

~~CONFIDENTIAL~~  
~~SECRET~~

25X1A8a  
Chief, [redacted]

Chief, Management Staff

*Sept. 13, 1956*

25X1A8a

Management Review of Duties and Functions, [redacted] Administrative Officer

1. As you requested orally, we have conducted a management review of the request for a reclassification of the position of administrative officer in the [redacted]. Contact was made with Messrs. [redacted] and [redacted] of the PE Admin. Staff; Mr. [redacted] PE Personnel and Mr. [redacted] Budget; Mr. [redacted] Deputy Chief of [redacted] and the incumbent [redacted] according to information supplied by these people organizationally these changes have taken place:

25X1A8a  
25X1A9a  
25X1A9a  
25X1A8a

25X1A9a  
25X1A9a  
25X1A9a

(a) Organizational Supervision. The incumbent is not supervised by the Chief of Support but receives only technical guidance from that level. The Branch Chief and his Deputy provide general direction for the incumbent. He operates with wider latitude and greater independence under this arrangement. The two position descriptions which were reviewed reported supervision from the Division Admin Officer.

25X1A8a

(b) Functionally. The [redacted] project requires extensive administrative liaison effort because of its international scope.

(c) Branch Size. The relative size of [redacted] requires greater administrative skill.

25X1A8a

2. Our review of the duties disclosed that there is clearly an element of quality of performance distinct from the duties of the position itself, for most of the individuals contacted, frequently referred back to the incumbents personal capabilities. Mr. [redacted] the Division Admin Officer, states that it was his observation that the Branch Chief and Deputy Branch Chief were reluctant to assign or relinquish work to the former incumbent because of the grade of the position.

25X1A9a

3. The other support positions do not appear to be affected organizationally or functionally by the changes referred to. There is a trend to centralize certain mechanical clerical admin functions but at this juncture it is aimed at providing greater support to operations on the part of Branch Admin Officers by relief from mechanical processes.

Document No. [redacted]  
NO CHANGE in Class.   
DECLASSIFIED   
Class. CHANGED TO: TS S  
Auth: DDA [redacted] 4 Apr 77  
Date: DDA [redacted] 17/205

25X1A9a

25X1A9a

Management Staff, [redacted] /law (12 Sept. 1956)

~~SECRET~~ ~~CONFIDENTIAL~~