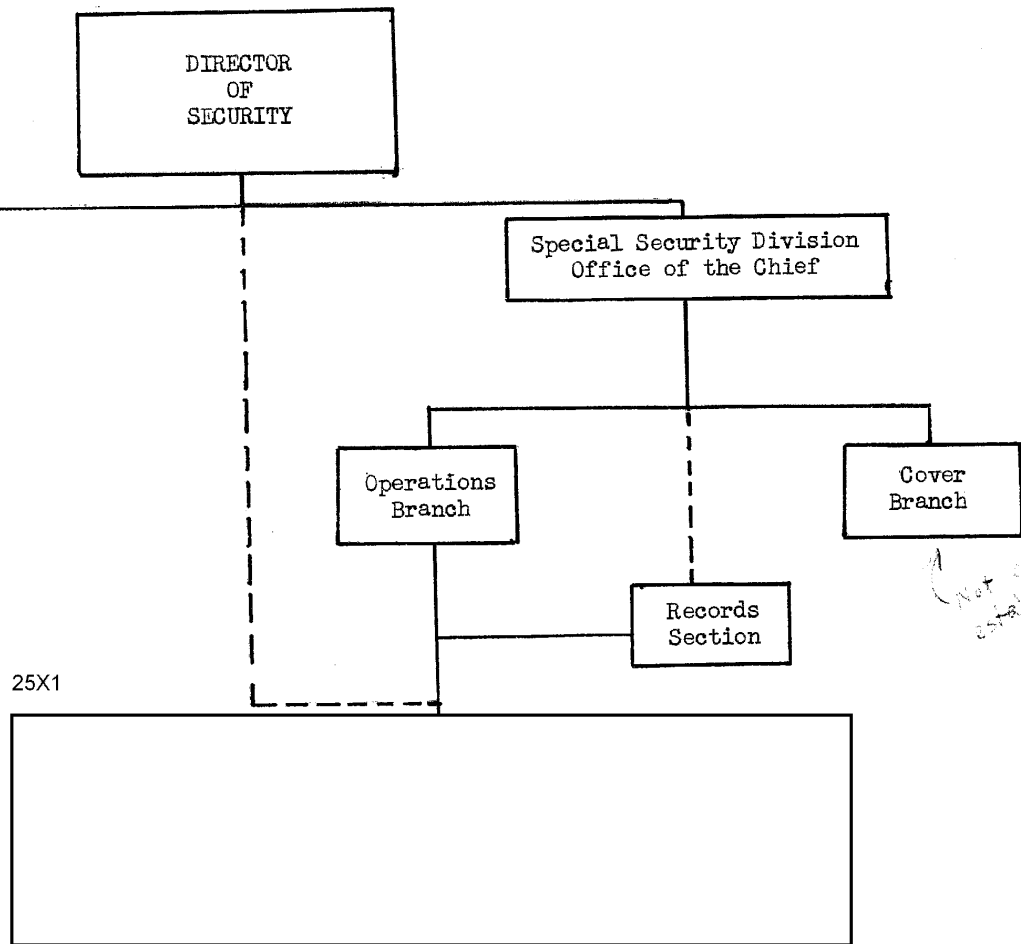


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EXHIBIT "A"
Organization Chart
of the
Special Security Division
SECURITY OFFICE



*Not Officially
Established*

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TAB

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MS 128
10/P

MAY 27 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Table of Organization for Security Office

REFERENCE : Memorandum dated 3 February 1954 to the Acting Deputy Director (Administration) from the Director of Security, subject: Table of Organization

1. The request for the establishment of the Headquarters Field Office has been reviewed and the proposed classifications are approved.

2. The request for up-grading the position of the Special Agent in Charge and the Assistant in the [] Field Office involves a classification problem since, to date, only the [] Office has been authorized the GS-15 and GS-14 levels for these positions, on the basis of a unique operational support mission. Accordingly this problem has been discussed with the Executive Officer and the Chief, Special Security Division, who have concurred to the Office of Personnel undertaking a detailed classification study of 'key' positions in all field offices. In the meantime, it has been agreed to approve the requested reclassifications in the [] Field Office on an interim basis because of the urgency of the proposed personnel assignments to these positions.

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[Redacted Signature]

Harrison G. Reynolds
Assistant Director for Personnel

FOIAB3B

Enclosure
Memorandum as referenced

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MAY 28 1954

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713 7 122
Return Dr. Budget

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Management Improvement Staff
Office of the Comptroller

DATE: 17 February 1954

FROM : Chief, Budget Division

SUBJECT: Revised Table of Organization for the Security Office

1. The Special Referral Branch of the Special Security Division performs security activities so sensitive in nature that it has been determined these activities should be handled on an unvouchered basis rather than vouchered as at present. Therefore, the proposed revision of the table of organization for the Security Office recommends the abolition of the Special Referral Branch and the creation of a Headquarters Field Office. The new unit would be staffed by the transfer of the positions in the Special Referral Branch and certain other position in the Security Office. In addition there is requested the transfer of other positions to the [] Field Office to strengthen that Office.

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2. The present table of organization for the over-all Security Office is [] with a personnel ceiling of []. The proposed revision will not require any adjustments to these over-all figures but will merely reflect a redistribution and minor upgradings within the Office as reflected below:

<u>Transfer From</u> <u>Special Referral Branch (V)</u>	<u>Proposed</u> <u>Headquarters Field Office (UV)</u>	<u>Grade</u> <u>Change</u>
1 GS-13 Investigator (Gen)	1 GS-14 Investigator (Gen)	Upgraded
1 GS-12 "	1 GS-13 "	Upgraded
3 GS-12 "	3 GS-12 "	No change
3 GS-11 "	3 GS-12 "	Upgraded
2 GS-11 "	2 GS-11 "	No change
2 GS-9 "	2 GS-11 "	Upgraded
1 GS-9 "	1 GS-9 "	No change
1 GS-6 Secretary (Steno)	1 GS-6 Secretary (Steno)	No change
1 GS-5 Clerk (Steno)	1 GS-5 Clerk (Steno)	No change
1 GS-4 Clerk (Steno)	1 GS-5 Clerk (Steno)	Upgraded
3 GS-4 Clerk (Typing)	3 GS-4 Clerk (Typing)	No change

SSD Pool/SSD - (UV)

4 GS-11 Investigator (Gen)	4 GS-11 Investigator (Gen)	No change
[]/SSD (UV)		
1 GS-4 Clerk (Steno)	1 GS-7 Chief Clerk	Upgraded

A total transfer of 24 positions.

FEB 25 1954

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Seven grade GS-11 investigators being transferred from the SSD Pool/SSD to the Field Office. In addition there is requested an upgrading of the Chief Investigator and his assistant from GS-14 to GS-15, and GS-13 to GS-14 respectively. Due to the upgrading of the above positions the average salary will be increased from \$5,488 to \$5,506 or \$18 per A. E.

3. If approved, a net increase of \$11,325 will be required and can be absorbed within the present budget allowance for the Security Office.

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