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MEMORANDUM FOR: Director of Personnel

SUBJECT: A Plan for Improved Personnel Assignment and Utilization Support

1. This memorandum presents a plan for providing centralized staff services and support to the Career Services in the fields of personnel assignment, utilization, and relations.

2. In developing the plan, we have critically reviewed the work we now do in these fields and the way we do it. We considered carefully prevailing personnel philosophy as well as the problems in personnel management faced by the Agency at its current stage of development. We believe the plan proposed recognizes the increasingly more predominant role the Head of each Career Service is assuming as a personnel manager.

3. Against this frame of reference, the study attempts to derive the basic work which we should do, the manner in which it should be done, and the staff required to do it effectively. Functions and programs outlined are not limited to those within the current Personnel Assignment Division charter; neither have efforts been made to preserve traditional functions which we believe have now outlived their usefulness or which can be done better elsewhere.

4. To summarize, the plan is comprised of the following segments:

a. Support to the Clandestine Services Career Service - Tab I

(1) A delegation of authority to approve specified types of personnel actions should be made to the Head of the CS Career Service by the Director of Central Intelligence, subject to periodic review by the Director of Personnel in his staff relationship to the Director.

(2) The Deputy Director (Plans) as Head of the CS Career Service should appoint a Senior Official as his Personnel and Career Service Officer and redelegate to him personnel authority.

(3) Positions engaged in CS Career Management activities now located in the Office of Personnel (CS Branch, PAD, and SBA/Pers) should be shifted to the Deputy Director (Plans) to constitute a Personnel and Career Service Office under the DDP and headed by the Officer appointed as CS Personnel and Career Service Officer.

b. Centralized Staff Personnel Assignment and Utilization Services - Tab II

(1) Close personnel representation to Offices and Career Services.

(2) Increased support to Career Service Boards of the Deputy Director (Intelligence) and Deputy Director (Support)

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(3) Development of a comprehensive Employee Utilization Program.

(a) Agency Reassignment Unit.

(b) Management Development Program.

(c) Assistance in Career Plan implementation.

(1) Special Placement Committee Support

(4) Assistance in filling of vacancies.

(5) Processing Appointment Actions.

(6) Development of a Career Planning Handbook.

(7) Out Placement Program.

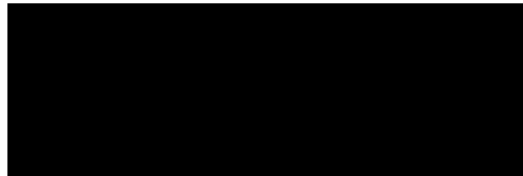
c. Employee Counseling and Services Program - Tab III

This section is comprised of a staff study in which the current trial combination of Employee Services Branch, Records and Services Division, with the Counseling Branch, Personnel Assignment Division, is evaluated and recommendations made as to the future program and staff which should comprise the combined organization.

d. Proposed Organization and Staffing of Personnel Assignment Division - Tab IV

A proposal for structure and staffing in keeping with the program plans outlined in the foregoing sections.

5. Your consideration of the proposals hereby submitted is respectfully requested.



Chief, Personnel Assignment Division

Attachments:

Tabs I through IV

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