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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 24 March 1955

FROM : Chief, Administrative Branch, OTR

SUBJECT: Weekly Activity Report No. 12

I. SIGNIFICANT ITEMS - NONEII. OTHER ITEMSA. Time-in-Grade List

A proposal has been submitted to the Director of Personnel requesting that ten additional copies of the monthly "Date-of-Grade Roster by Office" be supplied OTR. The furnishing of these copies will save the OTR Personnel Section an estimated 12 hours per month now being spent in preparing the time-in-grade list.

B. Table of Organization

The Classification audit of Covert and Headquarters Training/Operations School has been approved by the Chief, Classification and Wage Division. Approval of the audit of the Field Training element at  is pending. The Language and External Training School is the next component scheduled for auditing.

C. Table of Organization Quarterly Machine Run

Personnel Officer, OTR, has requested that the Office of Personnel furnish an additional complete T/O Machine Run each quarter. This document will show each School and Staff by organizational breakdown, position title and grade, incumbents and their title and grades. Each School and Staff Chief will be furnished with the sections pertaining to his component.

D. OTR Vacancies - GS PositionsComponent

Plans & Policy Staff  
Assessment & Evaluation Staff  
\*Support Staff (Headquarters)  
Support Staff   
Basic School  
Intelligence School  
Language & External Training School

Professional Clerical

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25X1

\*

STAT  
25X1

JOB NO. 10X NO. FLD NO. DOC. NO. 42NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09 REV DATE 40229 REVIEWER TYPE DOC. 02  
NO. PCS 9 CREATION DATE ORG COMP 4 OPI 11 ORG CLASS S  
REV CLASS C REV COORD. AUTH: HR 703

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Operations School (Headquarters)

Operations School [ ]

Operations School [ ]

Totals

\* Excludes JOT

\*\* Includes one Fire Fighter position

E. Registrar Activities

1. The weekly Report of Enrollment Statistics was disseminated on 17 March.

2. A report on External Training received by CIA employees separated during the month of February 1955 was forwarded to the DTR on 22 March.

3. An informal report was furnished [ ] on the number of exemptions from Basic Orientation requested for EOD's in the DCS complex, since March 1954.

4. Statistics were compiled for [ ] on the number of students who completed the Operations Courses, and the number of runs of each course, during the years 1953 and 1954.

F. Renovation of Building [ ]

Request has been submitted for the renovation of the classrooms in Building [ ] as approved by the DDTR. Present estimate for the job is approximately \$13,000. The reduction from original estimate of \$20,000 is explained by the decision not to remove the ceiling supports in Rooms 110, 118, 130, and 136 at this time.

G. Status of IBM Equipment. A&E Staff

At the present time, the following IBM equipment is on hand and in operation in room 104, R&S Building:

1. key-punch
2. verifier
3. counting sorter
4. test-scoring machine
5. type 077 collator
6. type 407 accounting machine
7. type 514 reproducing punch
8. type 552 interpreter

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All such equipment in the Agency is obtained from the International Business Machines Corporation on a rental basis, except certain control panels. The rental charge for this equipment will be paid by OTR. The total monthly charge amounts to approximately [redacted]

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H. Painting of Quarters and Garages - [redacted]

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The contract for painting [redacted] has been awarded on a low bid of \$3,494. The contractor is being notified on this date to proceed with the work.

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I. Status of Friden Computypewriter, A&E Staff

A request has been submitted to the Office of Logistics for a one month's extension on the rental of the Friden Computypewriter in order to allow the A&E Staff to complete its study of the capability of this machine.

J. Balloon Training Program

Requisitions are being prepared for approximately [redacted] worth of equipment and supplies for a Balloon Training program, approved by the DTR on 15 March 1955. The program is scheduled to begin about 1 May 1955, however, an anticipated delay in the acquisition of the supplies and equipment may require rescheduling of the starting date to 1 June 1955.

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L. First Aid Training

The Medical Office has made arrangements for a 12 hour course in First Aid, to be made available to employees serving in First Aid teams for the various buildings. Twelve people from Alcott Hall have been recommended by the Building Emergency Officer, [redacted]

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M. [redacted]

Weekly report of the utilization of [redacted] is attached.

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Attachment: [redacted]  
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