

S-E-C-R-E-T

28 March 1966

OFFICE OF PERSONNEL MEMORANDUM NO. 1-14-7

SUBJECT : Reorganization of the Office of Personnel

RESCISSIONS: 1-14-3 dated 27 Jan 1964
1-14-4 " 12 Nov 1964
1-14-5 " 2 April 1965
1-14-6 " 11 Oct 1965
20-17-8 " 26 July 1965
20-17-9 " 29 July 1965
20-17-10 " 10 Sept 1965
20-17-11 " 30 Dec 1965

1. A number of significant changes have occurred during the past year in the scope and level of activity in the Office of Personnel. Some examples are the initiation of a comprehensive Retiree Placement Service, a substantially increased recruitment effort requiring the development of additional recruitment sources and techniques, the implementation of the CIA Retirement and Disability System, a significant increase in reporting requirements levied on the Office, and expansion of the Office's monitoring and control responsibilities. These changes have prompted a thorough review of the organization of the Office of Personnel in light of its current and projected responsibilities and workload. As a result, the Deputy Director of Central Intelligence has approved a reorganization which effects some realignment of functions and basic changes in the executive structure of the Office.

2. The principal change in this reorganization is to enlarge the executive staff by the addition of three Deputy Directors of Personnel, each of whom is responsible for the day-to-day supervision of specific program and activity areas. These areas are:

a. Recruitment and Placement, embracing the present Recruitment and Retiree Placement Division and the applicant processing and placement functions of the present Personnel Operations Division.

b. Operations, embracing the present Benefits and Services Division (which will absorb the CIA Retirement Staff), Contract Personnel Division, Mobilization and Military Personnel Division, and the recordkeeping and control functions of the present Personnel Operations Division.

c. Planning and Research, embracing the present Plans and Review Staff and the Position Management and Compensation Division.

Group I
Excluded from automatic
Downgrading and
Declassification

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In addition, the title of the Executive Assistant to the Director of Personnel has been changed to Executive Officer as being more descriptive of the actual responsibilities performed and the position of Assistant Executive Officer has been established. A more detailed description of the general "division of labor" among the enlarged executive staff is provided in Attachment 1; revised formal functional statements will be issued later.

3. The reorganization also reflects the transfer of the Personnel Property Section of the Passenger Movement Branch, Office of Logistics, to the Central Processing Branch, Office of Personnel.

4. A revised organization chart for the Office of Personnel and a list of "key personnel" are provided in Attachments 2 and 3. No immediate changes in space assignments are planned. However, at the earliest opportunity the Deputy Director of Personnel for Recruitment and Placement will be relocated to the Headquarters Building.



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Emmett D. Echols
Director of Personnel

Attachments

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Director of Personnel
Dep. Dir. of Pers.

Executive Officer

Special Activities
Staff

Administrative
Staff

Deputy for Recruitment
and Placement

Deputy for Operations

Deputy for
Planning and Research

Recruitment Div.
Field Recruit. Br.
Wash. Recruit. Off.
Ext. Placement Br.
SA for Coop. Programs

Benefits & Services Div.
Benefits & Counseling Br.
Retirement Br.
CIA Retirement Staff
Insurance Br.
Central Processing Br.
Incentive Awards Br.
EAA Credit Union

Contract Personnel
Division

Plans and
Review Staff

Placement Division
Prof. & Tech. Pl. Br.
Clerical Assgmt. Br. *
CTP Br.
Correspondence Br.
*Includes IAS

Mobilization and Military
Personnel Division
Army, Navy, Marine Br.
Air Force Br.
Reserve Br.

Records and
Control Division
Trans. & Records Br.
Stat. Rept. Br.
Qual. Anal. Br.

Position Mgmt and
Compensation Div.
Intelligence &
Support Br.
Clandestine Services
Br.

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