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Executive for P & A

8 November 1946

Assistant Director for C & D

T/O for the Office of Collection and Dissemination

Reference: Memorandum of 15 October, above subject, from Executive for P & A to Assistant Director for C & D

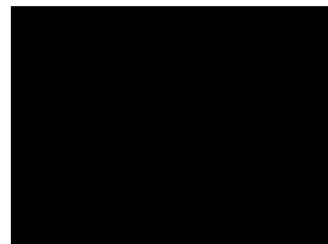
1. Enclosed organization study, including job descriptions and recruiting priorities requested in para 2 of above reference, is forwarded for your information and appropriate action.

2. It is understood that the Personnel Division requires necessary background information to enable them to place the job descriptions in proper form for establishing the positions with the Civil Service Commission. Therefore, complete organizational data are enclosed. Since the chart of functions of OCD has not yet been published, Tabs C-1 to C-13 are furnished for your convenience. They contain the proposed functions of the various subdivisions of OCD which were submitted to ICAPS. Colonel [redacted] has orally advised this office that the functions are approved substantially as submitted. 25X1A9a

3. Tab F covers the job descriptions themselves. They are bound in the order in which the positions occur in the T/O (Tab B and Tabs E-1 to E-4). The order runs from top to bottom of each column, and in a sequence of columns from left to right.

4. For the planning of recruitment, the following target dates are recommended for the completion of the four recruiting phases:

- a. Complete Phase 1 by 1 January 1947.
- b. Complete Phase 2 by 1 February 1947.
- c. Complete Phase 3 by 1 April 1947.
- d. Complete Phase 4 by 1 June 1947.



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[redacted]  
Captain, U. S. N.  
Assistant Director for  
Collection and Dissemination

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Incl:  
Organization study consisting  
of Tabs A to F, inclusive.

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