

~~SECRET~~
~~CONFIDENTIAL~~

1 July 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Statement of Accomplishments of the Plans and Review Staff
for Fiscal Year 1964 and its Plans and Objectives for
Fiscal Years 1965 and 1966

1. During FY '64 the Plans and Review Staff continued with its primary functions: personnel planning, the preparation of a Monthly Report to the Deputy Director for Support and other reports and studies on personnel activities, and the development and processing of Agency regulatory material.

In addition, the Staff continued its special project function concerned with systems analysis and the application of new techniques, materials and equipment to Office of Personnel requirements.

2. Plans and Review Function

The principal activities and accomplishments under this function were as follows:

- a. In response to the request from the President's Committee on Equal Employment Opportunity, a report was prepared for transmittal to the Committee showing the Agency's employment of Negro and Spanish-speaking personnel.

A review was made of a report (Memorandum E-23, Part III) prepared by the President's Committee on Equal Employment Opportunity on the employment of minority groups in field establishments of other U.S. departments and agencies.

- b. Periodic analyses were made and summary progress reports prepared for transmittal to the DD/S on actions taken in response to recommendations made at the Personnel Officers' Conference held in the Spring of 1963.
- c. The Staff was responsible for monitoring the Department of State's action in implementing recommendations contained in the Herter Report.
- d. A review and analysis was made of the Agency's activities in Personnel Counseling in relation to those of other agencies.
- e. Basic studies were completed on the status of, and responsibility for, the current and historical accuracy of Office of Personnel records. These studies led to the establishment of a Task Force chaired by the Deputy Chief of Plans and Review Staff and composed

ENCLOSURE NO. _____
NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO _____
NEXT REVIEW DATE: _____
AUTH: 10 MAR 82
DATE: 10 MAR 1982
REVIEWER: 029725

~~SECRET~~
GROUP 1
Excluded from automatic
downgrading and
declassification
~~CONFIDENTIAL~~

SUBJECT: Statement of Accomplishments of the Plans and Review Staff for Fiscal Year 1964 and its Plans and Objectives for Fiscal Years 1965 and 1966

of representatives of several divisions of the Office of Personnel. The Task Force intends to delineate policies, procedures, requirements and responsibilities for the Agency's personnel records system.

- f. A form was developed and instructions prepared for use in rating personnel with supervisory responsibilities.
- g. A comprehensive study was completed on the CIA "Summer Only" employment program. The purpose of the study was to establish a properly graduated salary scale for "Summer Only" employees.
- h. A comparative analysis of salary by year of age of DD/P male employees GS-7 and above and Foreign Service Officers was completed.
- i. Several studies and analyses concerned with the Agency's requirements for junior professional personnel resulted in the recruitment objectives of the Junior Officer Training Program being increased from [REDACTED]
- j. A comprehensive study was completed on the CIA policy of giving emoluments with Honor Awards. The study made recommendations in response to a position taken by the CIA Honor and Merit Awards Board.
- k. An analysis was made of the Agency's overseas tour of duty policies.
- l. Responses were made to questions posed by the Inspector General while the Office of Personnel was being surveyed by that Office.
- m. A report was prepared listing CIA staff personnel who work in association with other Federal agencies and their work relationship with the other agency.
- n. Comments were forwarded on proposed policies to implement the Agency's "early retirement" legislation pending before Congress.
- o. The Staff cooperated with the Civil Service Commission to the extent security would permit in the Commission's study of the effects of automation on Federal employees.
- p. In cooperation with the Office of Security, a major revision of the Personnel History Statement was effected. The changes included a summary sheet, improved design and better adaptation for computer usage.
- q. The Staff coordinated technical assistance required in the production of the Agency's multi-color 21 page professional recruitment brochure.

25X9A2

SUBJECT: Statement of Accomplishments of the Plans and Review Staff for Fiscal Year 1964 and its Plans and Objectives for Fiscal Years 1965 and 1966

- r. The Staff conducted liaison with the Civil Service Commission, the Department of State, and frequently represented the Agency at Inter-Agency Advisory Group meetings. The Chief, Plans and Review Staff served as Executive Secretary of the CIA Personnel Advisory Board and also the Scientific and Technical Personnel Advisory Board.

3. Reporting Function

The Staff prepared the Director of Personnel's Monthly Report to the Deputy Director for Support. For each month during the year this report contained:

- highlights that occurred during the month.
- a statement re the principal activities of the Divisions and Staffs of the Office of Personnel.
- a statement of anticipated future activities or events and,
- usually a special report on some phase of personnel management.

The following special reports were prepared during this year:

- a. Study of Personnel Promoted to GS-9 Professional Positions During 1962
- b. Comparison by Career Service of Authorized Positions and On-Duty Strength GS-9 and Above, GS-8 and Below As Of 30 June 1963
- c. Statistical Comparisons of CIA with Selected Agencies and the Federal Service
- d. Federal Service of Staff Employees of the Major Directorates
- e. Average Age Comparisons of the Major Directorates.
Annuity Comparisons Under Past, Present and Future Conditions.
Attrition Comparisons - 1958 through 1963 - By Selected Grade Groups.
- f. Fifteen Year (1964 thru 1978) Projection of Losses of Professional Personnel of the Career Services of DD/P, DD/I and DD/S
- g. Special Report on Promotions
- h. Personnel Promoted to Grade GS-9 During Calendar Years 1962 and 1963

~~SECRET~~

SUBJECT: Statement of Accomplishments of the Plans and Review Staff for Fiscal Year 1964 and its Plans and Objectives for Fiscal Years 1965 and 1966

4. Regulations Function

The major accomplishments of the regulations function were:

- processing regulations on Civilian Reserve, Position Evaluation, and Rest and Recuperation
- processing Notices on Time Between Assignments for Travel and Leave, and Denta
- preparation of a handbook for Exit Processing for Separations or Extended Leave, and a major revision of the Employee Conduct regulation and handbook

The Fiscal Year 1964 regulations function accomplishments are as follows:

Headquarters Regulations Processed	17
Headquarters Handbooks Processed	2
Headquarters Notices Processed	17
Field Regulations Processed	10
Field Notices Processed	11
Messages from the DCI or DDCI	1
Headquarters Employee Bulletins	11
Office of Personnel Memoranda Published	13
Information Brochures Published	1

5. Program Plans and Objectives for Fiscal Years 1965 and 1966 are as follows:

a. Fiscal Year 1965

Special surveys and studies will be conducted in a number of areas of current personnel interest such as Agency promotion practices, retirement projections, sick leave use, counseling, attrition, etc.

The Records Task Force will continue its study to determine Agency policies, procedures and responsibilities for personnel records. Efforts will be made to maximize the use of the Agency's automatic data processing equipment in this regard.

~~SECRET~~

~~CONFIDENTIAL~~

Approved For Release 1999/04/08 : CIA-RDP80-01826R000200040009-1

SUBJECT: Statement of Accomplishments of the Plans and Review Staff for Fiscal Year 1964 and its Plans and Objectives for Fiscal Years 1965 and 1966

The item information content of personnel records and reporting operations will continue to be examined to find additional means for improving the effectiveness and economy in meeting the personnel records and reporting objectives of the Agency.

Advanced concepts for improving personnel action systems and procedures through fuller use of the automatic production capabilities of the computer will be studied in cooperation with the Personnel Operations Division.

Agency and Career Service manpower studies will be undertaken on a total strength and job category basis.

Office of Personnel memoranda will be reviewed to include:

- revision and updating of procedures prescribed in those which should be retained
- cancellation of those which have outlived their usefulness, and
- the development of a numbering system for OPM's which will correspond with that for Agency regulations

The continuation of the program for the revision of regulations and handbooks so that they contain current policies and procedures.

The completion of the project concerned with converting Agency Personnel Regulations to the new numbering system.


Continuation of the preparation of the Director of Personnel's Monthly Report to the Deputy Director for Support.

b. Projection - Fiscal Year 1966

Continuation of objectives as set forth for Fiscal Year 1965.

- c. It is anticipated that operations will continue in Fiscal Years 1965 and 1966 at about the same level as was budgeted for Fiscal Year 1964.

25X1A9a


Chief, Plans and Review Staff
Office of Personnel

~~SECRET~~

~~CONFIDENTIAL~~