

~~SECRET~~
CONFIDENTIAL

050257

5 FEB 1957

MEMORANDUM FOR: Executive Officer, Office of Personnel

SUBJECT:

Semi-Annual Report CONTRACT PERSONNEL
DIVISION

Forwarded herewith, in accordance with memorandum dated 11 July 1955, is the Semi-Annual Report for the Contract Personnel Division



25X1A9a

Chief, Contract Personnel Division

Attachment:

Semi-Annual Report

DOC	2	REV DATE		BY	
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS	5	PAGES	5	REV CLASS	
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

~~SECRET~~

CONFIDENTIAL

~~SECRET~~CONFIDENTIAL

Contract Personnel Division

PROGRESS REPORT

For the Period 1 July 1956 to 31 December 1956

I. The following statistics reflect the volume of the "routine" work handled by the Division during the reporting period:

A. Contract Personnel.

As of the end of the reporting period the Division had on record
25X9A2 [REDACTED] active contracts. Of these, 1,631 contracts were written and executed by the Contract Personnel Division, the remainder in the field. The Contract Personnel Division prepared and executed 338 new contracts during the reporting period and in addition, 465 contract amendments. The Division received from the field and reviewed approximately [REDACTED] contracts and contract 25X9A2 amendments during this period.

B. Staff Agents.

At the close of the period there were [REDACTED] staff agents on record, 25X9A2 including one (1) WAE and one (1) on LWOP. Approximately 160 personnel actions and 150 periodic step increases were processed during the reporting period. Six (6) "true" appointments were effected, three (3) of these requiring appointment and interviews by this office - one outside the Washington, D. C. area. The other three were appointed at foreign field stations.

~~SECRET~~CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

C. Military Details.

During the period 102 Letters of Authorization were prepared and executed for military details, and 33 LOA's were amended. These figures represent a decrease over the previous reporting period, attributable to a reduced utilization of military personnel, particularly by FE Division.

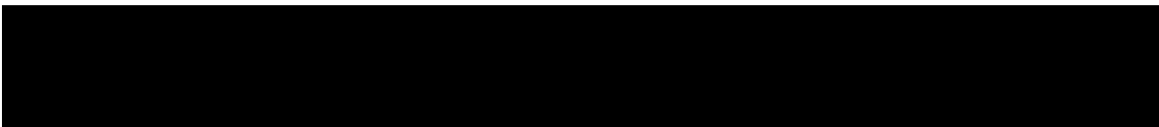
D. Allowances.

As of the close of the reporting period the Division had on record 158 individuals authorized equalization allowances. Of these, 38 new equalization allowances were granted during the reporting period, and 212 were revised during the period. Also during the period 19 separation allowances were authorized.

E. Miscellaneous Agreements.



During the reporting period seven (7) Cover Agreements were prepared and executed, and one (1) Cover Agreement amendment

25X1C



II. The following items accounted for additional staff time during the period:

A. Processing the following draft regulations:

1. Regulation and Handbook (Headquarters 
Contract Personnel. 25X1A
2. Regulation (Headquarters 
Allowances. 25X1A

CONFIDENTIAL

~~SECRET~~

SECRET

3. Regulation [REDACTED] on Special Allowances.

25X1A

4. Regulation [REDACTED] on Staff Agents.

25X1A

- B. Retirement of inactive CPD files (contract personnel and military details) and setting up and maintaining a record on the files deactivated. This represented the first deactivation of CPD (or predecessor organizations) records, and was in accordance with the Records Disposal Schedule adopted last year.
- C. Participation in Administrative Plan meetings on behalf of the Office of Personnel.
- D. Briefing contract personnel upon request of the utilizing component.

SECRET

~~SECRET~~

CONFIDENTIAL

Contract Personnel Division

PROGRAM PLANS

For the Period 1 January 1957 to 30 June 1957

I. CPD still has the task of "seeing through" to publication the draft regulations on contract personnel, staff agents, standardized allowances and special allowances. It is expected that the Special Committee on Contract Personnel Regulations will provide the necessary impetus to assure the publication of the contract regulations during this ~~the~~ six months' period. Prospects for the publication of the other regulations named appear to be good.

II. It is possible that during the next six months adjustments will be made in the procedures applicable to Staff Agents and Detailed Military Personnel. Although the DD/P is yet to be heard from in regard to the proposals made last year relating to the processing of certain persons as Staff Employees (Special) rather than Staff Agents, it is expected that some progress may be made in this area within the next six months. Modification of the procedures for processing LOA's is also a possibility.

III. Emphasis will continue to be put on the briefing of contract personnel on the terms of their contracts, and a continuing effort will be made to publicize the availability of this service from CPD.

~~SECRET~~

CONFIDENTIAL