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19 October 1950

MEMORANDUM FOR: CIA MANAGEMENT OFFICER

SUBJECT : T/O Increase

1. Subsequent to the establishment of the OPC T/O following its reorganization of May 15, 1950, the position of Special Assistant, Air Force (IAC) was authorized for the Office of the Assistant Director, OPC. No position was established for a secretary to this Special Assistant.

2. Your approval of one additional secretary (stenography) at grade GS-5 for the Office of the Assistant Director is requested.

3. Sufficient funds to provide for the requested position are already on hand in OPC.

[Redacted Signature]

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Chief, Staff III, OPC

Secretary (Stenography) - GS-5

[Redacted Signature]

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*Ch. Class & Wage Admin. ED.
10/20/50*

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