

CONFIDENTIAL

OFFICE OR STAFF: **OCD** OFFICE CODE: **426** SECURITY INFORMATION APPROVED: **21 August 1953** CONTROL: **426** Approved For Release 2000/08/28 : CIA-RDP78-03568A000600160006-2

| DELETIONS                       |                |              | ADDITIONS                       |                |              | NET CHANGE            | ORGANIZATION          |
|---------------------------------|----------------|--------------|---------------------------------|----------------|--------------|-----------------------|-----------------------|
| ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | ORGANIZATION AND POSITION TITLE | SERIES & GRADE | POSITION NO. | NEW BR. & DIV. TOTALS | CODE (Machine Record) |
| <u>ADMINISTRATIVE STAFF</u>     |                |              | <u>ADMINISTRATIVE STAFF</u>     |                |              |                       |                       |
| Personnel Clerk                 | GS-203-6       | 156          | Personnel Of                    | GS-201-7       | 726          |                       |                       |
| Clerk                           | GS-301-4       | 517          | (Place on T/O after J 18)       |                |              |                       |                       |
|                                 |                |              | Secretary (Typing)              | GS-318-5       | 727          |                       |                       |
|                                 |                |              | (Place on T/O after J 19)       |                |              |                       |                       |

Request of OCD and desk audit  
No change in T/O strength

NEW OFFICE TOTALS: T/O strength [REDACTED]

APPROVAL: [REDACTED]

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. [REDACTED] new machine printed T/O page(s) is [REDACTED]

CONFIDENTIAL

Chief, Class. & Wage Div.

4 August 1953

MEMORANDUM FOR: Classification & Wage Division

25X1A

ATTENTION: Mr. [REDACTED]

SUBJECT: Request for T/O Change

25X1A

1. In accordance with discussions held between Mr. [REDACTED] and Mr. [REDACTED] it is requested that the following position changes be made as quickly as possible:

25X1A

Delete

Establish

Personnel Clerk, GS-203-6, J 156

Personnel Officer, GS \_\_\_-7, J \_\_\_

Clerk

GS-301-4, J 517

Secretary (Typing), GS-318-5, J \_\_\_

25X1A

[REDACTED]  
Administrative Officer, CD

# 426  
8/6/53  
KCT