubled since the Office of the Director was re-located in the "new" Administration Building. In addition, a full-time assistant has been employed under his direct supervision.

25X1

It is requested that this action be made effective not later than 14 August.

[redacted]

25X1

Executive Assistant
to the Director

O/DCI-1ec
Orig & 1--addressee
1 cc--ER ✓
1 cc--Admin Off--T/O file

MORI/CDF

SECRET