

THRU : Committee On Superior Accomplishment
Chief, Personnel Branch, A&M
Assistant Director, OCD

23 November 1948

Reward For Superior Accomplishment

1. The CIA Library, OCD, is charged with the responsibility for processing incoming intelligence documents for distribution to organizational units in the Agency, and for the indexing and subject classification of same. Towards the immediate accomplishment of the latter objective, Management Branch, A&M, assigned two procedural experts to OCD to assist the Library staff in the development of new methods and procedures.

2. An experimental program was introduced after several weeks of study and investigation. The primary objective of the experiments was to determine a satisfactory interim plan for the preparation of a subject and area index to incoming intelligence reports. An interim change in procedures was necessary because of the urgency for organizing the information contained in intelligence documents for reference and bibliographic purposes.

3. The CIA Library personnel connected with this experimental program performed their dual duties for a period of five weeks in an outstanding manner, and the successes achieved as a direct result of this experiment can be largely credited to them. In recognition of their achievement, the Chief, Management Branch, A&M, forwarded to this Office an Expression of Appreciation (please see attached copy). This memorandum specifically referred to the individuals listed below:

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25X1 4. Therefore, in accordance with Paragraph 5a(3) of Administrative Instruction [] dated 14 June 1948, subject: Reward for Superior Accomplishment, it is respectfully requested that the Committee on Superior Accomplishment consider granting meritorious within-grade increases to the above named individuals based on their outstanding contribution to Management and OCD operations.

5. The conditions of eligibility have been reviewed by this Office and all personnel were found qualified for consideration.

JAMES M. ANDREWS

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