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DEPARTMENT OF DEFENSE
NATIONAL SECURITY AGENCY
Office of The Director
Washington 25, D. C.

10/4/53

8 April 1953

MEMORANDUM FOR ALL NSA PERSONNEL

SUBJECT: Civilian Personnel Policy

1. The personnel ceiling of this Agency has been established by higher authority at the 31 January 1953 actual strength.

2. Within this figure, there will be a reassignment and realignment of authorized strengths of the organizational segments of the National Security Agency, and variations from current authorizations will occur from time to time.

3. No reduction in force is contemplated or intended as it is anticipated that normal attrition, together with selective hiring and transfers of personnel to jobs of comparable nature within the Agency, will accomplish this realignment.

4. Simultaneously, we are, of course, facing the problem of performing our functions with maximum effectiveness. Accordingly, the production of NSA employees must be raised to the highest possible standard to effect greater efficiency and economy in our operations.

RALPH J. CANINE
Lieutenant General, US Army
Director

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