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Personnel
Classification & duties

Chief, Administrative Staff

2 May 1958

Chief, Geographic Research

25X1A9a

Job Description --

1. The Position Description prepared by the Office of Personnel for Position No. F-1337 has been carefully reviewed. Some changes are found to be necessary to bring the description into conformance with the duties actually performed. These are contained in the attached revision, which represents the joint agreement of the Division Chief, supervisor, and incumbent concerned, and bears the approval of this office. It will be noted that parts of the revision are taken from the description for Position No. F-978 --

25X1A9a

2. While the position is graded at GS-13, it is felt that a downgrading of the incumbent to fit that grade would be unwise and unjust. In view of the history behind the action which established this Position Description, it is strongly requested that [redacted] be given a Personal Rank Assignment at GS-14, with the understanding that the discrepancy will be rectified at the earliest opportunity.

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Enclosure:

Revised Position Description #F-1337

Distribution:

- O&1 - Addressee
- 2 - Ch/G 25X1A9a
- 1 - D/GG [redacted]

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ORR:Ch/G [redacted] jmc/2800 (2 May 1958)

Way - Classification
26 May 1958

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