9 November 1966

MEMORANDUM FOR: Chief, Support Services Staff
                  Office of the Deputy Director Support

SUBJECT: Semi-Annual ADP Management Report to the
                  Bureau of the Budget

        This is in response to your request for up-to-date
information from this office on ADP accomplishments during
the period March 1965 - October 1966. Information is
presented in the attached tabs in accordance with the
categories set forth in paragraph 1 of your memorandum of
28 October 1966.
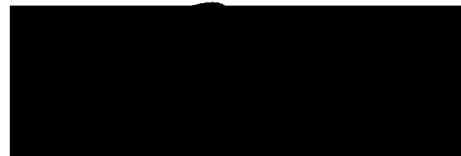
        TAB-A Accomplishments in the use of computers.

        TAB-B Accomplishments in the management
               of ADP.

        TAB-C ADP plans for the future.

        TAB-D Possible ADP improvements requiring
               action by other agencies.

        TAB-E Office organization and assignment of
               responsibilities for ADP.

                                                    25X1A

                        Deputy Director of Personnel

Attachment

Excluded from automatic
downgrading and
declassification

TAB

I. ACCOMPLISHMENTS IN THE USE OF COMPUTERS

A. The sub-category codes of the Manpower Analysis Numbering System, which identify people and positions by functional categories as: Professional, Technical, Communications, Clerical and Non-GS are now being used to report:

- On Duty Strength
- Position Structures
- Applicants In Process

B. A file has been established which contains all occupational codes and titles and the corresponding MANS code for each occupational code. For historical purposes this file will contain those currently in use as well as those that are no longer used.

C. A Country-City code with clear text equivalents has been established. When codes are discontinued or changed they will remain in the file and the date the change occurred will be shown.

D. A program for computing the number of days an applicant was in process before entering on duty or cancelling out was established.

E. The code structure used to record tested and claimed language abilities was augmented to clarify ambiguities and to show what the ability was prior to being disclaimed.

F. The initial phase of the installation of an Agency Central Qualifications Records System was completed. This encompassed recording in coded form the pre-CIA work experience and education of all employees and selected applicants.

G. A capability was developed for producing in clear text the collegiate educational background of all employees showing:

- Degrees received.
- Major field of study.
- Name and location of the college or university.
- Year degree was received.
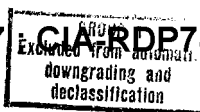
TAB-A

H. An ADP system was designed and put into effect to provide records for management in the administration of the CIA Retirement and Disability System established by Public Law 88-643. The ability to correlate or combine information in the CIA Retirement and Disability System with other human resource records, such as the payroll deduction and account system, the personnel master status record, etc., has been accomplished. This eliminates any need for duplication of item information on different records. This also provides the human resource data base (both current and historical) needed for future actuarial studies required by law.

I. An ADP health insurance program was activated which provides a master status record of all policy-holders. This record is compatible with payroll master records. It eliminated the necessity for dual record keeping by both the Offices of Finance and Personnel with a resultant decrease in errors. Updating and transaction responsibility was centralized in the Insurance Branch of the Office of Personnel.

TAB

II. ACCOMPLISHMENTS IN THE MANAGEMENT OF ADP

A. In a general reorganization of this office a new division was created, the Records and Control Division, centralizing all ADP activities for the Office of Personnel. This division processes and is in control of the input of ADP personnel information. It is also the central control point for the request for personnel information from the ADP system and for the preparation and dissemination of personnel information and statistical reports.

B. A survey was completed for the Support Information Requirements Group which set forth the basic information input requirements for the Office of Personnel for it to have the capacity to respond to current and anticipated demands for personnel information.

C. In response to Action Memo 444 and Bureau of the Budget Memo A-71 the following information was provided the Special Assistant to the Deputy Director for Support in May 1965:

- An Inventory of ADP Resources.

- On-going ADP programs.

- A projection of Requirements for five year period FY-66 through FY-70.

TAB-B

TAB

III. ADP PLANS FOR THE FUTURE

    A. The complete reporting of applicant information by ADP rather than by EAM.

25X1A

    B. The determination of the exact physical location of ██████████████ field personnel assigned to Field T/O's through the use of the Personnel Emergency and Locator Record.

    C. Establishing an ADP personnel forecasting capability. (accession and separation rates by age-grade, career service, MANS code, etc.)

    D. The next phase in the establishment of the Agency's Qualifications Inventory System is expected to start during the next reporting period when the system will be updated through the circularization of the entire Agency with a qualifications questionnaire. This will, in addition, introduce into the system employees' area knowledge and CIA work experience.

    E. Planning for the continued maintenance of the Qualifications Inventory System is underway and a proposal will be advanced during the next reporting period.

    F. The conversion of military status information from IBM to ADP.

    G. The continuation of the development of a clear text print out capability for all data recorded in coded form in the Agency's Qualifications Record System.

    H. Planning to continue to work with representatives of the Language School of the Office of Training to perfect the ADP reporting of employees' tested and claimed language abilities.

    I. We plan to work with the Registrar's Office of the Office of Training to develop a system for reporting employees' training on a computer produced biographic profile. Space limitations on a planned one page pin feed form could present a problem in this area.

    J. Ultimate planning for an ADP production of a comprehensive biographic profile comparable, but somewhat more extensive, than that produced manually at the present time. This, of necessity, will follow many of the planned items mentioned immediately above.

TAB-C

K. Planning is underway with the Office of Finance for the
direct input to the computer by that office of data on
the PCS and TDY overseas Agency service of staff personnel.

TAB

IV. POSSIBLE ADP IMPROVEMENTS REQUIRING ACTION BY OTHER AGENCIES

(We are not aware of any)

TAB

V. OFFICE ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES FOR ADP

A. As mentioned earlier, this office in March 1966 took steps to consolidate ADP responsibilities in one division, the Records and Control Division. This was done so that all ADP activities would be under one person and closer integration and coordination of these functions could be effected. This has already been productive and will be especially important when the plans of the Information Processing Branch, Support Services Staff, are implemented.

B. This office is responsible for a considerable amount of total computer time expended by the Office of Computer Services; however, the organizational framework for ADP is under the control of another directorate.

Excluded from automatic downgrading and declassification

TAB-E