

Indefinite Suspense

5 August 1958

MEMORANDUM FOR: ASSISTANT TO THE DIRECTOR

25X1A9a

ATTENTION : [REDACTED]

SUBJECT : DDCI Request for Information on TSS' Action on Certain Recommendations in the Inspector General's Survey of TSS dated April 1957

1. The following summarizes the action taken by TSS on the specific recommendations in the Inspector General's survey which you mentioned in our telephone conversation this afternoon:

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- a) Inspector General's Statement, Page 69 - [REDACTED] tion/Graphic Arts Reproduction Division

The Chief, TSS, in collaboration with the Director of Personnel, study the present wage-hour pay scale applicable in GARD and develop in its place a scale more equitable and more suited to the peculiar requirements of the Agency.

TSS Action:

Subsequent to the DD/P's reply to the IG survey, TSS informally discussed the establishment of a new wage-hour pay scale with Personnel. It was the opinion of Personnel that it would be better to continue using established industry practices as a basis for the GARD pay scale. This provides a tangible basis for establishing pay rates (since industry rates are well known) which would be absent if a new pay scale based entirely on situations peculiar to the Agency were to be established. A pay scale not based on established industry rates would be subject to the interpretation of the individual concerned as well as that of the individual classification analyst. In view of the foregoing, no further action was taken by TSS pending approval by the DCI of the DD/P reply to the IG survey.

orig to IG - 8/12 - by hand w/ note for Jmc to GPE - "Personnel we send this to IG for info. & comment if he so desires." (Rate also ref to 7/13/60)

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b) Inspector General's Statement, Page 69 - [REDACTED]
tion/Graphic Arts Reproduction Division

The Chief, TSS, request the Chief, Management Staff, and the Director of Personnel to collaborate on the conduct of a detailed position audit of each slot in GARD. Specific recommendations for streamlining operations and saving slots should be made. Two individuals, one each from Management and Personnel, should be specially selected and cleared for this purpose.

TSS Action:

Considerable progress has been made toward streamlining operations and saving slots. Compared to the two approved combinations mentioned in the IG survey, there are now eight combination jobs in GARD. These are:

1. Offset - letter pressman
2. Compositor - platen pressman
3. Finisher (formerly bookbinder)
4. Photoengraver - lithographer
5. Illustrator - negative engraver
6. Plate printer - dye stamper
7. Siderographer - finisher
8. Process photographer - negative engraver

Fourteen craftsmen have qualified for these eight combination jobs, and GARD at present has reduced its personnel by six craftsmen since the Inspector General's survey was made. Detailed position audits have been made of all but four positions in GARD.

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c) Inspector General's Statement, Page 69 - [REDACTED]
tion/Graphic Arts Reproduction Division

The Chief, TSS, request the Director of Personnel to study the application of the current Agency fitness report to wage-hour employees in GARD and make recommendations for the introduction of a more realistic report tailored to the technical nature of the work.

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TSS Action:

Subsequent to the DD/P's reply to the IG survey, TSS informally discussed this matter with Personnel who felt that GARD employees are career staff employees of the Agency and as such are entitled to the same benefits and subject to the same disciplines. Consequently, they felt that the evaluation of the performance of GARD personnel should be subject to the same evaluation as other career staff employees. They felt any peculiarities in the evaluation arising from the nature of the work could be handled as comments attached to the regular fitness report. It was also felt that there would be little value in preparing a special Agency Fitness Report to cover the approximately fifty employees in GARD. Since TSS was somewhat inclined to agree with the foregoing, no further action on this recommendation was taken pending approval by the DCI of the entire DD/P reply.

2. With particular reference to the first and third recommendations by the Inspector General, although in theory TSS would like to see a special wage-hour pay scale and a special Fitness Report prepared for GARD, in practice we cannot help but feel that Personnel's position on these matters is a realistic one.

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Deputy Chief, TSS

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