

~~SECRET~~

5-4995

APR 27 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Office of Scientific Intelligence T/O Proposal

25X1

1. Attached as Annex A is a proposal, with background papers, by the Office of Scientific Intelligence to (a) transfer three of its civilian ceiling slots and the necessary funds to the EE Division, DD/P, to permit an increase of three employees in the Scientific Intelligence Division, [redacted], and (b) to return one IAC allocation from EE Division to OSI. The Assistant Director for Personnel (Annex B) and the Budget Division (Annex C) have concurred in the proposal. Concurrence of Chief of Administration, DD/P is included in the OSI memorandum.

2. The purpose of the proposal is to permit Scientific Intelligence Division to fill a Secretary-Steno slot (T/O position BGF 806) in order to provide additional clerical support; to permit creation of an Intelligence Officer (Biological Sciences) position by re-classification of a Clerk-Typist slot (T/O position BGF 835), and to permit employment, as a civilian, of an IAC officer in T/O position BGF 789, Intelligence Officer GS-14. In regard to the creation of an Intelligence Officer (Biological Sciences), OSI indicates that this is required to permit greater intelligence coverage in the field of Biological Warfare, which has become a highly important intelligence objective.

3. In order to permit the transfer of the three ceiling authorizations, OSI will eliminate the following T/O positions: E 430, (Intelligence Officer-Biological Sciences); E 201 (Intelligence Officer-Physical Science), and E 356 (Secretary-Steno).

4. The Assistant Director for Personnel has completed action to re-classify the Clerk-Typist position as Intelligence Officer-Biological Sciences. Budget Division has concurred with the understanding that OSI has sufficient funds for fiscal years 1954 and 1955 to permit the transfers proposed.

5. It is recommended that the OSI proposal to (a) transfer three civilian ceiling slots from OSI to EE Division, (b) transfer one IAC allocation from Scientific Intelligence Division to OSI headquarters, (c) reclassify the position of Clerk-Typist to Intelligence Officer-Biological Sciences, and (d) eliminate the three

44 143

~~SECRET~~

~~SECRET~~

OSI T/O positions cited in paragraph 3, be approved, with the understanding that OSI is to provide the necessary funds for such transactions.

25X1



Chief, Management Staff

ATTACHMENTS:

- Annex A - Proposal
- Annex B - Concurrence of AD/P
- Annex C - Concurrence of Budget Div.

APPROVED

Date:

28 April 54



L. K. WHITE

Acting Deputy Director
(Administration)

FOIAB3B

DISTRIBUTION:

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

~~SECRET~~

TAB

File
510361/A
MIS #180
Cg. #1

10 March 1954

A

MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : FY 54 Personnel Ceilings

1. This refers to your recent question regarding the transfer of two ceiling authorizations from OSI to the [redacted]

25X1

25X1

2. EE interposes no objection to the transfer of these two authorizations and is also agreeable to the re-designation of one of the OSI slots in [redacted] from Secretary to Intelligence Officer GS-14, so that a BW Officer can be added to the Scientific Detachment.

3. I believe you have a DD/I request for the above action in your suspense file. We have been awaiting word from the [redacted] before giving you a final decision on this matter. This word has, of course, now been received.

25X1

[redacted signature box]

25X1

EE/ADMIN

~~SECRET~~

Executive Registry

5-1735

CA08003

MEMORANDUM FOR: Assistant Director, Personnel 2 February 1954

VIA : Special Assistant (Administration), DD/I
Chief of Administration, DD/2

FROM : Assistant Director, Scientific Intelligence

SUBJECT : Increase in Ceiling of Scientific Division, [redacted] Mission 25X1

REFERENCES : A. Memo to Acting DD/A from Chief of Administration, DD/P, dated 30 September 1953, subject: "Administration of Certain DD/A and DD/I Activities at Overseas Stations" (Copy attached hereto for AD/Personnel)

B. Memo to Chief of Administration, DD/P, from Acting AD/SI, dated 28 December 1953, subject: "Increase in Ceiling of Scientific Division, [redacted] Mission" (Copy attached hereto for AD/Personnel) 25X1

C. Attached memo to AD/Personnel and paragraph 3 of memo to Chief of Administration, DD/P, from SA(A)-DD/I, dated 23 November 1953, subject: "Status of DD/I Personnel on Duty with Scientific Detachment, [redacted] Mission" 25X1

25X1

D. [redacted] dated 28 January 1954

E. [redacted] dated 29 January 1954

25X1

25X1

1 It is requested that one position from the civilian personnel ceiling of O/SI and the accompanying "OI" funds be transferred to DD/P for Scientific Division, [redacted] Mission in order to permit the civilian employment of Lt. Col. [redacted] on 15 March 1954. This action does not increase the personnel strength of Scientific Division, [redacted] Mission. It merely changes the status of one employee from military to civilian. 25X1

25X1

25X1

2 Lt. Col. [redacted] is now encumbered as an "IAC Officer", slot BG(F)789 (GS 14) of Scientific Division, [redacted] Mission, and is planning to separate from the Army 14 March 1954 to seek a civilian career with the Agency. (See references D and E) Lt. Col. [redacted] has had an outstanding record with the Agency and would make a most desirable civilian employee. 25X1

~~SECRET~~

~~SECRET~~

3. It is also requested that the O/SI IAC slot (Army) transferred to DD/P by DD/I memo to AD/Personnel (ATTN: Military Personnel Division) 23 November 1953 (reference C), be returned to O/SI

4. This action, complete with the 28 December 1953 action to increase the civilian ceiling of Scientific Division, [redacted] Mission (reference B, 25X1 copy attached hereto) requires the following adjustments in the personnel ceilings and IAC allocation of OSI and Scientific Division, [redacted] 25X1

PRIOR to 28 December 1953

AFTER 1 February 1954

25X9

[Redacted box]

O/SI Civilian Ceiling
O/SI IAC Allocation
Scientific Division Civilian Ceiling
Scientific Division IAC Allocation
TOTALS

[Redacted box]

25X9

25X1

5. The above statistics do not reflect pending action to adjust O/SI's ceiling in connection with the move of the Office to [redacted] and the assumption of additional duties in connection with [redacted]

FOIAB3B

[Redacted box]

H. MARSHALL CHADWELL

Attachment: Reference B with Reference A as enclosure thereto (with original only)

- Distribution: 1 & 1 fwd (w/attachment) ✓
- 1 SA(A)-DD/I
 - 1 Chief, Admin, DD/P
 - 1 EB, DD/P
 - 2 AD/SI
 - 2 Ex/SI
 - 1 Ops/SI
 - 2 Admin/SI
 - 1 MPD

25X1

[Redacted box]

~~SECRET~~

28 December 1953

MEMORANDUM FOR: Chief of Administration, DD/P

VIA : Special Assistant (Administration), DD/I

FROM : Acting Assistant Director, SI

SUBJECT : Increase in Ceiling of Scientific Division,
[redacted]

REFERENCE : Memo to Acting DD/A from Chief of Admin, DD/P, dated
30 Sept 53, subj: "Administration of Certain DD/A
and DD/I Activities at Overseas Stations (copy
attached as Annex A)

25X1

25X1

25X1

1. As a result of the concurrent withdrawal from Scientific Division, [redacted] of two DD/P employees ([redacted]) and the imposition of a personnel ceiling based on 31 July 1953 strength, Scientific Division, [redacted] now has a T/O of 21 and a personnel ceiling of 18, plus one "IAC" officer.

25X1

2. In accordance with paragraphs 2 and 5a of above referenced memorandum (copy attached), it is requested that approval be granted to the transfer of two positions from the personnel ceiling of OSI, and the accompanying "O1" funds, to DD/P for Scientific Division, [redacted] Mission. Adequate travel and operational funds for the personnel are now included in the budget support made available to this activity for FY 1954 and FY 1955.

25X1

3. Under the present personnel ceiling, T/O code slots 806 (Secy-Steno, GS-5) and 807 (Clerk-Typist, GS-5) of Scientific Division will be vacant. This will leave only three clerical employees to support 16 professional personnel. Therefore, in the transfer of the above two ceiling slots, it is proposed to provide one clerical employee to correct this deficiency. The second ceiling slot would be used to provide an intelligence officer, GS-14 (Medical and Biological Sciences), and would necessitate a corresponding subsequent T/O revision.

4. There has been considerable pressure upon this Agency from the Office of the Secretary of Defense during the past year and a half for improved intelligence on Soviet BW activities. A senior, experienced intelligence officer from OSI concerned with this problem served two months TDY this summer with Scientific Division, [redacted] Mission, and demonstrated he could profitably increase the flow of information from that area on Soviet and satellite scientific activities that could be related to BW.

25X1

~~SECRET~~

~~SECRET~~

5. This proposed increase in Scientific Division's ceiling was discussed with [] on 16 December 1953. It appeared allowable from the informal standpoint of COM if consistent with the number of slots allocated [] Mission on the "T/O machine run" which established a total of [] for the latter organization.

25X1

25X1

25X9

25X1

[]

Attachment: ER-4-6572

Distribution:

Orig & 1 - forward
2 - AD/SI
2 - EX/SI
1 - Opns/SI
1 - Admin/SI
1 - Med/SI
1 - FCS/CI
1 - []

25X1

- 2 -

~~SECRET~~