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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Report of Accomplishments During Fiscal Year 1953 and Objectives for Fiscal Year 1954

In accordance with your request at the Deputy Director (Administration) Staff Meeting on 18 May 1953, I am forwarding herewith a report of the accomplishments during the Fiscal Year 1953 and objectives for Fiscal Year 1954.

1. Administrative

a. Table of Organization

*General Services Office*  
 A Table of Organization for the ~~Office of General Services~~ totaling 25X9A2 positions was approved 10 November 1953 with a total on-duty personnel ceiling of 25X9A2. Since that date approximately five revisions have been made including the addition of the Printing Advisory Staff, the Forms Control Program, and the transfers of the FI, DD/P reproduction and OCI messenger functions, resulting in a current total Table of Organization of 25X9A2 with a total personnel on-duty ceiling of 25X9A2. The Table of Organization of 25X9A2 positions for Fiscal Year 1954 is still under consideration in view of *the fact that* ~~that~~ *action has not been completed.* ~~that~~ Congressional ~~action~~.

b. Personnel

*General Services Office*  
 As of 1 July 1952, the ~~Office of General Services~~ had a total of 25X9A2 personnel on duty, including the Real Estate and Construction and Transportation Divisions, and 25X9A2 excluding these activities. There were 25X9A2 personnel on duty in the General Services Office on 30 June 1953. This represents a net increase of 86 employees entering on duty during the fiscal year, and, as of 1 July 1953, 121 were in process, *against 47 vacancies.*

c. Budget and Finance

The budget estimates for Fiscal Year 1953, excluding those activities

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~~300 REVISED FOR PROBABILITIES FOR 1953~~

25X9A2

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