

**SECURITY INFORMATION**

OFFICE OR STAFF OCD		OFFICE CODE J	REQUEST DATE 25 March 1953	APPROVAL DATE 31 March 1953	CONTROL NO. 122	Page of Pages	
Approved For Release 2000/08/28 : CIA-RDP78-03568A000600160021-5							
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 Records)
LIBRARY DIVISION ANALYSIS BRANCH DEFENSE SECTION  Intel Clerk-Typ	GS-301-4	619.02	LIBRARY DIVISION DOCUMENT BRANCH DISTRIBUTION SECTION  Info Control Clerk	GS-301-4	655.07	■	25X9A2
BOOK BRANCH EDITORIAL SECTION  Library Asst.	GS-1411-4	420.02	Info Control Clerk	GS-301-4	655.08		
Library Asst.	GS-1411-4	420.03	Info Control Clerk (Place on T/O after slot # 655.06)	GS-301-4	655.09		
Request of OCD  No change in Total or Ceiling							
25X9A2 NEW OFFICE TOTALS			25X1A9a APPROVAL				
OFFICE TOTAL OFFICE CEILING			The T/O changes listed above are hereby approved. Please make changes on office new machine printed T/O page(s) is				

*Mass of Request filed in other branch*

**CONFIDENTIAL**

25 March 1953

MEMORANDUM FOR: Classification and Wage Division

ATTENTION: [REDACTED]

25X1A9a

SUBJECT: Request for T/O Change

1. It is requested that three GS-4 clerical positions now allocated to the Analysis and Book Branches of the CIA Library be transferred to the Document Branch of the Library and reclassified Information Control Clerk, GS-4, These positions are:

619.02 - Intel Clk. Typist - GS-4, Analysis Branch  
420.02 - Library Assistant - GS-4, Book Branch  
420.03 - Library Assistant - GS-4, Book Branch

2. The workload of the Document Branch has reached the point where additional strength must be added. This additional support can only be supplied by the transfer of positions now allocated to this Office. The grades requested are in conformance with series now established in the Distribution Section, Document Branch.

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[REDACTED]  
Assistant Chief, Administrative Staff, CD

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