

SECRET


17 DEC 1970

MEMORANDUM FOR: Chief, Management Support Division

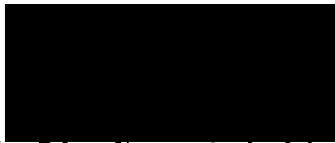
SUBJECT : Incorporation of Ceilings in the Staffing Authorization System

REFERENCE : Your Memo dtd 8 Dec 70 to D/Pers, same subject

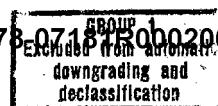
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1. This will confirm our viewpoint as discussed by Mr. John  of your Office on 14 December 1970.
2. Concerning the kinds of records listed in paragraph 2 of your memorandum, the staffing authorization system must be capable of counting positions and/or employees at any time by any identifiable grouping according to official personnel records. The system must also have the capacity to report average grade computations by component and/or Career Service at any time.
3. Supergrades represent the only exception from the rule that employees are counted exactly as they are designated in official records by service designation and by position assignment. A supergrade is counted according to his official position assignment or service designation except when he occupies a supergrade position under the jurisdiction of a directorate other than his own. In that event he will be counted as a charge to the other directorate.
4. Controls may be established from time to time on the number of positions and/or employees in any identifiable category. We will not expect the staffing authorization system to implement such controls. We will only look to the system for up-to-date information on those numbers and for reports on variations from norms to signal the need for management action.

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Deputy Director of Personnel
for Plans and Control

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: DD/Pers/P&C
512
Magazine

EXTENSION NO.
3383
DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

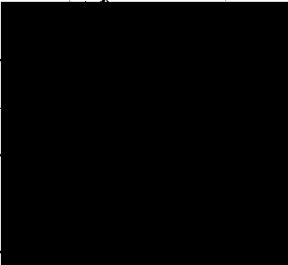
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Management Support Division
GA 3910 Headquarters

NFF

2 to 4
I have carbon copy of this - @
I think the reply addresses some
of our problems and makes planning
a little easier -
I'm prepared to discuss - if necessary @

2.



12/21/70

12/21/70

(initials)

3.

12/21/70

12/21/70

(initials)

4.

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