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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Personnel
ATTN : Classification & Wage Division

DATE: 3 August 1954

FROM : Chief, Administration & Training Staff
Security Office

SUBJECT: Change in Table of Organization - Request for
Up-Grading of Positions in the Alien Affairs Staff

It is requested that the following positions
in the Alien Affairs Staff be up-graded:

	T10	GS-1810.05-14		GS-15
From			To	
	T11	GS-1810.05-13		GS-14

The importance of this operations to the mission of
the Agency and the high-level coordination required
to appropriately administer this program are believed
to justify the up-grading. Please arrange for a review
of the job descriptions on these positions which already
exist and for interviews with this office and/or in-
cumbents in making your analysis.



SO/A&TS/ENS:dyl:(29 Jul '54)

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