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Security Information

26 January 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU: Deputy Director (Intelligence)
SUBJECT: Request for T/O Change

1. Several recommended changes in the T/O for Collection and Dissemination are attached for your review. Personnel ceilings in four of the Divisions are altered, but OCD's T/O of and its ceiling of 866 remain the same.

25X9A2

2. Major changes proposed include:

a. Strengthening of several CIA Library components where workloads have increased beyond the capacity of present staffs.

25X1A

b. Reorganization of the Library's . The heavy workload and the addition of ten positions require a realignment of functions and supervisory channels.

25X1A

c. Creation of the International Conference Branch in the Liaison Division approved by the DD/I as the central point in CIA for coordinating information on International Trade Fairs and International Scientific and Technical Conferences.

3. To accomplish the above changes, the following actions are recommended:

25X1A

a. Deletion of positions from our current T/O as proposed in Tab A.

b. Addition of new Library positions listed in Tab B.

c. Establishment of the International Conference Branch as proposed in Tab C.

JAMES M. ANDREWS
Assistant Director
Collection and Dissemination

FOIAb3b

Enclosures - Tabs A,B, and C

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