

~~SECRET~~

Office Memorandum • UNITED STATES GOVERNMENT

25X1

TO : Chief, Classification & Wage Division
ATTN : Mr.

DATE: 9 July 1954

FROM : Chief, Administration & Training Staff
Security Office

SUBJECT: Request for Reclassification of Positions

1. It is requested that the two GS-5, Security Clerk positions, T85 and T85.01 in the Physical Security Branch, Security Division, be reclassified as Physical Security Assistants, GS-7.

2. The persons occupying these positions serve as assistants to the Security Processing and Identification Officer, GS-9, and are generally responsible for the same activities in a supervisor and assistant relationship. The persons in these positions are involved in the security processing of all new officials and employee badges, credentials, and special identification media. The security processing embraces all personnel, both covert and overt, and includes the preliminary indoctrination of all employees with respect to the Agency's Security Regulations and procedures, the fingerprinting, photographing, administering the CIA Secrecy Oath and arranging for attendance at the formal Security Indoctrination Classes.

25X1



SO/HES:dyl:(7-9-54)

Distribution:

- 2 - Addressee (Orig & 1)
- 1 - SO Files

#617
LL
7-14-54

~~SECRET~~