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FDD
Request

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer
FROM : Assistant Director for Operations
SUBJECT: Adjustment of T/O Allocations in FDD

DATE: 20 June 1950

25X1

With reference to the verbal request of [] of your staff on 15 June, the T/O and staffing of the Foreign Documents Division, Office of Operations, have been studied with a view towards possible reallocation of positions to allow for the addition of two Serbo-Croat linguists to the Eastern European Branch. It is our understanding that these two positions must be absorbed into the current T/O of [] 25X9 positions. As a result of this survey, it is believed that no further changes in T/O allocations are at present required. Your approval, dated 19 June, of our request dated 7 June for the deletion of one GS-3 from the Reference and Screening Section and the addition of one GS-9 to the Survey Section, has been received.

[]

FOIAB3B

GEORGE G. CAREY

~~JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 6 NO CHANGE
IN CLASS/ADCLASS/CLASS CHANGED TO: IS S C RET. JUST. LL
NEXT REV DATE 89 REV DATE 15.5.77 REVIEWER 720 TYPE DOC. OL
NO. PGS 1 CREATION DATE _____ ORG COMP 4 OPI _____ ORG CLASS C
REV CLASS C REV COORD. _____ AUTH: HR 70-3~~

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26 June - 1. In view of above memo, no T/O adjustment is being made.

2. Talked to Mr. [] of Personnel and made the following pts.

a. They can recruit up to ten percent over T/O but personnel is responsible for seeing that T/O of [] is not violated.

b. It is urged that Personnel concentrate efforts to recruit the two Serbo-Croat translators needed for us to give service to SC.

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