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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Proposed Revision of Table of Organization for the Office of Personnel

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph -19-.

2. The proposed revision of the Office of Personnel table of organization submitted by the Director of Personnel is attached as Tab A. This proposal is designed to realign assignments of existing functions to provide more efficient and effective service, to give additional support to new programs, and to establish a central personnel unit for the Office of the Deputy Director (Plans).

3. The proposed organizational structure for the Office of Personnel will if approved result in a savings of four (4) positions and reduce the T/O and ceiling for the Office of Personnel from [redacted] positions. The four (4) positions to be deleted as follows:

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<u>Title</u>	<u>Position No.</u>	<u>Series, Grade</u>	<u>Per Annum Salary</u>
Personnel Research Officer	453	GS-0202.01-14	\$ 10,320.00
NCO, CNA Per Act	404	AR 716.7-E7	3,786.48 ^{1/}
Personnel Assistant	298	GS-0201.01-07	4,525.00
Clerk Steno	388.01	GS-0312.01-05	<u>3,670.00</u>
		Savings Per Annum	\$ 22,301.48

4. A comparison between the present and proposed organizational structure of the Office of Personnel is attached as Tab B. The major changes are as follows:

1/ Annual reimbursement to Department of the Army for each enlisted man.

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A. Contract Personnel Division

Consolidation of three (3) branches into two (2) branches by combining Allowances Branch and Processing Branch.

B. Personnel Evaluation Division

Change in title to Salary and Wage Division. Consolidation of three (3) branches into two (2) branches by combining the Intelligence Branch and the Support Branch.

C. Personnel Assignment Division

Change in title to Personnel Operations Division. The transfer of the Clandestine Services Branch to the newly created Clandestine Services Personnel Division. Consolidation of five (5) branches into four (4) branches by combining and realigning existing functions of counseling, employee services, and personnel management.

D. Records and Services Division

Reduction from four (4) branches to three (3) branches by transfer of the function of the Employee Services Branch to the Personnel Operations Division.

E. Clandestine Services Personnel Division

The establishment of the Clandestine Services Personnel Division representing a consolidation of functions, and positions of the career management units in the Clandestine Services, the DD/P Branch of the former Personnel Assignment Division, and the staff of the Special Support Assistant (Personnel).

F. Special Assistant to the Director of Personnel / Establishment of a unit to handle termination cases.

5. The proposed organization chart of the Office of Personnel shows that the Clandestine Services Personnel Division while a part of the T/O of the Office of Personnel will receive only technical guidance from the Director of Personnel. This division is ^{to be} considered a component of the DD/P complex and ^{will be} responsible command-wise ^{to} the Special Support Assistant/DDS.

6. The creation of a Clandestine Services Personnel Division whose predominant responsibilities are in the field of career management for the Clandestine Services, leaves other personnel functions to be continued by Personnel Units in other DD/P elements. It is planned to continue those services of common concern which can more efficiently be provided to the Clandestine Services by existing components of the Office of Personnel.

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Area divisions and senior staffs of the DD/P complex will continue to operate their own personnel units independently as before. Little standardization exists among personnel units in these organizational elements and the methods for personnel handling and processing vary considerably.

7. While it is realized that the Office of Personnel has functional responsibilities of an unusual or non-traditional nature, a comparison of the numbers of Agency employees engaged in personnel activities to the total number of personnel serviced is worthy of scrutiny.

8. The ratio of one (1) employee engaged in personnel ^{Activities} to every thirty (30) Agency employees ^{low} appears extremely high notwithstanding the responsibilities of the Office of Personnel.

9. The following data has been obtained from varying sources and is considered justifiably valid for comparative purposes:

A. Agency

Known Personnel Types

Office of Personnel T/O	
DD/P	
DD/I	
DD/S	
Total	

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As compared with total strength of [redacted] the Agency ratio is 1 to 29.7.

B. NSA

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C. Federal Government (Stateside Only)

Total employees 2,072,015

1/ The above ratio was compiled from the number of personnel types (individuals carrying a personnel career service designation and directly associated clerical) and does not include administrative or operational personnel who may be devoting part of their time to personnel activities.

2/

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(In Pers. Series No. 200) 19,917
Ratio 1 to 104

D. New York State Civil Service Department

Total employees 80,000
Personnel Employees 250
Ratio 1 to 320

10. It is recommended that the proposed organizational realignment be tentatively approved, subject to a complete management survey of the Office of Personnel and related personnel functions throughout all Agency components to ensure maximum efficiency of personnel activities.



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Chief, Management Staff

Attachment:

- Tab A - ~~Table of Organization~~ *Proposal from Director of Personnel*
- B - *Comparative Organization Charts*

The recommendation in paragraph -10- above is approved.

Date: _____

L. K. WHITE
Deputy Director (Support)

Distribution:

- Orig & 1 - D/Personnel
- 1 - Comptroller
- ~~1 - [Redacted]~~
- 2 - DD/S

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