CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: 15 December 1966

SUBJECT : Continued Meeting on Development of Requirements for the 19 Interface System in the Human Resource Area

PARTICIPANTS: ██

STATINTL

COPIES TO : Participants

(Old Business - Ceilings, Staffing & Devel. Comps.)

STATINTL

The question of recording "00" grades on staff project positions on the T/O was raised since budget and finance officers have to look them up in preparing projections. In addition, the arbitrary distribution of super-grades between directorates each month-end requires hand adjustments which cause discrepancies between computer and manually produced reports. ████████████ agreed to look into the matter.

It was recommended that we include a supervisory tag on positions in order to isloate this factor for special studies on race (i.e., number of negro supervisors) or for selection of people for training courses, etc. ████████████ stated the STATINTL question is not so much the desirability of the tag as to how you would define the criteria (i.e., what is a supervisor)?

STATINTL

████████████ recommended that the language requirement be deferred until discussed with ██████████ OTR.

STATINTL

████████████ questioned the recording of ceiling in the system and if ceiling, STATINTL why not average grade or salary authorization etc. It was explained that one of the requirements of the present system was to print on-duty strength as it compared to ceiling on a weekly or monthly basis and that there was no such requirement currently for the other two items. Average grades is computed at the time a new position is created based upon the actual grades established on the T/O and is approved or disapproved by Ch/OPPB. In other words, the average grade authorized is in fact the

average of the approved grades on the T/O which is computed monthly. The average salary item is now dormant but in any case was computed for each grandfather career service from a complicated formula based upon positions and on-duty personnel after the fact and could not be determined ahead of time except for the over-all Agency figure.

(EMPLOYEE STATUS SYSTEM - continued from last meeting)

STATINTL

STATINTL ⬛⬛⬛ asked what employee number would be used and ⬛⬛⬛ stated STATINTL that the Human Resources Group were hopeful it could be the social security number. Many employees either know their SS number or have the number in their possession which will help identify documents coming in, ⬛⬛⬛ STATINTL and ⬛⬛⬛ all expressed doubts that we could sell the idea of the SS number as the number is not internally controlled by the Agency and that there is some chance that a list of SS numbers could be deciphered by an outsider. To overcome objections from such groups as CI Staff, we would probably have to convince people that the external reference possibility of SS number did not present a danger to security records. The group agreed, however, that the question of a common reference number for employees (SS number or other) should be EXPLORED.

In reference to item 30, NTE (Not to Exceed), ⬛⬛⬛ explained that the STATINTL item was designed to control expiration dates on such items as salary retention, temporary reserve appointments, LWOP, etc. ⬛⬛⬛ wondered if the terminology STATINTL "NTE" might not be changed to read "suspense date" or some other term which would have more meaning than "NTE."

STATINTL

⬛⬛⬛ discussed the relationship between item 7(d), STATINTL Type of Employee, and item 27, Career Membership. ⬛⬛⬛ pointed out that STATINTL item 27 refers only to five categories of personnel defined in regulations (career, provisional, temporary, reserve, and details). Item 7(d), however, related to a large number of special qualifiers and reference factors such as re-employed annuitants, unwitting personnel, part-timers, specific types of details, in and out, etc. which do not necessarily tie in with appointments. After discussion, the group decided to change item 27 to read "Type of Appointment" instead of "Career Membership." (Reference: HR ⬛⬛⬛

STATINTL

(New Business)

STATINTL

In regard to item 31, LCD (Longevity Computation Date), ⬛⬛⬛ noted that she was concerned with how much longer the Agency can live with the concept as it is presently applied. Basically, the LCD is good only for the various types of service award certificates (10-year certificate, etc.) and eligibility for career membership but is not dependable for retirement system selection purposes, etc., since it may include detailed military service with the Agency, certain types of contract employment, etc. In view of the fact that we have the LCD for award purposes, the SCD for leave category creditability, the CSD (creditable service date) for service computed as creditable for retirement under the CIAR&DS, perhaps we need a new type of date for Agency longevity creditable for selection into the CIAR&DS, etc.

The group had no suggested changes to make in the case of item 33, Sex & Race, and item 34, Special Reference.

In regard to item 35, Veteran's Preference, ███████████ pointed out that the item was often inaccurately recorded by appointment clerks (e.g., if the clerk could not quickly interpret veteran's preference from the file, the clerk would simple record "0" and let it go at that). Since this practice has continued for some time, the overall Veteran's Preference record is of questionable value in the present system. ████████████ stated that he would check into the matter.

In discussing the new item 38, Projected Return from Overseas (M-Y), the group noted that establishment of this information on the record should include some type of follow-up control and, where necessary, extension of the date.

███████████████ explained that item 39, Overlap Serial Number, was designed to find out who was overlapping who in the case of summer-only employee, overseas replacements, etc., by recording the serial number of the outgoing incumbent. Mr. ██████████ expressed doubts that it would work.

In the case of items 40 through 53, ████████████ explained that the items represented a form of input which either updated or established items in the master payroll or provided the base for printout of certain statements on Notifications of Personnel Action automatically printed by the computer.

CEILINGS, STAFFING AND DEVELOPMENT COMPLEMENTS

INPUT	DATA MASTER
1. Identifiers & Type of Message	(1) Type of Message
2. Ceiling	(2) Ceiling
3. Total. Dev. Comp, Spaces	(3) Total Dev. Comp. Spaces
4. No. of Dev. Comp. Spaces By Grade	(4) No. of Dev. Comp. Spaces By Grade
5. Organ. Design.	(5) Organ. Design.
6. Position Title	(6) Position Title
7. Schedule	(7) Schedule
8. Occ. Series	(8) Occ. Series
9. Grade	(9) Grade
10. Dummy Grade	(10) Dummy Grade
11. Position Number	(11) Position Number
12. Flexible/Non-flexible	(12) Flexible/Non-flexible
13. Planned Incumbency	(13) Planned Incumbency
14. Target/Manpower/Sub-category	(14) Target/Manpower/Sub-category
15. Headquarters Code	(15) Headquarters Code
16. Supervisory Code	(16) Supervisory Code
17. Service Designation	(17) Service Designation
18. Language & Level Requirement	(18) Language & Level Requirement
19. Geog. Area & Country-City Code	(19) Geog. Area & Country-City Code
20. Date Last Listed on 261	(20) Date Last Listed on 261
21. Date Position Last Audited	(21) Date Position Last Audited
22. Position Flag	(22) Position Flag
23. PCR Control No.	(23) PCR Control No.

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