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SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Classification & Wage Division DATE: 12 October 1953
Room 29 -

FROM : Security Office

SUBJECT: Table of Organization - Security Office

1. It is requested that our T/O be changed to provide an additional Secretary-Stenographer, GS-7, under the heading "Office of the Chief, Security Office". This person would be assigned as Secretary to the Executive Officer of the Security Office. The present grade of the Executive Officer is GS-15. This request could be accomplished without change in strength by transferring Clerk Stenographer Slot T14, Alien Affairs Staff, Security Office.

2. This action is essential since the incumbent has actually been working for the past few weeks in the Office of the Chief, Security Office. Due to an increased amount of secretarial work which cannot be handled, together with their regular duties, by the three Secretary Stenographers presently assigned to this office, it is recommended that this request be granted.

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Chief, A&T Staff, SO

SO/FFC:mhw:(12 Oct '53)

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