

Professional Technical Placement Branch

Activities Report

FY 1966

A. Description of Responsibilities:

- (1) Consult with Career Service Representatives and Operating Officials and provide advice on personnel policies and procedures appropriate to the selection of applicants;
- (2) Determine the minimum acceptable qualifications of applicants;
- (3) Make periodic surveys to determine personnel requirements in each Directorate;
- (4) Provide appropriate officials outside recruitment requirements;
- (5) Approve all personnel actions, except separations for individuals through grade GS-15;
- (6) Review and recommend appropriate action about "Outstanding" and "Weak" fitness reports;
- (7) Interview candidates for reassignment between Directorates;
- (8) The administration of the Engineering and Scientific Testing Program;
- (9) Brief, appoint, and coordinate EOD processing of professional and technical applicants;
- (10) Conduct follow-up interviews with new employees (GS-05 through GS-12) six to eight months after they EOD;
- (11) Review and recommend action on QSI requests;

(12) Review requests and recommend action for exception to in-hire rates;

(13) Monitor ceiling controls;

(14) Interview invitees and arrange appointments for them.

B. Work Force:

Sweeping personnel changes occurred during the year. In fact, as of 30 June 1966, only one individual has been in the Branch over one year - one professional [REDACTED]. Although the table of organization provides for adequate manpower (20), the Branch has not been up to authorized strength. At the close of the fiscal year, 16 individuals were working in the Branch - ten of those were assigned and six were on detail.

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C. Production:

Fiscal year 1966 brought increased emphasis on expanded input to meet higher ceiling authorization. The Branch reviewed applications and forwarded them to various components for consideration. During much of the year, we assisted in the processing of papers for contract personnel in process for [REDACTED]. At times this required the full-time efforts of one professional and one technician.

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As a result of personnel turnover and increased input demands, all Placement Officers became chained to their desks. Seldom did they have time to visit Career Service Representatives or Operating Officials - most contact was by telephone. Follow-up interviews with personnel who

had been on-board 6 to 8 months were discontinued due to lack of time.

Also, Placement Officers became intimately involved in contacting professional and technical applicants to arrange for their invitee travel. Inasmuch as [REDACTED] contract invitees

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[REDACTED] visited Headquarters, the technicians could not handle the volume alone. Further, some of the invitees were senior personnel that required the personal attention of our Placement Officers.

Other Statistical data attached.

Problems:

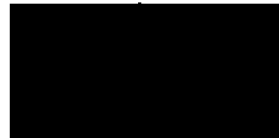
Inadequate space still plagues the Branch. This, along with too few personnel to adequately perform our mission has caused each conscientious individual to be somewhat frustrated. It is to the great credit of each officer that each believes he could improve his performance if we had more help and improved facilities. Improved performance would mean that Placement Officers would regularly visit Career Service Representatives and Operating Officials, perform follow-up interviews with individuals who had been on board six to eight months, and would meet and interview all invitees before invitees were referred to components.

Summary:

More applications, more security initiations, more invitees, and more EOD's were processed by fewer personnel than in other years. Considering the fluid personnel situation, Branch personnel can be

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proud of their accomplishments - many successes - few flaps. Some activities suffered from lack of attention. But we need more qualified personnel to do all the things we should be doing in the way we should be doing them.



*Argl Vance Chief*

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