

~~SECRET~~

~~CONFIDENTIAL~~

57476

JUL 2 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revision of T/O of Foreign Documents Division,
Office of Operations

1. Subject proposal, submitted in two memoranda dated 12 April and 14 May 1954 (Tab A), (a) requests approval of a revision of the T/O to accomplish a merger of the present Near East/Africa Branch with the Western Europe Branch to form a new Western World Branch, (b) revises the FDD T/O of [] positions downward to [] positions to conform with the personnel ceiling, and (c) requests revision of all position descriptions of Grades GS-12 and GS-11 in the area branches to an "identical-additional" basis as Foreign Documents Officer (Section Chief) and Foreign Documents Senior Analyst, respectively.

25X9

25X9

2. The Deputy Assistant Director for Personnel states (Tab B) that the proposed classifications of positions are approved; however, GS-12 Section Chiefs will continue to be identified with specific areas or subjects rather than on an "identical additional" basis. FDD has concurred in this.

3. The Chief, Budget Division recommends approval (Tab C) provided that additional funds required be absorbed by the Office of Operations.

4. The grade structure proposed contemplates an increase in the number of supervisory personnel. If subsequent operating experience and a review by the Management Staff fails to support need for this, recommendation for reduction in the number of supervisory personnel will be made.

5. Subject to the above considerations, approval is recommended.

[Redacted Signature]

Chief, Management Staff

25X1

FOR PERSONNEL

OFFICE ASSISTANT DIRECTOR

~~SECRET~~

~~CONFIDENTIAL~~

~~SECRET~~

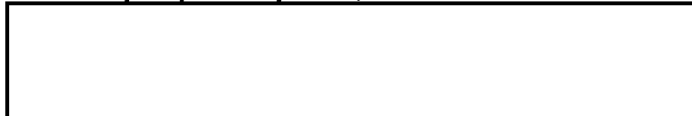
ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of DAD/P
- Tab C - Concurrence of Budget Div.

* **APPROVED:**

Date

10 July 57



L. K. WHITE
Deputy Director
(Administration)

FOIAB3B

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - DD/A
- 2 - Asst. to the DD/I (Admin)
- 1 - Comptroller
- 1 - MS Comeback

* Approved subject to provision that additional funds required be absorbed in current Budget of Office of Operations.

~~SECRET~~

TAB

MIS# MB
CJ#H

~~SECRET~~

15-4337

A

12 APR 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)
THROUGH : Deputy Director (Intelligence)
SUBJECT : Changes in T/O of Foreign Documents Division,
Office of Operations

1. In October 1953, the Foreign Documents Division undertook a tentative realignment of the functions and language/area coverage previously assigned to the Near East/Africa (NEA) and Western Europe (WE) Branches. These were combined, on a trial basis, into a new Western World (WW) Branch. Coverage of Finland was transferred to the new Branch from the Eastern Europe Branch. Responsibility for coverage of the Asiatic USSR minorities, formerly assigned to the Near East/Africa Branch, was reassigned to the USSR Branch.

2. This experimental reorganization was designed to facilitate the assumption by the Division of the "primary responsibility" for the exploitation of foreign language publications, assigned to the Agency by NSCID No. 16. In implementing this directive, it became evident that Division operations should be reoriented to allow:

- a. a more systematic and coordinated review of all non-Soviet foreign language publications (except those in oriental languages, already well-covered) for information on the USSR and Soviet Orbit.
- b. centralization of coverage of all material in the Romance languages, which had previously been divided--by subject/area categories--between the NE/A and WE Branches.
- c. fulfillment by the Division of certain "ad hoc" CIA and IAC requirements for coverage of Latin American publications.
- d. greater flexibility in the use of personnel effort and linguistic capacities to meet changing requirements.
- e. more efficient methods of assigning exploitation responsibilities and classified translation tasks to individual linguists.

3. Six months experience has proved this tentative reorganization plan to be both practical and effective. It is, therefore, requested that the Table of Organization of the Foreign Documents Division be amended to eliminate the NE/A and WE Branches and include a new WW Branch as indicated in Tabs A and B. The latter compares the geographic coverage and authorized T/O of the old branches with the coverage, sectional organization, and T/O positions proposed for the WW Branch.

~~SECRET~~

APR 30 1954

#354
5/3/54
JH

~~SECRET~~
~~CONFIDENTIAL~~

4. In addition to the above organizational change, it is further proposed:

a. To revise all the position descriptions of Grades GS-12 and GS-11 in the area branches, establishing them on an "identical-additional" basis as Foreign Documents Officer (Section Chief) and Foreign Documents Senior Analyst, respectively. These job descriptions will no longer be tied to one specific geographical area or functional unit, and will therefore be interchangeable between area branches. This will eliminate the previous subdivision of certain geographic sections into units, and will permit greater flexibility in the assignment of personnel to meet changing emphases and priorities. Proposed position descriptions are attached as Tab C.

b. To bring the over-all Division T/O up to date by eliminating, adding, and/or reclassifying certain other positions as indicated in Tab D.

5. All the above changes can be effected without an increase in the present T/O or ceiling. From the budgetary point of view, the proposed T/O will allow for necessary changes (including upward reclassifications of positions) without requiring any increase over the funds required for the present T/O. A detailed comparison of the T/O costs, by grade, and other fiscal data are included as Tab E.

6. It is therefore requested that:

a. The T/O of Foreign Documents Division be amended as shown in Tabs A, B, D, and E.

b. Certain position descriptions (i.e. those listed under Remarks in Tab D) be revised to read as shown in Tab C.



25X1

Acting Assistant Director for Operations

5 Encls:
Tabs A thru E

~~CONFIDENTIAL~~

CONCURRENCE:

*With the understanding reached with the

~~SECRET~~

DAD/00 that a supplementary statement will be submitted indicating the T/O slots to be eliminated in order that the revised T/O

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

~~attachments~~ missing
TABS B, C, D, E