

B-4-1

**\*OGC Has Reviewed\***

2 January 1954

**MEMORANDUM FOR THE RECORD****SUBJECT: Mission and Function of the Assistant Director (Personnel)**

1. Changes in organization, mission, and function on transfer of the Personnel Office from the Office of the Deputy Director (Administration) to the Office of the Director:

25X1A

a. Organization. The organization charts in CIA

\_\_\_\_\_ for the Agency as a whole, the Office of the Director, and the Office of the Deputy Director (Administration) will have to be changed by eliminating the Personnel Office from the Office of the Deputy Director (Administration) charts and placing it appropriately in the Office of the Director. The mission and function of the Personnel Office now set forth in CIA \_\_\_\_\_ will have to be transferred to CIA \_\_\_\_\_ which relates to the Office of the Director.

25X1A

25X1A

b. Mission and Function. The present statement of the mission of the Assistant Director (Personnel) makes his responsibilities Agency-wide and I think the only change is to emphasize that the responsibilities are now directly to the Director. In the statement of functions, again I believe there is no drastic change in language, but merely a continuing emphasis on the responsibility to the Director and the concomitant authority to take action. Thus, I believe, instead of formulating personnel policies and recommending issuances, he should formulate policies and issue implementing regulations and instructions.

I think it is very important that the function of the Chairman of the Career Service Board be vested in the Assistant Director (Personnel). Mr. Kirkpatrick agrees with this but feels that some of the work undertaken while he has been Chairman should be completed by him. I have no objection to this and feel the function should be

25X1A9a

stated, allowing the time of transition to be worked out between [redacted] and Mr. Kirkpatrick. I do not know precisely how the separation of Personnel from the Deputy Director (Administration) will affect the Career Service designations, but this appears to be a detail which can be worked out as we go along.

Another point which can wait is the Medical Staff's recommendation for a Medical Disposition Board. I had prepared comments on this indicating that disposition was a Personnel function, and I am against putting disposition authority in a board. My thought was to have a Medical Advisory Board, headed by Personnel and responsible to the Deputy Director (Administration). We may have to change this now and if we have anything at all have something like a Medical Advisory Board, headed by the Personnel Director and responsible to the Assistant Director (Personnel)

Mr. Meloon is checking the delegations of authority to see what may be needed there.

25X1A9a

2. A variety of other problems can, I believe, wait until we sit down with [redacted].

/s/

IRH:jeb

LAWRENCE R. HOUSTON