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Executive

30 October 1950

Management Officer

Revision of Table of Organization for the Foreign Documents Division, Office of Operations.

1. Request for T/O change was initiated by the Chief, Personnel Division, Administrative Staff, and concurred in by the Chief, Foreign Documents Division, Office of Operations.
2. The revision reflects the following changes:
 - a. Delete: 1 Administrative Assistant GS-7
Add: 1 Translator GS-7
 - b. Delete: 1 Clerk GS-5 - Survey Section, Document Control Branch
Add: 1 Library Assistant GS-5 - Reference and Screening Section, Document Control Branch
3. No further action deemed necessary. Management concurs. Budget not affected.
4. Recommend approval.

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 9 NO CHANGE
 IN CLASS 4 DECLASS / CLASS CHANGED TO: TS S C RET. INST. 26
 NEXT REV DATE 8/1 REV DATE 16 REVIEWER 3.29.1 TYPE DOC. 02
 NO. PGS. 1 CREATION DATE _____ ORG COMP 30 OPI _____ ORG CLASS C
 REV CLASS C REV COORD. _____ AUTH: HR 70²

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APPROVED:
~~DISAPPROVED:~~

acty

Sgd
[Redacted Signature Box]

Nov 1, 1950

MGD/ms
cc: Subject File ✓

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