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POSITION STANDARDS

GS-0306.00 RECORDS MANAGEMENT SERIES

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CIA POSITION STANDARD

GS-0306.00-00 RECORDS MANAGEMENT SERIES

I. INTRODUCTION

A. DEFINITION

This series includes all positions the duties of which are to advise on, direct, supervise, or perform work involved in planning, developing, organizing, and administering records management programs on staff or operating level. These programs cover any or all of the following functional areas: Records creation, records maintenance and use, records disposition, and vital materials.

B. EXCLUSIONS

ORGANIZATION AND METHODS EXAMINER - GS-0303.01
MANAGEMENT OFFICER - GS-0303.01
ASSISTANT MANAGEMENT OFFICER - GS-0303.01

These categories involve performance or supervision of administrative management, organization, procedures, and methods studies in the interest of promoting greater efficiency, effectiveness, and economy in management of Agency operations. They also involve formulation of organizational plans, distribution of functions, staffing patterns, and work methods for newly established or reorganized Agency components.

MAIL AND FILE SERIES - GS-0305.00

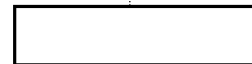
This series includes all positions the duties of which are to administer, supervise, or perform work involved in (a) receiving, recording, and routing incoming mail; (b) recording and dispatching outgoing mail; and (c) indexing, filing, searching, or maintaining control registers on correspondence, reports, memoranda, or other records.

C. BACKGROUND INFORMATION

Federal agencies are required by law to establish and maintain an active and continuing records management program. By controlling and improving records from creation or receipt to disposition,

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this program aims to obtain for the Agency improved records and economies in manpower, supplies, equipment, and space. The program is divided functionally into reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and Records Center operations.

Reports management involves developing and improving reporting systems to provide management with type and quality of reports essential to its function; eliminating and preventing nonessential reporting; providing simple and direct reporting methods; ensuring that instructions, forms, and procedures for necessary reporting are clear and complete; maintaining a central reference file on requirements for reports and periodically publishing an index thereof.

Correspondence management involves developing and installing form and pattern correspondence, correspondexes, and other labor-saving techniques or devices; formulating and establishing procedures and style standards for uniform preparation and handling of Agency correspondence and development of guides for their use; developing guides and promotional material for improving the writing ability of Agency personnel; and evaluating and promoting use of labor-saving stenographic and typing supplies and equipment.

Forms management involves eliminating nonessential or obsolete forms; consolidating forms used for the same or related purposes; preventing creation of forms with limited local application by extending use of existing forms; simplifying and standardizing size and design of forms; reviewing for approval or disapproval requests for new or revised forms; assigning numbers and titles and registering approved new or revised forms; preparing and publishing periodically a numerical, functional, and alphabetical listing of all active Agency forms; eliminating unnecessary or wasteful printing and duplicating practices; and centralizing procurement, storage, and distribution of forms.

Records systems management involves evaluating, developing, or applying new methods of records maintenance and servicing to effect increased efficiency and reduced costs and to facilitate eventual disposition of records; determining that records facilities are adequate; establishing standards for maintaining current records in terms of physical location, types of equipment and supplies, and personnel utilization; and determining adequate methods of receiving, recording, routing, and delivering Agency mail.

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Vital materials management involves advising and guiding officials responsible for selecting materials vital to reconstruction of the Agency; determining media and frequency of deposit; establishing indexing and filing systems; and developing disposition instructions.

Records disposition involves identifying and classifying Agency documents, letters, reports, forms, charts, maps, books, pamphlets, manuals, photographs, illustrations, etc. as to location, volume, and function, and determining whether such material is record or nonrecord in character; determining and recommending disposition by permanent preservation, microfilming, destruction according to applicable laws and regulations, or removal from office areas to less expensive Records Center storage.

Records Center operations involve providing facilities of a storage area less expensive than operational units for noncurrent Agency records, including accessioning, reference, and disposal functions.

The Records Management Program is carried on by Records Management Officers and Records Management Assistants: (1) In operating segments of the Agency, with responsibility for direction, supervision, or performance of work involved in promoting, planning, developing, organizing and administering the records management program for the area within the framework of policies and procedures developed by the Records Management Staff; or (2) in Records Management Staff, with responsibility for directing and coordinating the Agency Records Management Program by providing basic plans, policies, procedures, and staff guidance for their application to area programs; promoting installation of programs with Agency officials; and conducting surveys and operational audits in problem areas of records management.

II. POSITION PROGRESSION AND RECRUITMENT SOURCES

Potential recruitment sources, as well as promotional or lateral transfer possibilities to and from subject positions, are shown on the attached position progression diagram.

III. CLASSIFICATION OF POSITIONS

Positions in this series are classified in accordance with the evaluation factors on the attached Position Evaluation Chart and in qualification requirements stated below.

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IV. QUALIFICATION REQUIREMENTS

A. KNOWLEDGES, ABILITIES, AND EXPERIENCE REQUIRED

Required experience must include progressively responsible work which provided, for GS-5 and GS-7 levels, analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

For levels GS-9 through GS-12, experience must also have provided progressively greater knowledge of methods, principles, and practices associated with planning, development, installation, and administration of a comprehensive records management program as found in large government agencies or in private industrial or business concerns; progressively increasing ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials operations.

The GS-12 level also requires ability to plan and organize surveys; ability to assume and delegate responsibility; and ability to develop regulations, notices, staff studies, handbooks, and other forms of written material designed to implement records management procedures and practices.

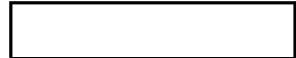
For levels GS-13 through GS-15, experience must also have provided ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures, and practices; ability to establish and maintain favorable working relationships with top executive personnel.

Examples of Experience: Business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, other experience providing a knowledge of general business or administrative methods, procedures, and practices; reports management, forms management, correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials programs;

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preparation of records management handbooks or textbooks; or such administrative activities as organization and methods examining, program analysis, library science, and archival science.

GENERAL REQUIREMENTS

ALTERNATE REQUIREMENTS

<u>Grade Level</u>	<u>Required Experience</u>	<u>Specialized Agency experience as an incumbent of a position directly associated with substantive records management work.</u>
GS-5	3 yrs.	6 months at the GS-4* grade level.
GS-7	4 yrs.	6 months at the GS-5* or GS-6* grade level or any combination thereof.
GS-9	5 yrs.	12 months at the GS-7* or GS-8* grade level or any combination thereof.
GS-11	6 yrs.	12 months at the GS-9* or GS-10* grade level or any combination thereof.
GS-12	7 yrs.	12 months at the GS-11* grade level.
GS-13	8½ yrs.	18 months at the GS-12* grade level.
GS-14	10 yrs.	18 months at the GS-13* grade level.
GS-15	12 yrs.	24 months at the GS-14* grade level.

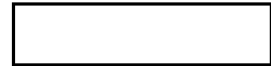
*In addition to experience on which qualification to this grade was based.

B. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study in such fields as: Public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, or records management may be substituted on the basis of one academic year of study for nine months of required experience.
2. Successful completion of all requirements for a master's degree in the fields shown above may be substituted for four years of required experience.
3. Successful completion of all required study for a doctor's degree in one of the fields shown above may be substituted for five years required experience.

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C. PERSONAL CHARACTERISTICS

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

D. PHYSICAL CHARACTERISTICS

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

E. RECOMMENDED TRAINING

A. For GS-5 to GS-7

1. Basic Orientation
2. Administrative Procedures
3. Reading Improvement

B. For GS-9 to GS-11

1. Basic Orientation
2. Operations Support
3. Basic Supervision
4. Effective Writing
5. Reading Improvement

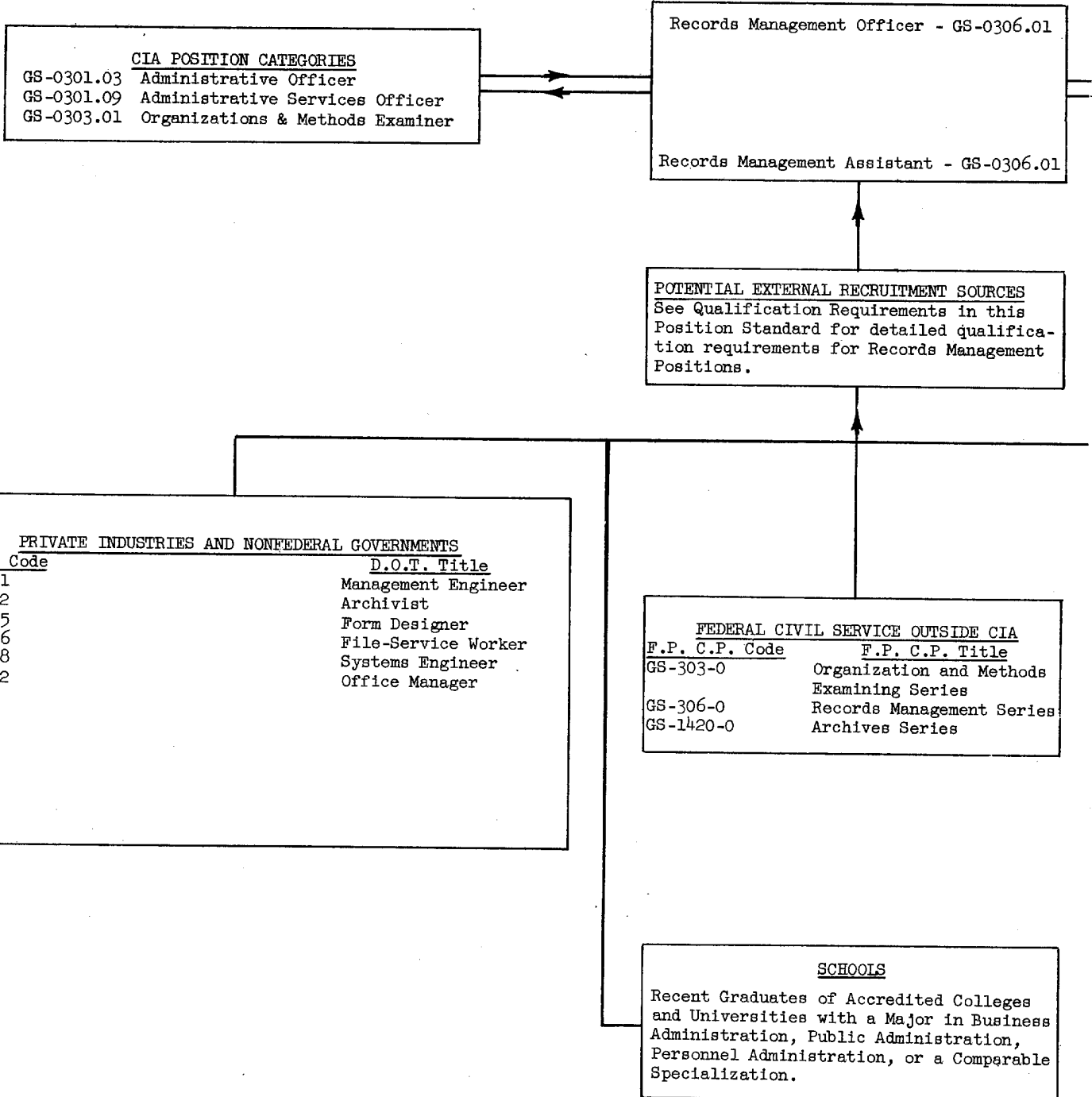
C. For GS-12 to GS-15

1. Basic Orientation
2. Operations Support
3. Basic Management
4. Effective Writing

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POSITION PROGRESSION DIAGRAM

RECORDS MANAGEMENT SERIES - GS-0306.01-00



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CIA POSITION CATEGORIES

GS-0305.05 Mail and File Supervisor
GS-1420.01 Archivist
GS-1410.01 Librarian

U. S. ARMED SERVICES

<u>Code</u>	<u>M.O.S.</u> <u>Title</u>	<u>Code</u>	<u>N.J.C.</u> <u>Title</u>
2420	Archivist	2610	Administrative Management Control Officer
2600	Administrative Assistant	2625	General Services Officer
2610	Management Analyst	2670	Records Management Officer
		3310	Personnel Records Management Officer

<u>Code</u>	<u>A.F.S.</u> <u>Title</u>
6746	Management Analysis Officer
7024	Administrative Officer

RECORD

EVALUATION FACTORS	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-05	RECORDS MANAGEMENT
	<p style="text-align: center;"><u>DUTIES</u></p> <p>THIS IS THE ENTRANCE LEVEL. INCUMBENTS ACQUIRE INFORMATION CONCERNING ORGANIZATION AND FUNCTIONS OF THE AGENCY, DIVERSE RECORDS AND RECORDS SYSTEMS MAINTAINED, USE OF RECORDS IN THE AGENCY, AND PRINCIPLES AND PRACTICES OF RECORDS MANAGEMENT, PARTICULARLY IN THE ACTIVITIES OF REFERENCE SERVICE, MAINTENANCE MANAGEMENT, AND DISPOSITION OF RECORDS. EXAMPLES OF TASKS: MAINTAINING A PERPETUAL STOCK INVENTORY OF AGENCY PUBLICATIONS, FILLING REQUESTS FOR ITEMS FROM THAT STOCK, AND PERFORMING RECORDS SEARCHES FOR ROUTINE REFERENCE REQUESTS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARE GIVEN ON-THE-JOB TRAINING IN RECORDS MANAGEMENT TECHNIQUES AND PRACTICES.</p>	<p>INCUMBENTS PERFORM TASKS INVOLVED IN AND DISPOSAL OF RECORDS; PREPARE INVENTORY AND REARRANGEMENT SCHEDULES, PERFORMANCE INSPECTION OF RECORDS FOR PROPOSED ACCESSIONING OR DISPOSALS. INCUMBENTS ARE ENCOURAGED TO ATTEND FORMAL CLASSES IN RECORDS MANAGEMENT AND ARRANGE RECORDS MANAGEMENT TECHNIQUE</p>
1. SCOPE AND EFFECT	LIMITED IN SCOPE. NO AREA RESPONSIBILITY. WORK CONSISTS OF SPECIFIC TASKS ASSIGNED TO PROVIDE TRAINING. ERRORS OF DECISION OR ACTION WOULD RESULT CHIEFLY IN DELAY.	SAME AS FOR GS-5.
2. SUPERVISION AND GUIDANCE RECEIVED	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE SPECIFIC. REVIEW IS MADE OF WORK IN PROCESS AND, ON COMPLETION, FOR ACCURACY AND COMPLETENESS AND FOR PROGRESS IN ACQUIRING INFORMATION AND KNOWLEDGES TOWARDS WHICH TRAINING IS DIRECTED. GUIDES ARE FAIRLY CLEAR AND SPECIFIC. EXAMPLES: CIA REGULATIONS, HANDBOOKS, STANDARDS, TRAINING MATERIAL, ISSUANCES OF OTHER GOVERNMENT AGENCIES (INCLUDING CSC AND ARCHIVES), AND INDUSTRIAL PUBLICATIONS.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. WORK IS PERFORMED UNDER SPECIFIC INSTRUCTIONS AND IS REVIEWED FOR COMPLIANCE WITH INSTRUCTIONS. ALSO MADE FOR TRAINING PROGRAMS.
3. SUPERVISION AND GUIDANCE GIVEN	NONE	NONE
4. MENTAL DEMANDS	INITIATIVE IN LEARNING THE FUNCTIONS OF THE RECORDS MANAGEMENT PROGRAM, THE AGENCY, AND THE ACTIVITY TO WHICH ASSIGNED.	IN ADDITION TO THOSE FOR GS-5 RECORDS SEARCHES, AND IN DETAIL OF INFORMATION.
5. PERSONAL WORK CONTACTS	PERSONAL OR TELEPHONE CONTACTS ARE PRIMARILY TO OBTAIN INFORMATION RELATING TO RECORDS OR RECORDS SYSTEMS FROM OPERATING PERSONNEL.	SAME AS FOR GS-5.

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ON EVALUATION CHART

MENT SERIES - GS-0306.01-00

GRADE LEVEL DISTINCTIONS

GS-0306.01-07	RECORDS MANAGEMENT ASSISTANT - GS-0306.01-09	RECORDS MANAGEMENT OFFICER - GS-0306.01-11
<p>ACCESSIONING, REFERENCE, OF ACCESSIONING RECORDS, WHEN NECESSARY, PREPARATION, APPLICATION OF DISCULT RECORDS SEARCHES, AND DISCUSSION OF PROS WITH OPERATING OFFICIALS. ATTEND FORMAL CLASSES IN THE JOB TRAINING IN OFFICES.</p>	<p style="text-align: center;"><u>DUTIES</u></p> <p>INCUMBENTS PERFORM ASSIGNED TASKS ON SURVEYS OR STUDIES; DEVELOP AND INSTALL RECORDS MANAGEMENT FUNCTIONS IN AN OPERATIONAL SEGMENT; OR EXERCISE RESPONSIBILITY FOR ONE MAJOR ACTIVITY OF THE RECORDS CENTER; ACCESSIONING, REFERENCE AND DISTRIBUTION, OR DISPOSAL. TYPICAL TASKS: DEVELOPMENT AND INSTALLATION OF RECORDS TECHNIQUES AND PROCEDURES, INCLUDING MAIL CONTROL AND CORRESPONDENCE PROCEDURES, LOCATION AND EXTENT OF FILING STATIONS, CLASSIFICATION PLANS AND FILING STANDARDS, FINDING MEDIA, PERFORMANCE STANDARDS, AND STANDARDIZATION OF FILING EQUIPMENT AND SUPPLIES; IDENTIFICATION, CLASSIFICATION AND EVALUATION OF AGENCY DOCUMENTS TO DETERMINE WHETHER SUCH DOCUMENTS ARE RECORD OR NONRECORD AND TO RECOMMEND DISPOSITION BY PERMANENT PRESERVATION, MICROFILMING, OR DESTRUCTION ACCORDING TO APPLICABLE LAWS OR REGULATIONS; REDUCTION, SIMPLIFICATION, AND IMPROVEMENT OF REPORTS AND CORRESPONDENCE, AND DEVELOPMENT AND INSTALLATION OF FORM AND PATTERN CORRESPONDENCE, CORRESPONDENCES, STYLE STANDARDS AND TRAINING MATERIAL; DESIGN, ANALYSIS, SIMPLIFICATION, STANDARDIZATION, AND DETERMINATION OF ESSENTIALITY OF PROPOSED NEW OR REVISED FORMS, AND DETERMINATION OF MOST ECONOMICAL MEANS OF REPRODUCTION.</p>	<p style="text-align: center;"><u>DUTIES</u></p> <p>INCUMBENTS SERVE AS STAFF SURVEY LEADERS OR OPERATIONAL AREA OFFICERS PERFORMING WORK INVOLVING PLANNING, DEVELOPING AND INSTALLING A COMPLETE RECORDS MANAGEMENT PROGRAM FOR THE AREA. TYPICAL TASKS ARE SIMILAR TO THOSE FOR GS-9.</p>
	<p>AREA OF RESPONSIBILITY: WORK CONSISTS OF SPECIFIC ASSIGNMENTS ON SURVEYS OR STUDIES; SINGLE OPERATIONS OF THE RECORDS CENTER, A DEPOSITORY FOR NONCURRENT RECORDS FROM ALL OFFICES OF THE AGENCY; OR RECORDS MANAGEMENT ACTIVITIES FOR AN AREA SMALLER THAN AN OFFICE OR AREA DIVISION. TYPICAL WORKLOAD DATA: 25-50 CONTROLLED FORMS; 100-500 PIECES OF FILING EQUIPMENT; 10-25 CORRESPONDENCE HANDBOOKS DISTRIBUTED (AN INDEX OF CORRESPONDENCE ACTIVITY); 25-50 ITEMS ON DISPOSITION SCHEDULE; 0-20 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 5-10 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS WILL IMPEDE THE WORK OR EFFECTIVENESS OF SURVEYS OR STUDIES; PREVENT OR DELAY PROPER REFERENCE AND DISPOSAL SERVICE FOR RECORDS; OR REDUCE EFFECTIVENESS OF THE RECORDS MANAGEMENT PROGRAM.</p>	<p>AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS) IS IN ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: DISTRIBUTION AND COPIES OF RECORDS LIMITED TO THE ORIGINATING OFFICE. E.G., MEDICAL RECORDS; FEW SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER HAS ACCESS TO MOST RECORDS AND FILES. TYPICAL WORKLOAD DATA: 50-150 CONTROLLED FORMS; 500-2,000 PIECES OF FILING EQUIPMENT; 25-75 CORRESPONDENCE HANDBOOKS DISTRIBUTED (AN INDEX OF CORRESPONDENCE ACTIVITY); 50-200 ITEMS ON DISPOSITION SCHEDULE; 0-20 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 10-40 CONTROLLED INTRA-OFFICE REPORTS. THE CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-9.</p>
<p>PERVISION OF A HIGHER ACCORDANCE WITH SPECIFIC COMPLETION FOR ADEQUACY AND PROCEDURES. REVIEW IS DES ARE THE SAME AS FOR</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. WORK OF STAFF ASSISTANTS IS REVIEWED FOR GENERAL CONFORMANCE WITH ORAL OR WRITTEN INSTRUCTIONS. FOR PROPER APPLICATION OF RECORDS MANAGEMENT PRINCIPLES, PROCEDURES, AND TECHNIQUES, AND FOR SOUNDNESS OF JUDGMENT. WORK OF AREA ASSISTANTS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. ASSISTANTS ALSO RECEIVE TECHNICAL ADVICE, GUIDANCE, AND REVIEW IN METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-5, BUT INCLUDE PRECEDENT CASES.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE USUALLY ORAL AND GENERAL IN NATURE. THE WORK OF STAFF OFFICERS IS SUBJECT TO REVIEW FOR PROGRESS IN ACCORDANCE WITH SURVEY SCHEDULES AND FOR TECHNICAL SOUNDNESS, COMPLETENESS OF RECOMMENDATIONS, AND COMPLIANCE WITH STANDARDS AND CRITERIA. THE WORK OF AREA OFFICERS IS REVIEWED FOR ADEQUACY OF RESULTS AND PROGRAM ACCOMPLISHMENTS. SUCH OFFICERS ALSO RECEIVE TECHNICAL GUIDANCE, ADVICE, AND REVIEW WITH RESPECT TO METHODS AND OBJECTIVES FROM THE RECORDS MANAGEMENT STAFF. GUIDES ARE THE SAME AS FOR GS-9.</p>
	<p>STAFF AND AREA ASSISTANTS - NONE. RECORDS CENTER SECTION CHIEF - CLOSELY SUPERVISES WORK OF LOWER GRADE ASSISTANTS AND IS ALWAYS AVAILABLE FOR CONSULTATION.</p>	<p>STAFF OFFICERS MAY GIVE TECHNICAL GUIDANCE TO GS-9 ASSISTANTS. AREA OFFICERS - NONE.</p>
<p>CEFULNESS IN MAKING THE ACCURACY AND ADEQUACY</p>	<p>IN ADDITION TO THOSE FOR GS-7, INITIATIVE IN DEVELOPING METHODS AND TECHNIQUES; DETERMINING CLASSIFICATIONS AND DISPOSITION; SIMPLIFYING AND IMPROVING REPORTS AND CORRESPONDENCE; AND DESIGNING, SIMPLIFYING, AND STANDARDIZING FORMS.</p>	<p>IN ADDITION TO THOSE FOR GS-9, DISCRETION AND MATURE JUDGMENT IN THE INTERPRETATION AND APPLICATION OF RECORDS MANAGEMENT METHODS AND TECHNIQUES.</p>
	<p>FREQUENT PERSONAL AND TELEPHONE CONTACTS WITH ADMINISTRATIVE AND OPERATING PERSONNEL TO OBTAIN INFORMATION OR TO GIVE ADVICE ON RECORDS MANAGEMENT MATTERS.</p>	<p>IN ADDITION TO THOSE AT GS-9, CONTACTS ARE ESTABLISHED TO EXPLAIN RECORDS MANAGEMENT OBJECTIVES, COORDINATE PROJECT PLANS AND SCHEDULES WITH OPERATING NEEDS, AND OBTAIN FROM OPERATING OFFICIALS INFORMAL ACCEPTANCE OF SPECIFIC CONCLUSIONS AND RECOMMENDATIONS.</p>

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EVALUATION FACTORS	RECORDS MANAGEMENT OFFICER - GS-0306.01-12	
	RECORDS MANAGEMENT OFFICER - GS-0306.01-12	RECORDS MANAGEMENT OFFICER - GS-0306.01-12
	<u>DUTIES</u>	<u>DI</u>
	THIS IS THE HIGHEST TYPICALLY NONSUPERVISORY LEVEL. INCUMBENTS SERVE AS STAFF SURVEY LEADERS RESPONSIBLE FOR PLANNING SURVEYS AND STUDIES, MAKING ASSIGNMENTS, AND ORGANIZING PERIODIC CONFERENCES WITH OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS; OR AS OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS. DUTIES OF BOTH TYPES ARE SIMILAR TO THOSE AT GS-9.	INCUMBENTS HAVE STAFF RESPONSIBILITIES WITHIN THE RECORDS MANAGEMENT SYSTEMS, REPORTS, CORRESPONDENCE, VITAL MATERIALS OR RECORDS DUTY FOR A COMPLETE RECORDS AGENCY COMPONENTS.
1. SCOPE AND EFFECT	AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS): ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: WIDE DISTRIBUTION OF NUMEROUS COPIES OF RECORDS, E.G., FISCAL RECORDS; NUMEROUS SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER WITH PROGRAM RESPONSIBILITY DOES NOT HAVE ACCESS TO MANY RECORDS AND FILES. TYPICAL WORKLOAD DATA: 150-300 CONTROLLED FORMS; 2,000-4,000 PIECES OF FILING EQUIPMENT; 75-200 CORRESPONDENCE HANDBOOKS DISTRIBUTED; 200-300 ITEMS ON THE DISPOSITION SCHEDULE; 20-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 40-100 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS MIGHT CAUSE EXTENSIVE HARM TO THE RECORDS MANAGEMENT PROGRAM, IN VIEW OF THE VOLUME OF RECORDS ACTIVITIES.	AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS): ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: WIDE DISTRIBUTION OF NUMEROUS COPIES OF RECORDS, E.G., FISCAL RECORDS; NUMEROUS SECURITY RESTRICTIONS, E.G., THE RECORDS MANAGEMENT OFFICER WITH PROGRAM RESPONSIBILITY DOES NOT HAVE ACCESS TO MANY RECORDS AND FILES. TYPICAL WORKLOAD DATA: 150-300 CONTROLLED FORMS; 2,000-4,000 PIECES OF FILING EQUIPMENT; 75-200 CORRESPONDENCE HANDBOOKS DISTRIBUTED; 200-300 ITEMS ON THE DISPOSITION SCHEDULE; 20-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 40-100 CONTROLLED INTRA-OFFICE REPORTS. ERRORS OR OMISSIONS MIGHT CAUSE EXTENSIVE HARM TO THE RECORDS MANAGEMENT PROGRAM, IN VIEW OF THE VOLUME OF RECORDS ACTIVITIES.
2. SUPERVISION AND GUIDANCE RECEIVED	SIMILAR TO THAT AT THE NEXT LOWER LEVEL EXCEPT THAT PROJECTS FREQUENTLY ARE OF A TYPE TO WHICH GUIDELINES AND EXPERIENCE HAVE ONLY THE MOST GENERAL APPLICATION. PRIMARY GUIDES ARE GENERAL RECORDS MANAGEMENT PRINCIPLES, PRECEDENT CASES, ETC.	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A SUPERVISOR. INSTRUCTIONS OF OBJECTIVES, TECHNICAL OF DISCRETION OF THE OFFICER. ADEQUACY OF ACCOMPLISHMENT.
3. SUPERVISION AND GUIDANCE GIVEN	STAFF OFFICERS AT THIS LEVEL PARTICIPATE IN PLANNING SURVEYS AND STUDIES, MAKE ASSIGNMENTS, ORGANIZE CONFERENCES WITH AREA OFFICERS, AND EXERCISE TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL. AREA OFFICERS MAY EXERCISE ADMINISTRATIVE AND TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL.	INCUMBENTS USUALLY PLAN, DIRECT AND SUPERVISE LOWER LEVEL OFFICERS AND ASSISTANTS.
4. MENTAL DEMANDS	ESSENTIALLY THE SAME AS AT THE GS-11. HOWEVER, GREATER INITIATIVE APPEARS AS A RESULT OF GREATER COMPLEXITY OF AREAS AND PROBLEMS SURVEYED OR SERVED.	GREATER INITIATIVE, INGENUITY AND RESOURCEFULNESS BECAUSE OF AGENCY-WIDE SCOPE OF RESPONSIBILITY.
5. PERSONAL WORK CONTACTS	SAME AS GS-11.	CONTACTING ADMINISTRATIVE AND TECHNICAL PERSONNEL AT ALL LEVELS TO GAIN ACCEPTANCE OF PROCEDURES AND PRACTICES; CALLING FOR IMPROVEMENT AND RESULTING BETTER ATTITUDE TOWARD SURVEYS OR HOLDING PERIODIC CONFERENCES IN OPERATING AREAS TO IMPART TECHNICAL SKILLS.

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ION EVALUATION CHART

EMENT SERIES - GS-0306.01-00

GRADE LEVEL DISTINCTIONS		
GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14	RECORDS MANAGEMENT OFFICER - GS-0306.01-15
	<u>DUTIES</u>	<u>DUTIES</u>
FOR AGENCY-WIDE OF SUCH MAJOR ACTIVI- OGRAM AS: RECORDS GEMENT, FILE STANDARDS, NI OR, AREA RESPONSISI- ENT PROGRAM OF MAJOR	INCUMBENT, AS DEPUTY, SHARES RESPONSIBILITY FOR THE ENTIRE RECORDS MANAGEMENT PROGRAM; PROVIDES STAFF ASSISTANCE ON PROGRAM DEVELOPMENT, STAFFING, AND TRAINING NEEDS; AND IS ALSO RESPONSIBLE FOR PLANNING, DIRECTING, AND COORDINATING SEVERAL SPECIFIC ACTIVITIES OF THE RECORDS MANAGEMENT PROGRAM; REPORTS MANAGEMENT, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, RECORDS SYSTEMS, AND VITAL MATERIALS.	INCUMBENT FORMULATES AND DEVELOPS POLICIES AND STANDARDS FOR ADMINISTRATION OF AN ACTIVE RECORDS MANAGEMENT PROGRAM IN DEPARTMENTAL AND FIELD AREAS OF THE AGENCY; SELECTS NECESSARY TECHNICAL STAFF TO CARRY OUT SPECIFIC PROGRAMS AND TO OPERATE THE RECORDS CENTER; DIRECTS DEVELOPMENT OF REGULATIONS, HANDBOOKS, AND INSTRUCTIONAL MATERIAL PERTAINING TO ALL PHASES OF RECORDS MANAGEMENT; ADVISES AGENCY OFFICIALS OF APPLICATION OF FEDERAL LAWS, REGULATIONS, AND PROCEDURES TO RECORDS MANAGEMENT PROBLEMS OF THIS AGENCY; AND MAINTAINS LIAISON WITH TOP OFFICIALS IN PRIVATE INDUS- TRY AND PUBLIC ADMINISTRATION.
); THE PROGRAM IS COMMAND AND ORGANI- BILITY (AREA OFFICER); AREA OFFICERS; PLANS, CTIONS REFLECT DIRECTLY OGRAM, CONSEQUENCE OF E SAME AS FOR GS-12.	AREA OF RESPONSIBILITY: THE PROGRAM INCLUDES ALL RECORDS MANAGEMENT ACTIVITIES OF THE AGENCY. ERRORS OR OMISSIONS MIGHT CAUSE HARM TO THE RECORDS MANAGEMENT PROGRAM WHICH WOULD BE AGENCY-WIDE IN EFFECT.	AREA OF RESPONSIBILITY: THE INCUMBENT HAS FULL RESPONSIB- BILITY FOR THE AGENCY RECORDS MANAGEMENT PROGRAM. IM- PROVEMENTS ATTAINED IN RECORD MAKING AND RECORD KEEPING HAVE A CONTINUING EFFECT ON DIRECT AND INDIRECT ECONOMIES OF TIME AND MONEY. AUTHORITY TO DESTROY RECORDS IS GRANTED BY CONGRESS THROUGH THE NATIONAL ARCHIVES. IN- CUMBENT EXERCISES AUTHORITY FOR THIS AGENCY. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-14.
UPERVISION OF A HIGHER ESSED PRIMARILY IN TERMS F PROGRAMS IS WITHIN THE EVIEWED PRINCIPALLY FOR	UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF THE CHIEF, RECORDS MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NA- TURE, RELATING TO PROGRAM OBJECTIVES. WORK IS REVIEWED FOR CONFORMANCE WITH TECHNICAL AND ADMINISTRATIVE POLICIES ESTAB- LISHED BY THE AGENCY.	UNDER GENERAL ADMINISTRATIVE SUPERVISION OF THE CHIEF, MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE AND RELATE TO ESTABLISHMENT OF MAJOR POLICIES AND OBJECTIVES. ONLY MAJOR POLICY OR PROCEDURAL QUESTIONS ARE REFERRED TO SUPERIOR WHEN THERE IS NO PRECEDENT FOR ACTION IN SUCH CASES. WORK IS REVIEWED TO ENSURE CONSISTENCY WITH GEN- ERAL MANAGEMENT POLICIES.
GN, AND REVIEW WORK OF	PLANS, DIRECTS, ASSIGNS, AND REVIEWS THE WORK OF LOWER GRADE OFFICERS.	PROVIDES DIRECTION AND GUIDANCE TO ALL PERSONNEL ASSIGNED TO TECHNICAL AND SPECIALIZED AREAS OF RECORDS MANAGEMENT AND FURNISHES TECHNICAL GUIDANCE TO AREA OFFICERS THROUGH- OUT THE AGENCY.
ORIGINAL THINKING APPEAR LEVEL.	ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT INITIATIVE, INGENUITY, AND ORIGINAL THINKING ARE REQUIRED IN THE DEVELOP- MENT OF THE ENTIRE AGENCY PROGRAM.	ORIGINAL THINKING, INGENUITY, AND RESOURCEFULNESS MUST BE EXERCISED TO ENSURE EFFECTIVE ACCOMPLISHMENT OF THE RECORDS MANAGEMENT PROGRAM.
NG OFFICIALS AT HIGH RECORDS MANAGEMENT POLI- TO AREAS OF NEEDED -ECURING A FAVORABLE F SURVEY RESULTS; AND ORDS MANAGEMENT OFFICERS TION ON NEW AND IMPROVED	ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT A HIGHER PRO- PORTION OF CONTACTS IS WITH TOP OFFICIALS.	MAINTAINS LIAISON WITH TOP AGENCY OFFICIALS TO ADVISE ON RECORDS MANAGEMENT PROBLEMS AND TO STIMULATE ACCEPTANCE AND IMPROVEMENT OF THE RECORDS MANAGEMENT PROGRAM IN VARI- OUS COMPONENTS OF THE AGENCY. AS CHIEF RECORDS MANAGEMENT OFFICIAL OF THIS AGENCY IN COMPLYING WITH THE REQUIREMENTS OF FEDERAL LAW, CONDUCTS LIAISON WITH THE GSA.

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