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17 JUL 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Report - Fiscal Year 1969

The following activities are reported for Fiscal Year 1969 for the Special Activities Staff:

A. CORRECTIVE ACTIONS PROCESSED

(1) During the year forty-five (45) employees were placed on probation for a variety of reasons involving performance and/or conduct. In all such cases, warnings or reprimands of some description were issued and in 29 cases, as delineated below, Step Increases were withheld. In assisting offices in placing employees on probation, this Staff reviews each case carefully, advises the office concerned of applicable policies and procedures, and takes the necessary formal action relating to a particular case.

(2) At some time during the year the Step Increases of twenty-nine (29) employees were withheld under the "acceptable level of competence" standard. At the end of the year these cases had been disposed of as follows:

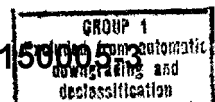
10 - still withheld
11 - granted on a deferred basis after improvement
8 - employees resigned or retired

(3) Twelve (12) suspensions for security infractions were processed upon recommendation of the employing offices. In addition, there was one suspension for other than security reasons. This is six less than the number for the preceding year.

(4) Our records show that 109 change to lower grade cases were processed, 108 of them not involving salary retention and one involving salary retention. This is twenty-one (21) less than the number of such cases for 1968.

(5) During Fiscal Year 1969 twenty (20) requests for Fitness for Duty examinations were reviewed and forwarded to the Office of Medical Services, compared with twenty-nine (29) such requests for the preceding year. Most of these cases required some sort of administrative action following receipt of the medical report.

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(6) Four (4) Notices of Levy involving delinquent Federal income taxes were handled during Fiscal Year 1969. This is six (6) less than in 1968. In addition, there were ten (10) delinquent State tax cases involving Agency employees and eight (8) inquiries regarding delinquent State taxes of former Agency employees. In line with Federal Government policy applicable to such cases, this office cooperates with State tax bodies in these matters, and assists them when employees do not take prompt action to eliminate these delinquencies.

B. INVOLUNTARY SEPARATIONS PROCESSED

(1) Statistical Summary

	Failed to Qualify <u>First Year</u>	Other Invol. <u>Separations</u>	<u>Total</u>
Terminated by DCI	0	0	0
Resigned in Lieu	50	60	110
Retired in Lieu	0	20	20
TOTAL	50	80	130

(2) An additional fifteen (15) cases referred by the Office of Security as security disqualifications were resolved by resignation.

C. APPLICANT REVIEW PANEL

(1) During Fiscal Year 1969 the Applicant Review Panel met on an average of twice a week and reviewed a total of 750 cases. Two hundred and sixty-four (264) individuals were recommended for approval, 318 cases were rejected or withdrawn, and as of the end of the Fiscal Year 168 cases were deferred for further medical or security review. This is an increase of 24 cases over the preceding year.

(2) As a closely-related activity, the Staff reviewed "white envelope" information submitted by 540 applicants. As a result of this review, processing was discontinued in twenty-one (21) cases. Twenty-four (24) cases were referred to the Director of Personnel for decision.

D. OVERSEAS CANDIDATE REVIEW PANEL

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(1) The Overseas Candidate Review Panel screened a total of [redacted] overseas assignment candidates during the period, as compared with [redacted] for the preceding year. Of the cases actually discussed by the Panel, 69 persons were considered to be of questionable

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SUBJECT: Annual Report - Fiscal Year 1969

suitability for overseas assignment. Upon further evaluation of the 69, the Panel recommended approval of 64, and three (3) were either disapproved or withdrawn. Two (2) cases were deferred as of the end of the Fiscal Year for further medical or security review.

(2) The Overseas Candidate Review Panel conducted five (5) "post mortems" involving employees who returned to Headquarters prior to the completion of their overseas tours. The Panel has one additional case in the process of review. The six (6) cases were selected for review from a total of approximately 230 cases of employees returning from the field short of tour completion for all reasons. A continuing problem in this area involves our getting sufficient information on such cases on which to base a determination as to whether or not a formal post mortem review would be useful.

E. CIA PERSONNEL EVALUATION BOARD


The CIA Personnel Evaluation Board met twelve (12) times during the Fiscal Year and discussed fifteen (15) cases. Personnel Evaluation Board action led to the resignation of two employees, the disability retirement of three, written warnings and/or probation in five cases, the reassignment of one employee, with final action pending in four cases.

F. CONVERSION TO CAREER EMPLOYEE STATUS

(1) The Staff reviewed over 622 files of employees who became eligible for conversion to Career Employee status during the year. In addition to reviewing the employee files, "Eyes Only" information concerning these candidates was also carefully reviewed and in selected cases summarized for the Head of the appropriate Career Service.

(2) As a result of the Staff's reviews and recommendations, 508 employees were converted from Career Provisional status to Career Employee status. Heads of Career Services deferred action pending further evaluation in the case of sixteen (16) otherwise eligible employees.

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Ralph S. Follock
Chief, Special Activities Staff
Office of Personnel

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