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PERSONNEL OFFICE SURVEY REPORT

I. ORGANIZATIONAL COMPONENT

- A. Office of Communications
- B. Administrative Staff
- C. Personnel Branch
- D. Foreign Sections

II. BRIEF FUNCTIONAL STATEMENT - Including Reporting Authority, Number of Personnel Currently Assigned to Component and Proposed Personnel Requirements

The Office of Communications is responsible for furnishing communications support facilities on a world wide basis. For O/C purposes, the world is divided into [redacted] geographic areas [redacted]

[redacted]

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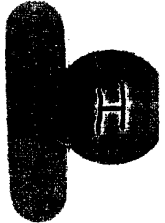
Communications project T/O's, or Communications employees assigned to other Agency components, including projects. In general, the four Foreign Sections perform the same functions but variations are introduced because of differing [redacted] problems.

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The Foreign Sections are functionally responsible for:

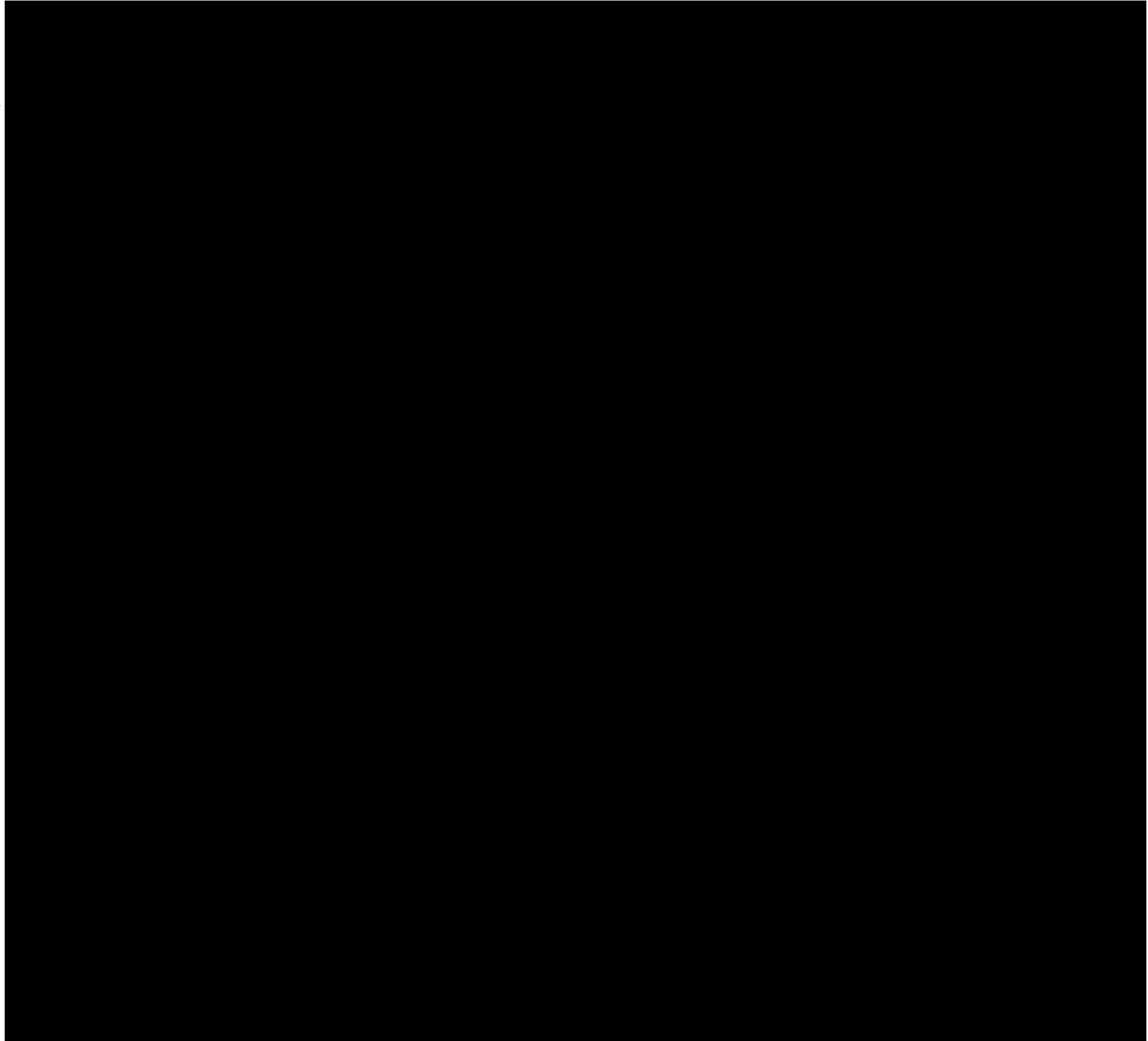
- A. Initiating and coordinating actions necessary for the movement of O/C personnel and dependents to and from the field.
- B. Furnishing continuing administrative support to O/C personnel who are located in foreign field areas.
- C. Aiding in the solution of general administrative and personal problems of Foreign Field personnel and their dependents.

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III. DETAILED FUNCTIONAL RESPONSIBILITIES CURRENTLY ASSIGNED TO THESE COMPONENTS

The detailed statement below is intended to give an over-all picture of the functions of the Foreign Sections:

A. Assignment and Movement of Personnel to an Area

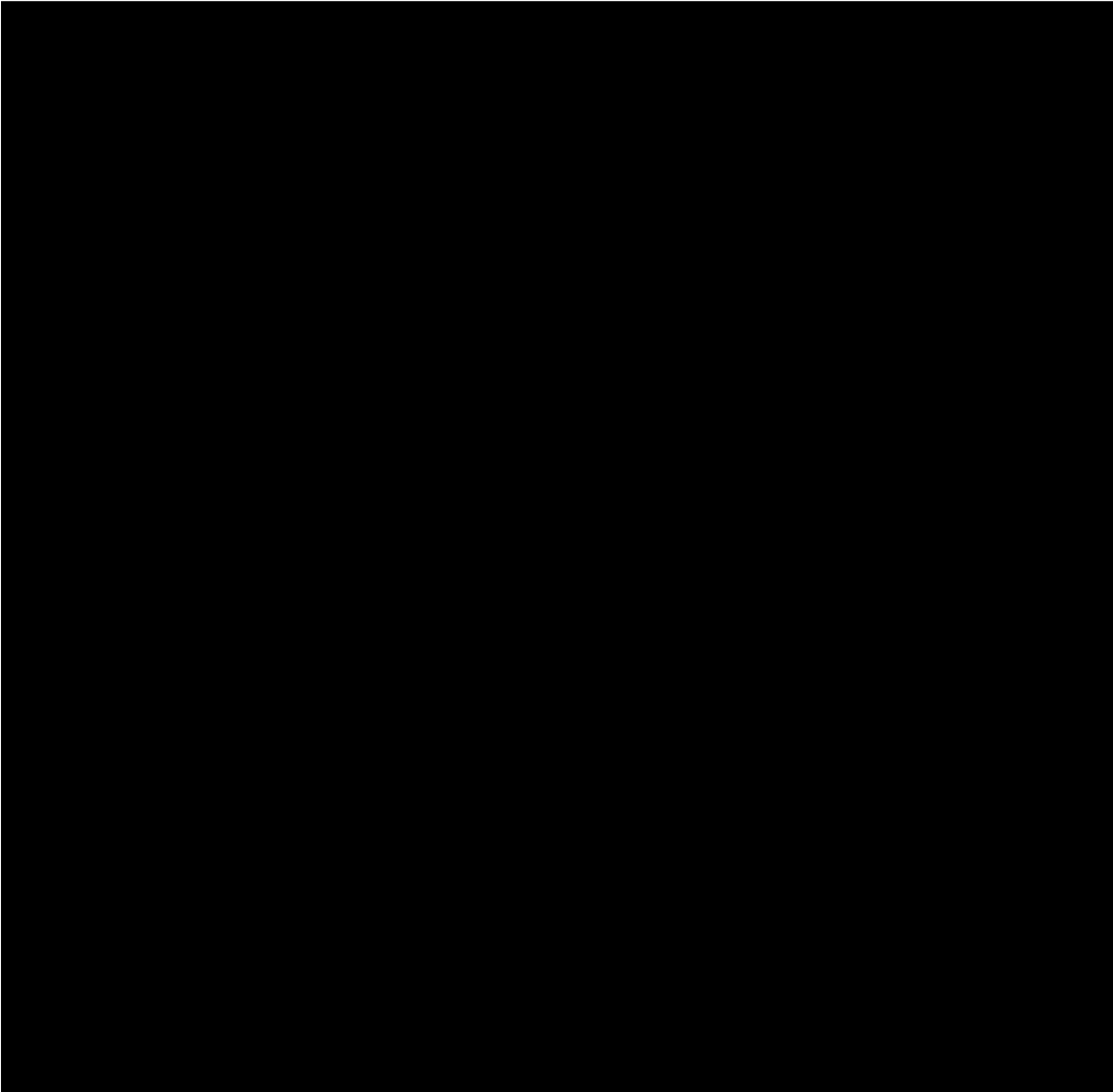
Upon receipt of a Career Service Board action assigning an individual to a foreign area or a memorandum from a Division Chief concerning an initial appointment (GS-7 or below), where the employee is being assigned to a foreign area, the Chief of the Foreign Section assumes all responsibility for processing the individual to the field. The first

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step taken by the Chief, Foreign Section, is to insure that a position is available. After the position has been checked on the T/O, the Chief, Foreign Section, *prepares SF-52 and forwards it to Domestic Section*, which reviews the action for accuracy and adherence to procedures, posts on the Kardex record and forwards to PDC.

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The Foreign Section prepares a biographical sketch of the individual and sends it by pouch to the Area Chief in the field as advance information of the assignee's qualifications. When the departure date and travel schedule have been established, the Foreign Section prepares HIA cable or dispatch to the field in order that the individual may be met at his destination. Immediately prior to the individual's departure, the Foreign Section Chief conducts a final briefing with the individual (see O/C Briefing Check Sheet). On completion of the briefing, the Foreign Section Chief arranges, through the Personnel Processing Unit, interviews for the individual with the

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Chief, Administrative Staff, and the Deputy Assistant Director for Communications. Upon completion of the interviews, the Foreign Section Chief signs the Central Processing Branch clearance sheet for O/C and the individual departs.

B. Support of Personnel in the Area

With the processes's arrival at an overseas station, the particular Foreign Section enters into a full and individual administrative support stage. All personnel and administrative matters common to an overseas employee are the continuing direct responsibility of the Foreign Section for the tenure of the individual's tour. The product of the Section's efforts in the administration of its overseas personnel is coordinated within the O/C, and when the case warrants, with the interested DD/P, Foreign Division, by the Foreign Section Chief. Guidance is received from the Chief, Personnel Branch, and from O/C Division Chiefs when the personnel aspect merges with operations.

In the administration of overseas Communications personnel there is included:

1. Financial Matters:

- a. Salary underpayments
- b. Non-payment of allowances
- c. Accountings for advances, repayment of advances
- d. Requests for advances for dependents
- e. Credit Union loans, non-payment of C. U. loans
- f. Non-payment of advances by personnel abroad
- g. Requests for payment of allowances

2. Personnel Movements:

- a. Requests for new personnel for field
- b. Promotion recommendations
- c. PCS movements in field
- d. Re-slotting personnel in field required by CSB action, changes in work load, or for processing purposes to allow overlap of personnel
- e. Transfers between O/C and other Agency components

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f. Compensation claims

3. Movement of Effects

a. Requests for movement of part or all of individual's household effects

b. Requests for information of status of household effects and automobile in transit

c. Requests for movement of vehicles

4. Tables of Organization:

Reviews individual Table of Organization change requests, as well as major re-organization changes received from respective field areas, and makes recommendations to Deputy Chief, Administrative Staff, on soundness of organization structure and the effect it will have on employees currently assigned or in process. Upon approval of the T/O, initiates the necessary personnel action requests (S. F. 52). If there is an excess of personnel at a station, coordinates with various Division Chiefs to determine who will be retained on the new T/O, who will be returned prior to completion of tour of duty, and who will be reassigned to another area. The Foreign Section is required to have all details concerning personnel assigned to their field T/O at their finger-tips, from size of family to dates of birth, from EOD date to date of present grade. These facts are presented and considered when T/O's are proposed and activated.

5. Miscellaneous:

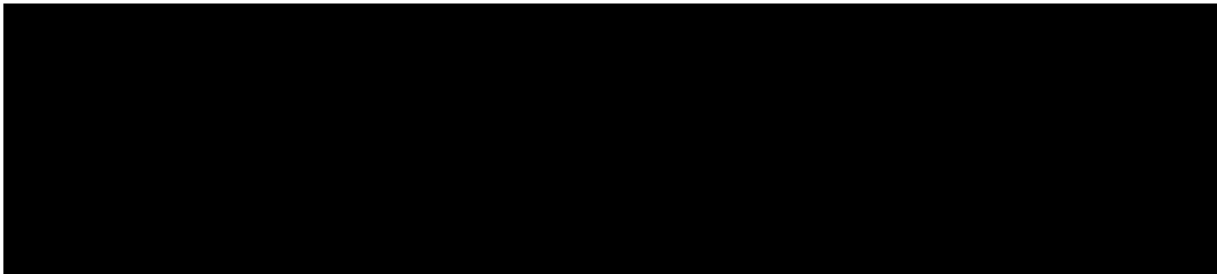
Marriages to foreign nationals present complications and the Foreign Section provides advice and solves problems pertaining to the disposition of such matters. In addition, where there are problems between field station and the individual, as well as personal problems of the employee, the matter is always directed to the Foreign Section which plays the role of counsellor or coordinator in getting the required solutions.

C. Return of Employees to Headquarters

Approximately six months prior to the completion of the employee's tour of duty, he submits a home leave request to the Foreign Section. The case is then scheduled for Career Service Board Rotation action. When the Career Service Board has taken action, the Foreign Section is notified. The Foreign Section then prepares a dispatch advising the field of the CSB action, and gives a date for the subject's departure from the field.

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When the employee departs from his overseas post, he sends an ETA cable to the Foreign Section which in turn advises the Personnel Processing Unit of the scheduled ETA date. Upon arrival at Headquarters, he reports to the Foreign Section where he is given a personal debriefing, which includes a discussion regarding general living conditions in his area, morale, and any personal problem he may have. He is assisted in solving his personal problems, either directly or by arranging appointments for him with various support officers in the Agency; such as, Finance Division, PDC, and Transportation Division. Problems may include back pay due the employee, advice on escrow accounts, advice concerning disposition of household effects, and problems concerning dependents. The Foreign Section requires the employee to complete the Personal Post Report; then the individual is sent to Central Processing Branch, PDC, to complete his returnee processing. Upon completion by CFB/PDC, the employee returns to the Foreign Section, which introduces him to his new Foreign Section which will furnish administrative support in the new area of assignment. The old Foreign Section prepares a S.F. 52, completing the "From" side, and turns such papers over to the new Foreign Section for completion of the "To" side.



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E. Each Foreign Section maintains a T/O worksheet which contains a complete listing of positions, incumbents, type of assignments, vacancies, pending actions, and proposed actions, and is used as a reference in day-to-day activities. In addition, each Foreign Section maintains essentially the same information on a visual aid board for the exclusive use of the CSB.

F. The following is a description of the various procedures for cover processing of employees to the field:

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3. The following is a listing of the Files and Records maintained by three of the four Foreign Sections:

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1. [REDACTED] Section

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a. Dispatch Files (tissue copy)

- (1) [REDACTED] area
- (2) [REDACTED] area
- (3) Advance project

b. Personnel Action File (tissue copy)

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d. Separation allowance file (tissue copy)

e. Biographical sketch file

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f. [REDACTED] (tissue copy)

g. "Hold" Action file

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h. Miscellaneous inter-office correspondence file (tissue copy)

2. [REDACTED] Section

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a. Tickler file - This is a loose working file containing

- (1) [REDACTED]
- (2) Correspondence to [REDACTED] on immunization notices
- (3) Correspondence on unresolved personnel matters
- (4) copies of outgoing correspondence

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b. Cable file - In by station

c. Cable file - Out by Registry control number

d. Dispatch file - In by station

e. Dispatch file - Out by Registry number

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f. [REDACTED] - alphabetized by name

g. 3x5 card file on each individual assigned processing to and returned from the area. Includes: name, grade, title, location, slot number, various personnel actions approved while assigned to the area, cables and dispatches concerning rotation, home-leave, and

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reassignments due and received; [REDACTED] grade, position number and salary changes. 25X1C4a

h. Maintains Visual Aid Boards (CSB)

i. Maintains book flexoline file indicating vacancies



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k. Notebook file of home leave addresses

l. Current T/O file

m. [REDACTED] file arranged by station and includes title, grade and position number

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3. [REDACTED] Section - Numerical files

a. In and Out Cables; maintained yearly and are destroyed

b. In and Out Dispatches; maintained yearly and are destroyed

c. In and Out correspondence

d. [REDACTED]

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e. O/C memoranda, orders and notices

f. CIA Regulations

g. O/C Administrative Procedure Manual

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4. [REDACTED] Section - Miscellaneous files

a. Post Report files; maintained by Station

b. 3x5 card file on each individual assigned, processing to, and returned from the area. Includes name, grade, title, location, slot number, various personnel actions approved while assigned to this area. This information is maintained in order to service numerous inquiries received for immediate and up-to-date information.

c. Maintains Visual Aid Board (CSB)