

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

21 August 1964

MEMORANDUM FOR: ^{25X1} [] CR

SUBJECT : T/O Cuts for Document Division

1. As discussed, the following T/O positions are suggested for deletion provided we can discontinue the services indicated:

FY 1965

- 2 - GS-9 Document Analyst #1295 18 pts.
(discontinue indexing non-CIA cables)
- 1 - GS-6 Intell. Clerk Typist #0618 6 pts.
(discontinue typing mats for Intellofax system due to switch over to DARE)
- 1 - GS-4 Info. Control Clerk #0655 4 pts.
(other absorb work load)
- Total 28 pts.

FY 1966

- 2 - GS-9 Info. Control Asst. #1387 18 pts.
(one in Special Section - reduce ability to cut down on overtime work by scheduling tours of duty or cut out the dissemination of hard copy items received electrically.)
(one in Publications Section - streamline the handling of [] material.)
- 1 - GS-5 Info. Control Asst. #0115 5 pts.
(CTSC - absorb work load.)
- Total 23 pts.

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2. The GS-4 and 5 jobs were arbitrarily assigned to FY 65 and 66 respectively in order to meet the specified point totals.

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Chief, Document Division

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