

USCIB: 4/54

5 June 1953

~~CONFIDENTIAL - SECURITY INFORMATION~~

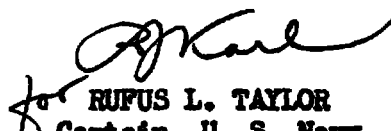
MEMORANDUM FOR THE MEMBERS OF USCIB:

Subject: Personnel Requirements of USCIB Executive Secretariat.

Reference: USCIB 4/52 dated 21 May 1953.

1. The USCIB Executive Committee (USCIBEC) at its 1st Meeting on 27 May 1953 considered the Executive Secretary's memorandum for the members of USCIBEC (USCIB 4/52) with respect to personnel requirements of the Executive Secretariat and approved the proposals contained therein, subject to certain changes. These changes have been incorporated in the enclosure.

2. Notification of this action of the USCIBEC is forwarded to USCIB members for information. Absence of objection by any member within seven working days from the date of this notification will constitute USCIB approval, as provided in paragraph 11 of USCIB Directive # 1.


for RUFUS L. TAYLOR
Captain, U. S. Navy
Executive Secretary, USCIB

Enclosure
a/s

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PERSONNEL REQUIREMENTS OF USCIB EXECUTIVE SECRETARIAT

1. It is felt that the initial strength and organization of the USCIB Executive Secretariat should be as follows:

- | | |
|---|---|
| (1) Executive Secretary
(Colonel rank (or equivalent) or civilian of approximately equal level) | 1 |
| (2) Deputy Executive Secretary
(GS-14) | 1 |
| (3) Assistant Secretary for Security matters
(Lt. Colonel rank (or equivalent) or civilian of approximately equal level) | 1 |
| (4) Assistant Secretary for Intelligence matters
(Lt. Colonel rank (or equivalent) or civilian of approximately equal level) | 1 |
| (5) Recording Secretary
(GS-9) | 1 |
| (6) Administrative Assistant
(GS-8) | 1 |
| (7) Secretary Steno for Security matters
(GS-5 - 6) | 1 |
| (8) Secretary Steno for Intelligence matters
(GS-5 - 6) | 1 |

2. Time may prove that full-time assistants for intelligence matters (and perhaps also security matters) may not be necessary. It is therefore recommended that, (a) the billets for security and intelligence assistants be filled initially by military personnel who can readily be absorbed when no longer needed and, (b) that the Executive Secretary make recommendations to the Executive Committee again in January 1954, or sooner if the need arises, with regard to the personnel requirements of the Executive Secretariat.

Enclosure with USCIB 4/54 dated 5 June 1953.