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MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Request for Table of Organization Change by the Office of Scientific Intelligence.

1. The attached proposal (Annex A) by the Office of Scientific Intelligence has been coordinated by the Management Improvement Staff with the Budget Division and with the Personnel Office. The memorandum from the Assistant Director for Personnel is attached as Annex B.

2. OSI proposes to make the following changes in its administrative support facility:

a. Eliminate the vacant position of Chief, General Services Staff. It is felt by OSI that this position is unnecessary since the Executive Officer exercises direct control of administrative activities.

b. Establish four new positions within the Administrative Branch, for the purpose of administering all phases of OSI security, including special intelligence security, when OSI moves to [redacted] These positions are:

- 1 Security Officer GS-12
- 1 Clerk (Typing) GS-5
- 2 Receptionists GS-5

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The creation of a special intelligence Special Center within [redacted] will require the services of the two receptionists to operate the turnstile. The Clerk (Typing) will provide clerical services for the Security Officer. Because of the inability of the Office of Current Intelligence, which has primary responsibility for special intelligence security within the Agency, to supply a Security Officer to supervise security at the [redacted] Special Center, the AD/CI has agreed to the establishment of this position in the OSI T/O. The functions of this position which were proposed by OSI (Annex A) have been modified to reflect more accurately OCI responsibility for special intelligence security. The revised statement of functions (Annex C) has been concurred in by OSI, by OCI and by Security Office. The Deputy Assistant Director of the Office of Collection and Dissemination, which will have a part of its Special Register

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Division located within the [redacted] has agreed to permit the OSI Security Officer to supervise its security matters.

c. Upgrading of three positions in the Administrative Branch:

Chief, Administrative Branch	GS-12 to GS-13
Deputy Chief, Administrative Branch	GS-11 to GS-12
Liaison and Training Officer	GS-9 to GS-11

3. In order to permit the creation of the security positions, the DD/I has scheduled an increase of three in the OSI ceiling, through a redistribution within the DD/I area. The fourth position will be created through a redistribution within OSI. Budget Division has indicated that funds are available for these new positions for FY 1954 and 1955. No T/O increase is required, since the new positions are being substituted for four existing positions which will be cancelled.

4. The Assistant Director for Personnel has concurred in the creation of the four new positions. Insofar as the three reclassifications are concerned, the OSI Executive Officer has agreed to defer action pending a survey by Classification and Wage Division of the entire Administrative Branch.

5. It is recommended that the proposal for the creation of the four security positions, and the elimination of the Chief, General Service Staff position, be approved.

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E. R. SAUNDERS
Comptroller

Attachments: Annex A-
Memo to DD/A
from HM Chadwell

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Annex B-
Memo to ADD/A
from HG Reynolds

Annex C-
Revised Statement
of Functions-

APPROVED:

[redacted signature box]

Acting Deputy Director (Administration)

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