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8 December 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Incorporation of Ceilings in the Staffing Authorization System

REFERENCE : Staffing Project (Staffing Authorization System) Design Requirements Statement dated 5 August 1970

1. The Design Requirements Statement indicated that management desires a better control and accounting of Staffing information by maintaining office ceilings and average grade tables within the system.

2. The following ceilings were proposed for incorporation in the Staffing Authorization System:

- Component Office Ceiling (Office Staff Position Ceiling)
- Directorate Ceiling (Directorate Staff Position Ceiling)
- Office Average Grade Ceiling
- Directorate Average Grade Ceiling
- Directorate Supergrade Ceiling
- Office Upper-level Ceiling (Directorate Uppergrade Position Allowance)
- Agency Scientific Pay Schedule Ceiling

3. In order to accomplish the objectives stated above and to provide a comprehensive reporting capability on personnel/positions versus ceiling, it is necessary that a statement be prepared by the Office of Personnel establishing guidelines by which an accounting procedure can be structured. Such guidelines should include:

- Establishment of ceilings - by whom, the vehicle to be used, and under what circumstances.

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- o A detailed accounting procedure for both personnel and position related to each of the above.
- o Unusual conditions impacting on each of the above.

4. It is requested that the guidelines be provided as soon as possible to facilitate the final design of the Staffing Authorization System.

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Chief
Management Support Division

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- 1 = [REDACTED]
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