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JUN 3 1954 '57

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Table of Organization, Finance Division, Office of Comptroller.

1. This memorandum contains recommendations submitted for DD/S approval. Such recommendations are contained in paragraph 8.

2. The Comptroller proposes to reorganize the Finance Division to meet the current workload pattern and for better manpower utilization (Annex I).

3. The proposal makes the following changes:

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a. Abolishes the [redacted] Payroll and Travel Branch (13 positions) and transfers the examination and certification (function) of Staff Employees travel vouchers to the Operations and Liaison Branch.

b. Establishes a fifth section (7 positions) in the Operations and Liaison Branch permitting the branch to absorb the present accounting workload, the examination and certification of Staff Employees travel vouchers and the accountings of Subsidy Projects.

25X1A

c. Establishes a Compensation and Tax Accounts Branch by transfer of the [redacted] from the Operations and Liaison Branch and increasing it by six (6) positions. This action consolidates the administration for all taxes, compensation and allowance matters in one branch.

d. The proposal does not change the personnel ceiling or number of 7/0 positions in the Finance Division.

25X9A2

5. The present average grade in the Finance Division [redacted] positions) is 7.75. The proposed average grade is 8.3 involving an additional cost of \$25,160 per year.

6. The Position Evaluation Division, Office of Personnel on the basis of an interim review approves an average grade of 7.95 (Annex II). This brings the additional cost down to approximately \$9,150 per year.

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7. In answer to Management Staff inquiry "Where will savings be made to provide for the increased cost" the Comptroller's Office provided the following information:

a. The FY 1958 Congressional budget is being worked on now - it has not been approved.

b. Mr. Saunders doesn't know what the approved figures will be. However, he will effect savings wherever possible.

c. No specific savings can be identified at this time. It could be overtime, equipment or cut back in requirements.

8. It is recommended that:

a. The internal reorganization of the Finance Division be approved.

b. The approval of reclassifications be delayed until specific savings to cover the additional cost can be realized.



25X1A9a

ATTACHMENTS:

- Tab I - Proposal
- Tab II - PED Comments

N.B. It must be noted that there is a danger of upward slippage inherent in any interim modest average grade approval.

\*Reclassifications which have been officially approved by the Personnel Office are also authorized. The cost of such reclassification will be absorbed within the Comptroller's Office.

The recommendations in paragraph 8 are approved: except Para. 8b.\*

13 June 57  
Date

/s/  
LKW

/s/  
L. K. WHITE  
Deputy Director  
(Support)

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