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Security Information
DAILY DIARY

Handwritten initials and scribbles

Assistant to DD/I (Admin.)

Monday, Tuesday, 4, 5, January 1954

1. DD/A extended for one year my appointment as a member of the Agency Incentive Awards Committee after I advised them that I was sure that the DD/I would have no objection.

2. Held a meeting December 29, 1953, with Administrative Officers in the DD/I area and representatives of the Personnel Office to discuss policies and procedures to govern the preparation of job descriptions. The major problems concerned the lack of uniformity in present service provided the DD/I offices by the Classification and Wage Division and the Personnel proposal to expand requirements for preparation of job descriptions by employees. Agreement was reached under which the number of employees having to draft their own descriptions and the work load placed upon supervisors and administrative officers would be held to the absolute minimum--chiefly through the device of requiring only a single job description to cover a representative group of positions. The proposed draft regulation will be revised accordingly.

25X1A9a

3. Attended the meeting of the Professional Selection Panel at which the Committee voted favorably for the retention of [redacted]

25X1A9a

25X1A6a

4. Initiated plans with DD/P (Admin.) for the processing of [redacted] for his [redacted]. The present slot occupied by [redacted] will be appropriately reclassified and the position, together with the ceiling slot and funds, will be transferred to the FE Division for administration in line with the general policy governing provision of administrative support by DD/P. Assurance was given that training of [redacted] by DD/P would be negligible, if any, in order to allow maximum time for indoctrination and training by the DD/I offices prior to his departure. 25X1A9a

25X1A6a

25X1A9a The Security Office has advised that they will grant clearance to [redacted] based on available information to facilitate his transfer to the [redacted] as soon as concurrence is secured from the Senior Representative for the establishment of the additional position on the FE/TO. 25X1C4a Extension of the [redacted] has been secured under which [redacted] will be [redacted] at least until [redacted]

March 1954. 25X1A9a

25X1C4a

25X1A6a

25X1A9a

6. Concurred for DD/I in the Travel Staff Study returning [redacted] OSI, [redacted] to participate in the [redacted]

25X1A9a

25X1X6

25X1A9a


Handwritten notes:
Should we
take this
out of
[redacted]
Continued
will be
out of [redacted]

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7. Agreement has been reached with the Budget Division as to the method to be employed in reflecting 94 additional positions for the DD/I offices in the 1955 Congressional Budget Presentation. Under the original spread of the ceiling total, approximately 200 positions were reserved for the Interim (clerical) assignment branch. These positions, however, were not reflected in the 1955 Budget Data submitted to the Budget Bureau. In order that the Agency might have some leeway to meet essential requirements in 1955, it was desired that these positions be spread among the operating offices without reflection of any additional average employment or funds. In as much as no funds or average employment were to be spread with the positions and DD/A gave no assurance that in the actual allocations the positions would be made available to the DD/I Offices it was most important that the DD/I not be in a position of justifying the increases before Congress against specific requirements as originally proposed by the Budget Division. The agreement provides that the spread of the positions will be in reality a technical budget exercise. The positions will be reflected only in the Summary tables for the Agency with the concept that budgeted positions should be higher than ceiling positions to permit appropriate flexibility in the recruitment and assignment of employees. Although the increased positions will not be related to specific requirements at the office level, the DCI will be in a position to make a general overall reference to a provision for increased positions to meet essential requirements as they arise. Under the arrangement no changes will be required in the original office material as submitted to the Bureau of the Budget except for one position sheet for each office which will be revised accordingly by the Budget Division. The distribution of the additional positions, on a pro-rata basis, will be as follows:

	25X9A2
OSI	
OCD	
ORR	
OCI	
OO	
Total	

25X1A9a


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