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STATISTICAL REPORTING BRANCH

ANNUAL REPORT FOR FISCAL YEAR 1969

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EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

1969

MEMORANDUM FOR: Chief, Control Division

FROM : Chief, Statistical Reporting Branch

SUBJECT : Annual Report for Fiscal Year 1969

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There was great progress made in strength accounting of Non-Staff Personnel types: Contract A and B Employees, Career Agents, ██████ (aliens), Consultants, and Independent Contractors when the Office of Computer Services completed the necessary ADP programs which established the Contract Personnel Accounting Project (PERCON). This Project has automated the processing of data for the above Non-Staff Personnel and has generated a complete new series of recurring machine reports.

The President's Program, the Balance of Payments (BALPA), was one of the most important and time consuming requirement which the Statistical Reporting Branch was faced with in Fiscal Year 1969 and will continue to be involved with until 30 September 1969 when the balance of BALPA Phase II reductions are to be completed.

The up-dating of the Records Control Schedules, as requested by Records Management, resulted in a 59% and/or a 40 cubic feet reduction of SRB records retained at Record Center.

Another important requirement levied on SRB was to review all the reports manually prepared by SRB and all the machine reports prepared by the Office of Computer Services for use and/or distribution by SRB. This review called for a complete revision of all reports encompassing the deletion of non-essential data or reports, deletion of data or reports that are duplicated elsewhere, and the addition of data to those reports that are considered essential and/or the consolidation of reports. The results of the review are to be tailored for the new third generation computers, which entails SRB working very close with the Support Services Staff. Mr. ██████ was temporarily detailed to this office to handle this project but, due to lack of time, he was not able to complete. He was able to contact all the recipients of these reports and has documented their comments. This

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project will continue into Fiscal Year 1970 under the direction of Mr. ██████████ who has been detailed to SRB to carry-on where Mr. ██████████ left off. This review is a tremendous and important requirement which will involve a great deal of effort on Mr. ██████████, SRB, and SSS. 25X1A9a

So far, the above review has resulted in several cancellations of report requirements. The most noteworthy is the cancellation of the Personnel Strength Quarterly Statistical Review and the two semi-annual Statistical Review Supplements concerning (1) Promotions and (2) Separations. The PSQSR had been in existence since January 1953 and the supplements since June 1956. Though the reports are no longer distributed, the data is still being compiled for reference.

Workwise, the early part of Fiscal Year 1969 was really a continuation of Fiscal Year 1968 which found SRB with a backlog of requirements to fulfill. Much of this backlog was deleted through the use of outside typing assistance, assistance in preparation of special requirements, and through the use of authorized overtime. The Branch has reached the point where we are now able to meet the requirements as they are scheduled.

The outline which follows reflects the Statistical Reporting Branch's Fiscal Year 1969 Accomplishments, Progress, Problems, Future, and Plans for Fiscal Year 1970.

I. ACCOMPLISHMENTS:

A. The BALPA-Phase I and Phase II report requirements were met by SRB except for the 30 June 1969 quarterly report which will be ready shortly for distribution.

B. The new Agency Quarterly Summary of Separations Report, which had been generated by the Plans and Analysis Staff, was given to SRB as a recurring requirement. After a few modifications to the initial report (which was on a monthly schedule), SRB was able to establish a quarterly report that was satisfactory to the recipients.

C. The following SRB manually prepared reports were discontinued:

- (1) Personnel Strength Quarterly Statistical Review;
- (2) Semi-Annual Statistical Review of Staff Personnel Promotions;
- (3) Semi-Annual Statistical Review of Staff Personnel Separations;
- (4) Agency Monthly Report of Separations;

- (5) Cumulative Monthly Separation Rates By Office;
- (6) Career Service Fiscal Year Cumulative Processed Changes (changed from a quarterly report to an annual one);
- (7) The D/Pers Illustrated Statistical Chart Book;
- (8) The Miscellaneous Personnel Strength Report;
- (9) The Office of Personnel's Chart Book;
- (10) Monthly Separations By Office;
- (11) Monthly Separations By SD;
- (12) Gains and Losses By Office-Monthly;
- (13) Recap Page of Comptroller's Report; and,
- (14) Number of Separations On Duty Less than 1 Year.

D. So far, there has only been a few machine reports discontinued as the result of SRB's review of reports:

- (1) Job Nos. 103 G, H, and I - Strength Formats by Directorate; and,
- (2) Job Nos. 101 C, D, and E - Tabulations of Agency Separations by Occupational Code Grouping by SD and by Grade.

E. Though there were quite a few reports discontinued, there were also some new reports generated:

- (1) The Agency Quarterly Summary of Separations - a very time consuming requirement;
  - (2) Listing of Re-employed Agency Personnel;
  - (3) Support Personnel Assigned Outside the Support Services;
  - (4) Quarterly CT Separation Report;
  - (5) \*Minority Group Study;
  - (6) \*Combined Agency Alpha Date Roster;
  - (7) Weekly Separations By Sub-Category;
  - (8) Weekly Separations By Office;
  - (9) Weekly Gains and Losses to the Office of Personnel;
  - (10) Agency On Duty Strength (Over-Under Ceiling);
  - (11) Number of Support Services GS-14 and Above;
  - (12) Tabulation of DDS&T Separations;
  - (13) BALPA I and II Progress Report;
  - (14) BALPA I and II Country Strength Report; and,
  - (15) Report On Women Federal Employees In Higher Level Positions.
- \*Computer Generated.

F. A noted milestone for Fiscal Year 1969 was the revision of the Records Center and the Vital Records Schedules which resulted in the purging of non-essential material and documents which had been stored at Records Center, Vital Records, and within SRB. This was a difficult milestone to reach as the requirement levied on SRB came during a busy period and very little purging or re-storing of documents could be accomplished without first revising our schedules and having them approved. This exercise has resulted in better document control and retention schedules and the releasing of storage space.

G. Working with OCS, a new report specifications form was established which greatly assists in describing the machine requirements submitted to OCS by SRB. This form clearly defines what data is being requested and how it should appear or formatted on the completed report.

H. Assisted in several study projects concerning professional and CT employees who had entered on-duty with the Agency during selected periods and who were still on-duty at time of the study. One study was initiated by the Civil Service Commission, one by the I.G. Staff and two separate studies by Medical Services.

I. The Career Trainee Master File maintained by OCS for OP use was reviewed for missing status data such as: Date of Birth, Sex, Date-of-Grade, Career Service, Separation Data, etc. There were approximately 500 names which had to have some information added, deleted, or corrected. This review has provided a sounder data base for future CT reporting.

J. There were 8 recurring machine reports established this fiscal year compared to 15 during Fiscal Year 1968 and only 35 special machine requests compared to 41 during Fiscal Year 1968.

K. The number of special requests prepared by SRB this fiscal year was 125 compared to 178 during Fiscal Year 1968.

L. The Agency's Overseas Master Report has been revised to show computed time overseas for each tour and a total overall overseas service for each employee. Also, the report shows the clear text of the geographic area of each tour.

M. A new position, GS-12 Personnel Research Officer, was added to SRB's staffing complement. This position will be the Deputy Chief's position.

N. The Xerox Telecopier which was installed and is now in operation has only been used a few times. I am sure that its usage will increase during this coming Fiscal Year.

O. The exercise "A Look At Ourselves", initiated by the D/Pers, was completed and resulted in some worthwhile comments and changes within this Branch.

P. Since the PERCON Project (Contract Personnel Accounting Project) is now in operation, SRB is no longer responsible for requesting Non-Staff Personnel strength figures from each component in order to prepare the Agency Quarterly Non-Staff Personnel Strength Report, but will now receive these figures from Contract Personnel Division. Our responsibility will be to type the reports and distribute same.

## II. PROGRESS

A. All SRB and OCS prepared reports for OP use or distribution are under study by SRB and, so far, there have been a few changes made, but there is still a lot of work to do before we can reach our proposed goals.

B. Steps have been taken to establish a new ADP Project to handle the processing and the reporting of data concerning the Agency's Honor and Merit Awards Program.

C. The review of records retained at Records Center, Vital Records and within the office is just about complete. Most of the documents have been handled as stated in the new revised schedules except for 35 boxes which are in this office and will be sent down to Records Center for disposition, shortly.

D. SRB has detailed Mr. [REDACTED] to OCS in order to learn and to eventually assume the responsibility and the position for processing all the Staffing Complement Change Authorizations (Form 261), which establishes and keeps current the Position Control Registers (T/O's), and processing of the Request for Security Clearance Forms; the Cancellation of Applicant Processing Forms, and the various Security Approval Forms which are used as input into the Agency Applicant Master File. This position is scheduled to be transferred to SRB from OCS when the present incumbent retires in July 1969.

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### III. PROBLEMS

A. As the use of the Xerox Telecopier becomes more of a daily routine, SRB will probably have to expend 1/6 of an employee's time per week in the operation of same, both the sending and receiving operation, its maintenance, the handling of necessary supplies, and instructing other employee's in the use of this equipment. The increase use of this machine also means increase employee traffic and, therefore, more disruption to the office.

B. More working and storage facilities are needed especially when the position mentioned in item D is transferred to SRB. At this point, all desks will be filled, leaving little working space for officials to do reference and research work from the documents we retain in this office.

C. The ozalid machine should be modified so as to either prevent paper from becoming trapped within the machine, possibly causing a security violation, or to alter the metal housing so that it would be accessible, allowing one to retrieve trapped documents easier but safer.

### IV. FUTURE

A. Identification of positions by the Agency's Financial Analysis Numbering System which will assist OPPB and Agency budgetary officers in their annual budget exercises.

B. A proposed Language Control Register reflecting only those positions having language requirements and the incumbents' language(s). Also the present Position Control Register will be modified to reflect the position language requirements.

C. There is the possibility of SRB taking a more active part in the PERCON Project, especially in the requesting and the reporting of data related to Contract Employees A and B, Career Agents, [REDACTED] consultants, and Independent Contractors.

D. Effort will be made to see whether or not there is a more economical and efficient method of retaining vital and historical records other than by using the hard copy of a document. There must be some method of MICRO FILMING which would be economical, take less storage space, have rapid retrieval features, and will not have to be reproduced from the hard copy of a document.

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V. PLANS FOR FISCAL YEAR 1970

A. Continue monitoring and reporting of BALPA - Phase I and Phase II.

B. More reporting by the employee's employment sub-category code: Professional, Technical, Communicator, and Clerical.

C. The processing techniques and procedures connected with the new position, which will be transferred to SRB from OCS in July, will probably be reviewed and changes made wherever needed.

D. Once the employment sub-category code of an employee has been established, it will not change unless an Official Personnel Action is processed requesting such a change. Thereby, a professional employee who has been temporarily assigned to a job other than a professional one will not change his occupational title to agree with the job but will retain his present occupational title or receive another one which will continue to identify him as professional.

25X1A9a E. Now that Mr. [REDACTED] has taken over Mr. [REDACTED] job of reviewing and revising all SRB and OCS reports, there will be a closer working relationship with the Support Services Staff. 25X1A9a

F. More manual compilation of special statistical requests rather than seeking computer assistance. This will allow the computer personnel to devote more time for the planning and organizing requirements for the third generation computers.

G. The new Agency Quarterly Summary of Separations Report will be expanded to include similar reports but based on a Directorate level.

H. A complete new ADP Project for processing data concerning Honor and Merit Awards awarded to Agency employees and which will generate recurring reports from such data.

I. Establish either a manual method or a computerized method of determining the Career Review Index which will determine the months-in-grade at which it appears that an employee's career progression may be reaching a plateau.

[REDACTED]  
Chief, Statistical Reporting Branch

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Attachments:

1. Tab A - (a) Statistical Tables Prepared  
and Distributed  
(b) Machine Listings and Tabulations  
Distributed
2. Tab B - Coding of Forms and Related Activities
3. Tab C - Agency Selected Activity Comparisons  
Fiscal Year 68-69

Distribution:

- 2 - Addressee
- 1 - C/SRB



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FISCAL YEAR 1969

STATISTICAL TABLES PREPARED AND DISTRIBUTED

FREQUENCY	NO. OF REPORTS	NO. OF TABLES	NO. OF TABLES TIMES FREQ.	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL*	170	451	2694	317	2125
Recurring	45	451	2694	192	2000
Weekly	8	10	520	12	624
Bi-Weekly	1	1	26	5	130
Monthly	23	118	1416	88	1056
Quarterly	6	97	388	30	120
Semi-Annually	1	119	238	13	26
Annually	6	106	106	44	44
Specials	125	Variable	Variable	125	125

\* Excludes forms coded and distributed during the Fiscal Year. See Attachment.

MACHINE LISTINGS AND TABULATIONS DISTRIBUTED

FREQUENCY	ACTUAL NO. OF REPORTS	NO. OF COPIES	NO. OF RPTS HANDLED BY SRB	NO. OF RECIPIENTS	RECIPIENTS TIMES FREQ.
TOTAL	478	1599	10447	750	5167
Recurring	421	1443	10291	715	5132
Bi-Weekly	13	40	1040	10	260
Monthly	174	616	7392	306	3672
Quarterly	68	164	656	208	832
Semi-Annually	88	320	640	129	258
Annually	38	146	146	45	45
Non-Scheduled	40	157	417	17	65
Specials	57	156	156	35	35



CODING OF FORMS AND RELATED ACTIVITIES  
PERFORMED BY THE STATISTICAL REPORTING BRANCH  
FISCAL YEAR 1969

I.	PERSONNEL EMERGENCY AND LOCATOR RECORD	
	A. Forms 642 and 642(a) Coded	19,543
	B. ADP Processed Forms Returned to Offices	18,087
	C. Locator Flex-o-line Strips Distributed - Total 5 sets	54,718
	D. Address Cards Sent to Telephone Office	9,394
	E. Deletions	3,827
II.	RED LINE DIRECTORY - TOTAL CODED	1,752
	A. Changes	1,065
	B. Additions	310
	C. Deletions	377
III.	GRAY LINE DIRECTORY - TOTAL CODED	962
	A. Changes	458
	B. Additions	298
	C. Deletions	206
IV.	GREEN LINE DIRECTORY - TOTAL CODED	612
	A. Changes	121
	B. Additions	357
	C. Deletions	134
V.	OVERSEAS RECORD - LINES CODED	9,320
VI.	INVITEE TRAVEL RECORD - FORMS CODED	1,596