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OFFICE OF PERSONNEL

21. MISSION

The Director of Personnel is responsible for the direction of a central personnel group engaged in support of Agency operations, programs, and activities.

22. FUNCTIONS

The Director of Personnel shall:

- a. Formulate and recommend policies, regulations, practices, procedures, and standards which shall govern personnel administration throughout the Agency.
- b. Advise and assist operating officials on matters of personnel administration.
- c. Review and evaluate personnel administration for compliance with approved policies, regulations, practices, procedures and standards, and for the efficiency of such program, and make recommendations for appropriate corrective measures.
- d. Conduct research in the general field of personnel management to the extent necessary in the performance of his mission.
- e. Provide a channel between the CIA Career Council and the several Career Service Boards for the interchange of information, guidance, problems and interpretations; review and evaluate the performance of individual Career Service Boards to determine uniformity of performance and compliance with the intents and purposes of the Council and make recommendations to the Council where corrective action is indicated.
- f. Provide secretariat services and administrative support to the CIA Career Council, the CIA Selection Board, and the Honor Awards Board, including the performance of clerical activities incident to the selection and processing of candidates for the career service.
- g. Procure new personnel through a system of nationwide recruitment, including initial testing and evaluation.

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- b. Screen applicants for employment or transfer to assure compliance with Agency standards; introduce new personnel into the Agency working force, including assistance in subsequent reassignments and support in the career development of Agency personnel; authenticate official personnel action documents; perform an employee counseling service, including exit interviews; and operate a system for holding personnel for eventual assignment to operating components.
- i. Provide position evaluation, wage administration, and comprehensive position standards.
- j. Maintain liaison with the Department of Defense, obtain the assignment of necessary military personnel, provide administrative support to such persons while on detail to the Agency, and monitor the reserve activities and training of Agency civilians holding reserve appointments in the armed services.
- k. Prepare individual contracts in those instances where personal services are to be obtained through a contractual relationship, including the establishing of special monetary allowances and differentials for overseas personnel as required.
- l. Operate a comprehensive program of life, health, and certain incidental insurance coverages for Agency personnel; process claims resulting therefrom; and furnish supervision and guidance to the operations of the Agency Federal Credit Union system.
- m. Operate a central processing service, in cooperation with other Agency support components, to assist personnel performing official travel.
- n. Maintain the official Agency personnel files and the records of official personnel action documents.
- o. Accumulate and compile official personnel statistics.
- p. Provide personnel service to the National Security Council.
- q. Furnish miscellaneous employee services as required.

23. ORGANIZATION

See organization chart, Figure 7.

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OFFICE OF PERSONNEL

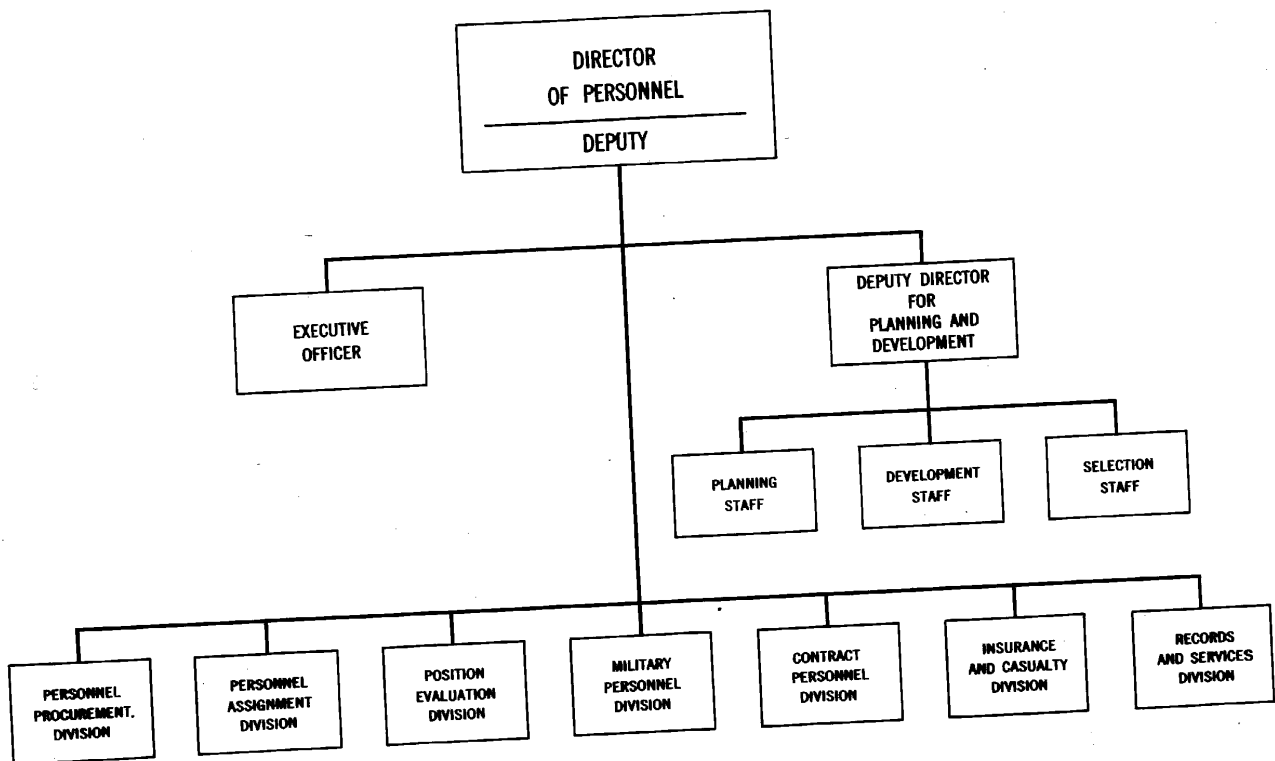


Figure 7

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