

2 August 1951

MEMORANDUM FOR: Deputy Director/Administration

FROM: Assistant Director (Personnel)

SUBJECT: Report of Joint Survey Team on Flow of Personnel Actions.

1. I wholeheartedly concur in the conclusions reported by the Joint Survey Team, representing the Management and Personnel Offices, with respect to the processing of personnel actions. Any steps which can be taken to simplify the processing of papers through the Personnel Office are most welcome.

2. The proposed buildup of the Personnel organization is our first objective, but I am confident that we will be able to start these proposed changes in the Overt Personnel Division by 1 September 1951 and in the Covert Personnel Division by 15 October 1951.

3. In the meantime, we will continue to make our own internal studies of changes which will help the service which we can provide to the rest of the Agency.



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Assistant Director

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NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

DEA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: \_\_\_\_\_ By: \_\_\_\_\_