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CAREER SERVICE SUBORDINATE DESIGNATIONS

(SPLINTERED SD's)

QUESTION

Should provision be made to record subordinate designations of recognized official Career Services for both personnel and positions?

BACKGROUND

STATINTL

1. [REDACTED] dated 8 August 1967, lists the 23 Career Services and their designations and defines the responsibilities of the Heads of the Career Services in terms of personnel administration, career development, assignment, etc.
2. The regulation authorizes the Head of each Career Service to establish "such subordinate panels as he may consider necessary to advise him on personnel management matters."
3. Positions are to be identified with the appropriate Career Service and the Director of Personnel is responsible for recording the identity of individuals with the appropriate Career Service.

DISCUSSION

1. At the present time there are 27 major Career Service designations or "undesignations." (The four not mentioned in the regulation are for career trainees and personnel not assigned to a career board - SD, SJ, NA and UD).
2. SC and SP have established 8 and 2 subordinate designations, respectively, for both personnel and positions.
3. OL has requested permission to identify personnel and positions to subordinate career management groups.
4. Date of grade rosters for OER are prepared by occupational groupings for career management and competitive promotion purposes.
5. OEL and FMSAC have requested a method of identifying R careerists for whom they have career planning responsibility. (The Head of R Career Service opposes any subdivision of that service.)
6. The D Career Service has devised a "home base" concept (essentially a component grouping) for GS-08 through GS-15 personnel for purposes of career management but these designations apply only to personnel and are recorded by a qualification code. The philosophy behind rotational assignments, however, implies a "home base" designation of positions as well as personnel.

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7. If all of the statistics currently produced on Career Services were to be produced on a subordinate level (possibly over a 100 sub-designations) there would be a tremendous proliferation of paper of doubtful use. Numerous intra-Career Service debits and credits would be required for mismatched personnel and positions which are of no significance to the Head of a Career Service. There are no "heads" of the subordinate groups except as each Head of a Career Service chooses to designate. Not only would you be unable to see the forest for the trees, it would tend to undermine the responsibility for overall planning by the Head of a Career Service.

RECOMMENDATION

1. Establish a fixed hierarchy for Career Service designations - a grandparent, parent, and child. (Fortunately, the grandparent designations are now in alignment, i.e. all designations beginning with "I" are intelligence, "S" are support, etc.). The second character would identify the parent groupings for the Head of the Career Service. This would be blank for R and D which have already been identified by the first character. The third and optional character would identify all subordinate groups based upon any criteria selected by each Head of a Career Service for his use in career planning, development, etc.
2. Designate positions in the same way.
3. Group name listings for career planning purposes by the lowest designation, showing both position and personnel data.
4. Produce statistical reports on the basis of the grandparent or parent Career Service for the Heads of the Career Services.

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6 MAY 1969

MEMORANDUM FOR: Director of Logistics

SUBJECT : Career Management Responsibility for SL Careerists

1. I believe that there is a need to readily identify internal Office of Logistics career management responsibility for Logistics Career Service employees and positions, especially those who have been assigned outside the Office of Logistics.
2. We are aware that there are some SL Careerists who are not readily identified as to specific career management responsibility of either Supply Division, Real Estate and Construction Division, or Logistics Services Division. Also we have indications that some SL Careerists themselves do not know which is his parent OL complement.
3. We believe it will enhance career management planning if each position is specifically identified and employee morale will be improved if each individual knows which is his parent OL complement. We think it is comparatively simple to identify almost all SL personnel according to parent OL complement. Those who are not readily identified can be through consultations and negotiations. Further, reports concerning Career Service position authorizations and personnel strength for which each OL component is responsible can be readily available and accurate.
4. We have experienced some difficulty in identifying the parent OL component for positions outside OL. To simplify this, we believe that an additional letter designation added to the current SL designation will simplify identification of both positions and personnel. When competitive promotion calls are made, this Staff lists GS-07 and above personnel according to the parent OL component and sends a list by grade to the appropriate Division Chief. This is a relatively haphazard manual system and is subject to misinterpretation. Conceivably, some individuals could be overlooked, such as, individuals who have been assigned to maintenance-type positions. Some individuals previously assigned to the former Transportation Division have expressed some concern as to whom they should look for career guidance.

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5. Further, we think it would be helpful to separately identify all GS-06 and below positions and GS-07 steno-type positions. Currently the MANS Clerical Code identification includes these as well as such positions as Supply Assistant grade GS-09. We do not now have a ready reference to identify the bonafide clerical category for preparation of reports or requirements. Although there is little rotation of PSD personnel, we think it worthwhile to separately identify PSD positions and personnel.

6. It would be comparatively simple to identify all SL Careerists and positions by adding the third letter to the present SL designation. For example:

<u>Career Management Component</u>	<u>Proposed Service Designation</u>
O-D/L (include Planning Staff, O-EO, Training Officer and GS-15 and above positions and personnel)	SLD
Supply Division	SLS
Real Estate and Construction Division	SLR
Logistics Services Division	SLL
Procurement Division	SLB
Printing Services Division	SLP
P&TS (include GS-06 and below and GS-07 steno positions and personnel)	SLC

7. If every SL Careerist, regardless of place of assignment, was identified according to the above proposal, it would simplify the preparation of rosters and immediately signify OL component responsibility for recommendation for re-assignment, promotion and also would serve to advise individuals of their parent OL component.

8. Cross-training and reassignments would continue to be practical because individuals may change from one designation to another based on requirements as well as desires of the individual.


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9. Although coordination with the Office of Personnel and the Office of Computer Services will be required to effect the 3-letter designation, the current ADP system can accommodate this change because at least one Agency Career Service already uses 3-letter designations.

10. It is recommended that you approve this Staff's working with the Office of Logistics Divisions and Staffs and the Office of Personnel to arrange for designations as follows:


<u>Career Management Component</u>	<u>Proposed Service Designation</u>
O-D/L (include Planning Staff, O-EO, Training Officer and GS-15 and above positions and personnel)	SLD
Supply Division	SLS
Real Estate and Construction Division	SLR
Logistics Services Division	SLL
Procurement Division	SLB
Printing Services Division	SLP
P&TS (include GS-06 and below and GS-07 steno positions and personnel)	SLC


Chief, Personnel and Training Staff, OL

cc: Ea OL Staff and Division

The recommendation contained in paragraph 10 is approved.

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George E. Meloon
Director of Logistics

5-6-69
Date