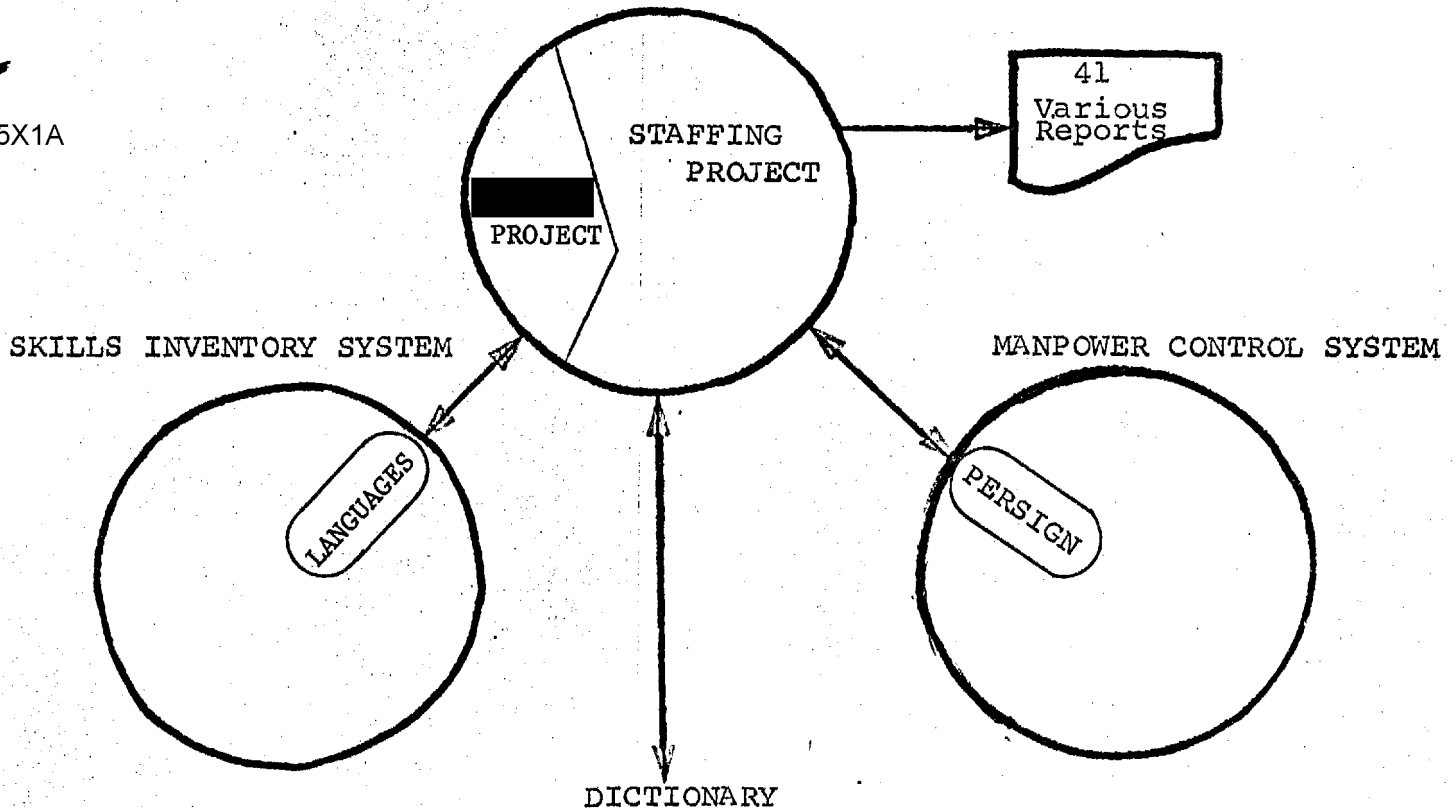


TAB

STAFFING SYSTEM

25X1A



1. Organization Code Table - identifying the clear text and abbreviated clear text descriptions associated with each organization code;
2. Component Office Ceiling table;
3. Directorate Average Grade Ceiling table;
4. Office Average Grade Ceiling table;
5. Directorate Supergrade Ceiling table;
6. Upper-level Office Ceiling table;
7. Directorate Ceiling table;
8. Scientific Pay Schedule Agency Ceiling table;
9. Career Service table identifying associated offices and components.
10. Occupational Series Code Table
  - A. Includes Civilian Codes
  - B. New Military Codes

25X1A

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200030010-3

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200030010-3

STAFFING SYSTEM

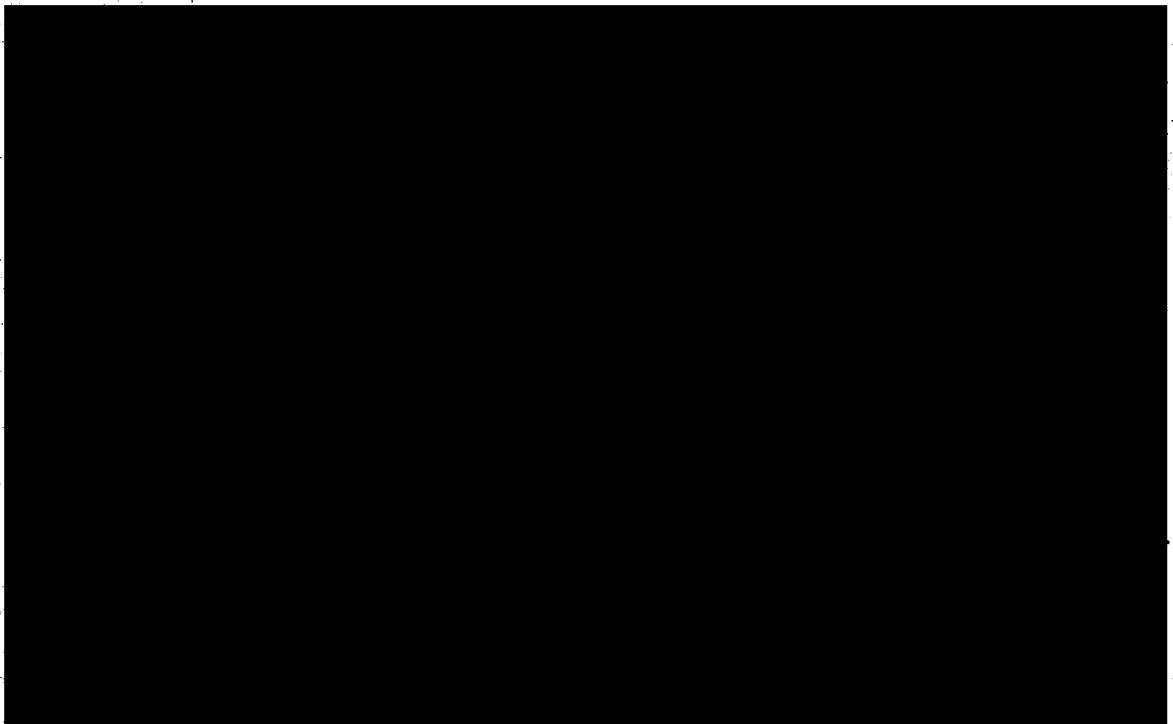
DELETED DATA ITEMS

Work within the Analysis Phase of the Staffing System has resulted in the determination that several of the data items currently retained in the T/O Master should be eliminated. The following is a listing of these data items and the reasons for their deletion.

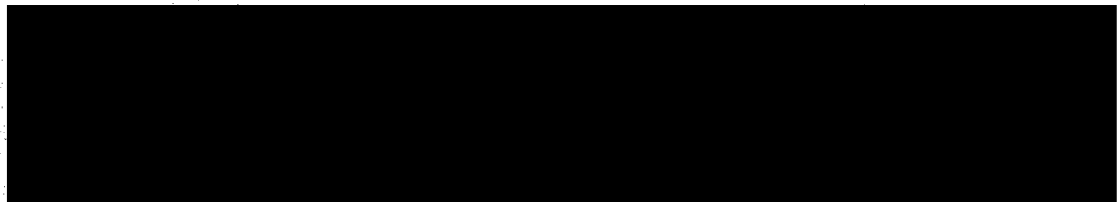
1) MANS CODE. With the exception of the sub-category portion, this code is no longer used and serves no valid purpose. A memorandum from OPPB has been received approving the deletion of this data item.

2) TITLE CODE. This code is currently used to identify the associated organizational level of a 'Header Record'. The proposed Staffing System will have as a part of its Master File an organization code which will allow for the identifying of organizational levels down to the subunit level. Since the organization code will identify the associated level of an organizational unit, the TITLE CODE is no longer necessary.

25X1A



25X1A



practice. A memorandum from the Office of Personnel has been received approving the discontinuance of designating positions as 'SG' or 'OO'.

5) POSTOTAL. This field is currently used to store manual totals that are maintained by the coding clerk. These totals indicate the total planned incumbency for various types of positions within an office and are printed on various Staffing reports for use by the components. The proposed Staffing System will automatically maintain these totals without the inputting of the totals from the coding clerk.

12 October 1970

## STAFFING SYSTEM

## Retained Data Items

<u>Data Item</u>	<u>Example</u>
RECID	Type of record - Organization or Position
ORGCODE	Indicates sequence Staffing file is organized and identifies organizational component
DATEACT	Date of last actions to the record
HQS	Identified whether a position is Departmental, <span style="background-color: black; color: black;">XXXXXXXXXX</span> or Foreign Field
TYPECHNG	Type of change that last occurred with the record
SUBCTGY	Identifies whether the position is professional, technical, clerical, etc.
POSTITLE	Title of the position
POSCHED	Schedule of the position (i.e., GS, GSS, WB, EP, etc.)
OCCUPCOD	Occupational series code of the position
POSGRADE	Grade of the position
PLANINC	Planned incumbency of the position
POSNO	Position/slot number
POSSD	Career Service Designation of the position
FOOTNOTE	A code that permits a standard footnote to print on the Position Control Register following the position and/or organizational unit. (i.e., Incumbency allocation, 80% Journeyman rate, etc.)

25X1A

12 October 1970

## STAFFING SYSTEM

## New Data Items and Tables

<u>Data Item</u>	<u>Example</u>	
POSFLEX	Indicates whether positions are fixed or flexible	
POSSEQNO	Indicates the sequence the position is to be listed in on the Position Control Register within a component	
ACTCNTL	Indicates the type action to be taken within the Staffing Sys.	
CEILCNT	Indicates whether the position counts against a ceiling or not	
POSCAT	Indicates whether a position is Staff, Military, or Project	
SUFFIX	Permits a title or geographical abbreviations to be printed with a position on the Position Control Register (i.e., Chief, D-CH, [REDACTED])	25X1A
POSSUPVR	Indicates the supervisory level of a position.	
POSIND	Indicates whether a position is active or inactive.	
ORGIND	Indicates whether an organization is active or inactive.	

---

 TABLES

Organizational Code Table

Directorate Supergrade Ceilings

Scientific Pay Schedule Agency Ceiling

Upper-Level Office Ceilings

Component Office Ceilings

Office Average Grades

Directorate Average Grades

Directorate Ceilings

Occupational Series Codes

Civilian Occupational Codes

Military Occupational Codes

## ORGANIZATION CODE

BACKGROUND

The Agency currently identifies the organization hierarchical structure to seven (7) different levels. These are commonly referred to as Directorate, Office, Division, Branch, Section, Unit and Sub-Unit levels, [REDACTED] being on the second or Office level.

The second and third levels, office and division respectively, are currently coded and used for report control and identifying employees with organizational elements.

NEW ORGANIZATION CODE

The following thirteen (13) character organization codes are proposed for the Human Resources System.

<u>LEVEL</u>	<u>COMMON NAME</u>	<u>NUMBER OF NUMERIC CHARACTERS</u>	<u>MAXIMUM GROWTH/CHANGE RATE</u>
1	Directorate	1	80%
2	Office	2	395%
3	Division	2	267%
4	Branch	2	191%
5	Section	2	60%
6	Unit	2	1137%
7	Sub-Unit	2	1137%

A. Standard hierarchical organizational levels would be identified with a numeric code.

B. Each level would have an implied number of indentation spaces for the purpose of printing organizational reports.

C. Each code would have the following data items associated with it.

- (1) Clear Text
- (2) Abbreviated Clear Text

NOTE: A possibility exists that a 'GROUPING' and 'INTERMEDIATE' code will also be incorporated.



PROPOSED NEW ORGANIZATION CODE

(EXAMPLE)

D I R E C T O R A T E	O F F I C E	D I V I S I O N	B R A N C H	S E C T I O N	U N I T	S U B U N I T	Text	Abbrev Text
3							Deputy Director for Science & Technology	DDS&T
3	01						Office of Computer Services	OCS
3	01	01					Management Support Division	MSD
3	01	01	01				Manpower & Personnel Branch	M&P
3	01	01	01	01			Programming Section	PS
3	01	01	01	01	01		Training Unit	TU
3	01	01	01	01	01	01	External Training Sub-Unit	ETS

STAFFING HISTORICAL DATA

A. POSITION RECORDS

Active/ Inactive	Position/ Slot Number	Date of Action	ORG Code	Date of Action	ORG Code	ALL OR SELECTED RELATED DATA ITEMS
	1234					

B. ORGANIZATIONAL CODE RECORDS

ACTIVE/ INACTIVE	ORG CODE	DATE OF ACTION	TEXT	ABBREVIATED TEXT

C. Microfilm copies of all Position-Control Registers which contain both Staffing and personnel assigned to staff positions will be retained.