

6 February 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Staffing

25X1A On Jan. 29, 1970 a meeting was held concerning the
responsibilities of the Position Control Section/OP in
maintaining (1) current Tables of Organization for the offices
of the Agency, and (2) a Service Record Card for each employee.
25X1A In attendance were [REDACTED] Position Control Section/OP;
[REDACTED] representing SIPS/OCS. The following
is a synopsis of the points covered in the meeting.

1) Tables of Organization

Position Control Section maintains Kardex files which show the authorized positions within the Agency in the same sequence as the Agency Tables of Organization. These files are composed of divider strips indicating the organizational designations which have been established and Position Identification strips indicating the positions within each organizational level. Each Position Identification strip contains pertinent position information (i.e. position title, position number, office code, occupation code, grade). Each employee's Service Record Card is then filed in the position that he is currently occupying. The Service Record Card is a history of the employee's service with the Agency. In addition to basic employee information, the Service Record Card contains a record of all personnel actions concerning the employee.

2) Changes to Kardex files

Changes are made to the Kardex file upon the receipt of either a 'Staffing Complement Authorization Change' (Form 261) or a 'Notification of Personnel Action.' These changes are made after Position Control Section has determined that none of its controls have been violated.

3) Controls used by Position Control Section

Position Control Section has established a set of controls concerning the changing of the Kardex files. The following is a brief description of these controls.

a) If the personnel change affects the incumbency of a position, the Current Authorization of the position is checked. If the Current Authorization is flexible, the change is processed without regard to the incumbency of the position. If the Current Authorization is fixed and the change would exceed the authorization, the component involved in the change is contacted. If the component states that a person currently occupying the position is to be reassigned, the change is made to the Kardex file and notation made on the form causing the change. If, however, the component states that no reassignments are anticipated, the change is deferred until approval is obtained from the Placement Officer.

b) If the grade of the incumbent exceeds that of the position he is occupying, the incumbent is placed on Personnel Rank Assignment. This is done only after the Placement Officer has approved the action. PMCD is notified accordingly.

c) If the grade of the incumbent is more than two (2) grades lower than the grade of the position he is to occupy, approval must be obtained from the Placement Officer prior to the assignment of the incumbent to that position.

d) When an assignment is made to a position possessing slashed grades, the position is flagged and PMCD is contacted for approval.

e) If the Service Designation of the incumbent is not the same as the Service Designation of the position he is to occupy, approval must be obtained from the Head of the Career Service prior to the assignment of the incumbent to the position.

f) Assignments to 'SG' positions must first be approved by the Director of the Office of Personnel.

g) If a position is downgraded, the grades of the incumbents occupying the position are checked to see if they exceed the grade of the position. If so, the component involved is informed of the discrepancies. These individuals must then be re-assigned or placed on Personnel Rank Assignment.

h) Assignments to 'OO' positions must first be approved by the Placement Officer.

4) Other Card Files

Position Control Section maintains two (2) other card files in addition to the Kardex file. The first, in book form, contains the Service Record Cards for Consultants and WAE's. These Service Record Cards are not maintained in the Kardex files since these employees do not occupy slotted positions but are maintained since Notification of Personnel Action forms are produced for these employees. The second card file consists of the Service Record Cards for those employees who have been reassigned due to the administration of the [REDACTED] programs. The file is in sequence by overseas station and each Service Record Card flagged with a strip showing his new assignment.

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[REDACTED]
Systems Analyst/HRS

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Position Inventory

FROM



EXTENSION

NO.

DATE

6 FEB 70

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

DATE

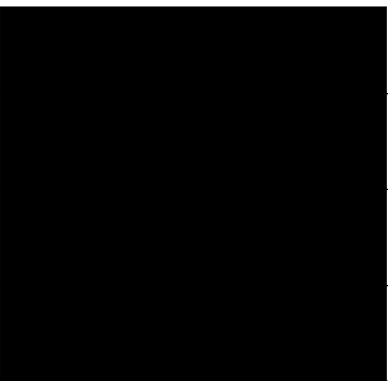
OFFICER'S INITIALS

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

RECEIVED

FORWARDED

1.



2/6/70

2/6/70

[Signature]

*1 to 4 see 3), a)
if the component states that a person currently assigned is to be reassigned - no action!*

2.

2/6/70

2/9/70

LH

3.

2/9/70

2/9/70

3) a) Pined advised of PRA cases - ?

4.

*3) d) ?
3) e) sent that part of normal state's endorsement?
3) g) Good copy of that needed in new system*

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

#2
Most of the controls used in the PI can be programmed. However, an override technique is required whenever the Placement Officer, CS Head, etc say O.K. LH.

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