

**REQUEST FOR INCREASE IN TABLE OF ORGANIZATION**  
**Approved For Release 2000/08/21 : CIA-RDP57-00384R000400150078-9**

NOTE: Submit this form in original only.

**FROM:** LAWRENCE R. HOUSTON  
 General Counsel

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**THIS DATE**  
 20 January 1951

**TO:**

	<b>CLEARANCES:</b>		<b>Initials</b>
DEPUTY DIRECTOR FOR ADMINISTRATION	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	_____
THROUGH:			
Advisor for Management	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR	_____
Personnel Director	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR	_____
Comptroller	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR	_____

It is requested that an increase in the present T/O of the General Counsel's  
Office be approved for One new positions. BRANCH, DIVISION OR

OFFICE NUMBER

The current status of the T/O for this organizational segment 25X1A follows:

Present T/O - - - - -	_____
On Duty - - - - -	_____
In process and awaiting EOD - - - - -	_____
Proposed (new T/O) - - - - -	_____

Funds (are) (not) available.  
**Degree of urgency:** (Reference attached justification)

**Attached**

\_\_\_\_\_  
 SIGNATURE OF ASSISTANT DIRECTOR OR OFFICE CHIEF

FORM NO. 30-20  
 JAN 1951

(see reverse)

(38)

JUSTIFICATION: Increased workload.

Since moving to the South Building on 16 January 1951, the Executive Registry located in the Administration Building no longer controls the entry and dispatch of the General Counsel's mail.

The present T/O provides no position to handle this increase in workload, which is seriously interfering with the ability to perform necessary stenographic work for the office. The new position could also handle for the Administrative Assistant such routine matters as Time and Attendance Reports and the maintenance and indexing of the Law Library.