

~~CONFIDENTIAL~~

Finance Div.

Approved For Release 2001/03/06 : CIA-RDP85-00869R000100220036-1

Executive for Personnel and Administration

15 May 1947

Assistant Executive Director

Tentative T/O for Basic Intelligence Division of the
Intelligence Staff, ORE

1. A Basic Intelligence Division of the Intelligence Staff will be established in the Office of Reports and Estimates. Its broad function will be to monitor and supervise the production of National Intelligence Surveys.

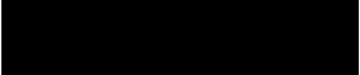
2. The attached tentative T/O for the Basic Intelligence Division is approved as an addition to the current tentative T/O for the Office of Reports and Estimates.

3. In view of the large number of vacancies still existing under the personnel ceiling for ORE, no ceiling increase is authorized as a result of the above action. At such time as procurement to fill previously authorized vacancies approaches ceiling authorization, the Assistant Director for Reports and Estimates may submit a request for personnel ceiling increase.

4. Please coordinate with ORE in determining specific responsibilities for each of the positions listed in the tentative T/O, and take necessary action to establish those positions with the Civil Service Commission.

5. No promotions of currently available personnel are authorized to fill the new tentative positions pending Civil Service Commission approval, and the employment of new personnel within authorized ceilings to fill these positions will normally be restricted to at least one grade below those indicated pending such approval. Exceptions may be recommended for those positions which the Chief, Classification Section, Personnel Division, states Commission approval of position in question is certain.

1 Inclosure
Tent T/O for Basic Intel Div


ASSISTANT EXECUTIVE DIRECTOR

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Copies to:
Asst. Dir ORE (2)
Pers Div, P&A (2)
Finance Div, P&A (1)

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Assistant Director, Reports and Estimates

27 January 1947

Advisor for Management, ICAPS

Tentative T/O and Personnel Ceilings (ORE)

1. Attached is approved tentative Table of Organization for:

The Office of Reports and Estimates

2. The grades and positions are tentative only. Pending final approval of the Civil Service Commission the Table may be used, subject to personnel ceilings, as a basis for personnel procurement. Every effort should be made to hire individuals in grades lower than those shown in the Table to avoid possible later downgrading resulting from Civil Service Commission action.

3. Individuals on detail from State, War and Navy Departments are included in personnel authorized by the Table. Procurement to fill positions occupied by such individuals is prohibited.

4. Final Tables with approved grades and positions will be published when final Civil Service Commission approval has been obtained.

5. a. Personnel buildup through Fiscal Year 1948 is restricted to total ceilings shown below:

	Less Reference Branch	Reference Branch
(1) 31 March 1947	---	
(2) 30 June 1947	---	
(3) 30 Sept. 1947	---	
(4) 31 Dec. 1947	---	
(5) 31 Mar. 1948	---	
(6) 30 June 1948	---	

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- b. Procurement will be so governed that total number of individuals on duty on the dates indicated will not exceed the figure shown for each period.

- c. Requests for changes in ceiling authorizations will be submitted to the Advisor for Management, ICAPS, with full justification in each case. As changes can be made only at the expense of another CIG activity, approval will be given only under very exceptional circumstances.

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Colonel, AGD

1 Incl. Tentative T/O

cc: Chief, Pers Div, P&A Branch
cc: Chief, Finance Div, P&A Branch
cc: ICAPS (Advisor for Management)