

30 January 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT : D/Personnel Memorandum of 18 January 1962 - Subject,
"Responsibility of the Director of Personnel for
Monitoring the Administration of the Agency's
Personnel Programs"
PIANS STAFF

1. The following is presented in response to the request contained in subject memorandum regarding responsibility for monitoring or generally administering activities concerned with policies or programs.

A. This Staff has had responsibility for surveying and studying the effectiveness of policies and programs reflected in many personnel regulations. This responsibility is not limited to those already reviewed or studied but, over a period of time, could extend to most personnel policies and programs. Surveys and studies which are in process or have been completed recently are:

- (1) Review of Fitness Reporting System
Current policies and practices were reviewed resulting in a recommendation for a revised simplified form and more complete instructions. [REDACTED]
- (2) Review of Administration of Overtime Regulation
Review of Overtime Compensation Practices. Areas in which improvements could be made were pointed out. [REDACTED]
Hours of Work, Overtime Compensation Policies
- (3) Promotion Analysis
Statistical analysis of feasibility of various promotion patterns for JOT and other personnel. Analysis of promotion rates for various career services. Developed staff paper for the Career Council in connection with the review of the one-grade promotion policy. [REDACTED] Promotion.
- (4) Retirement
Monitoring developments in the retirement field in the Foreign Service, Military and other Federal Service. Worked with Comptroller's Office in arranging for documentation of Overseas Service of Agency personnel on a continuing basis for possible use in future retirement studies.

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25X1A (5) Manpower Analysis
Analysis of current and projected staffing of Career Services.
[REDACTED] Ceiling and Position Authorization

25X1A (6) Analysis of Career Service Structure
Review of Career Service structure to determine feasibility of
establishing a mechanism through which certain specialist cate-
gories of personnel would receive centralized personnel management
control on an Agency-wide basis. [REDACTED] The CIA Career Council
and The Career Services

25X1A B. Honor Awards [REDACTED]
This regulation charges the Office of Personnel with responsibility
for administrative support for the operation of the Honor and Merit Awards
Board. This Staff acts as Secretariat for this Board. This includes;
preparation of agendas, arranging Board meetings, and presentation ceremonies,
plus maintenance of records.

25X1A C. Suggestion Awards [REDACTED]
This Staff provides the Executive Secretary and the necessary
administrative support for the administration of the Suggestion Awards
Program by the Suggestion Awards Committee.

D. Analysis of Junior Officer Trainee Program
Conduct semi-annual survey of status of JOT students and graduates
from the standpoint of progression and attrition. Indicate emerging problems
and trends from this survey. Preparation of annual JOT statistical annex
for submission to DD/S. Provide data and analysis of JOT program as required.

2. Upon direction or its own initiative, this Staff prepares or participates
in the preparation of reports or studies in such fields as discrimination, Agency
strength, personnel utilization and development.

3. This Staff follows policy and program changes and developments in
other government agencies and industry in order to access their value for
Agency application.

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[REDACTED]
Acting Chief, Plans Staff