

PERSONNEL ASSIGNMENT DIVISION

25X1A

Unit and Function

Staffing Required

Office of the Chief

Administration and Direction
 Special Placement Committee
 Medical, Security, Personnel Review Panel

Reassignment Branch

Special Placement Committee Secretariat
 Agency-wide, inter-Career Service Assignment Services
 Agency Out-placement Services
 Administration of Management Development Program

Personnel Utilization Branch

DDS/DDI Career Board Support
 Initial & Intra-Career Service Placement; Career Plan
 Review and Implementation
 Approval of Appointment & Status Changes
 Qualifications Review & Approval
 Applicant Processing (including activities now per-
 formed by Appointment Section, RSD)
 Initial & Follow-up Interviews; Pre-exit interviews
 & Reporting; Employee Orientation
 Administration of PSI & Fitness Reports
 Consultant Processing
 Marriages to Alien Cases
 Personnel Program Evaluation

Personnel Qualifications Branch

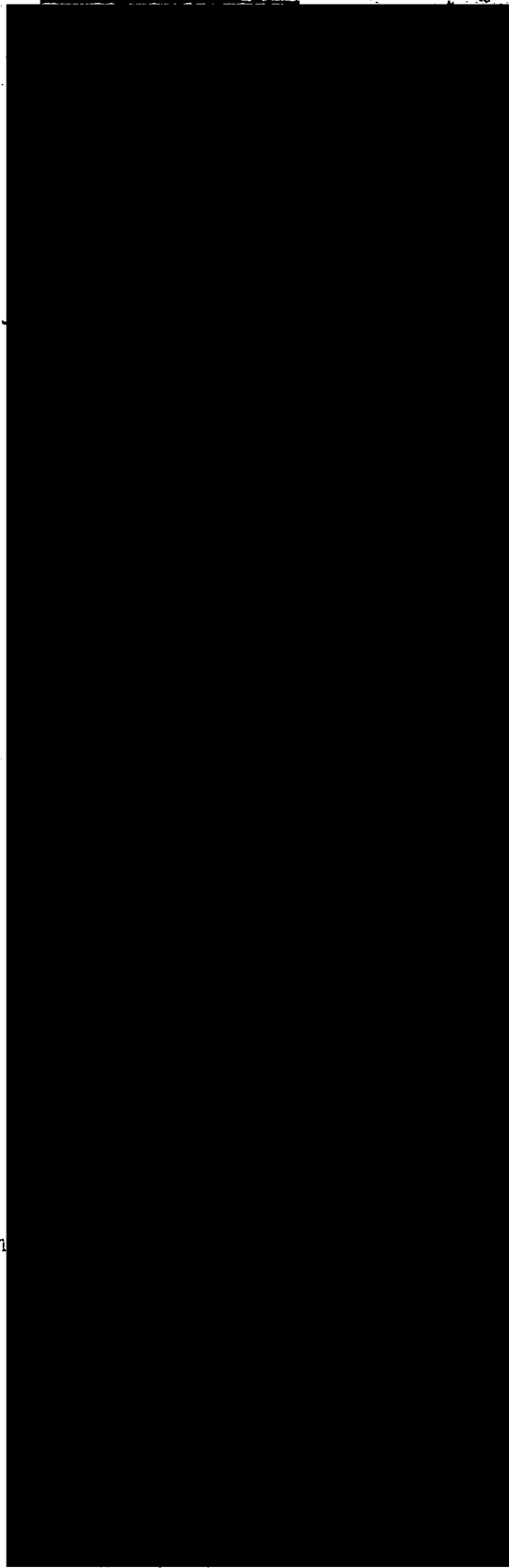
Applicant & Employee Qualifications Register Service
 Review & Referral of Applicant Files
 Development & Maintenance of Manpower Listings
 Recommendation of Nominees for Open Positions
 Evaluation & Processing of Recruitment Requests
 Prepare & Maintain Career Service Handbooks

Employee Relations Branch

Employee Counseling
 Turnover Analysis & Reporting
 Recreation Programs
 Fund Raising; Welfare Programs
 Housing & Transportation
 Red Cross & Blood Donor Programs; Savings Bond Program
 Bulletin Boards
 Final Clearance Processing

Clerical Placement Branch

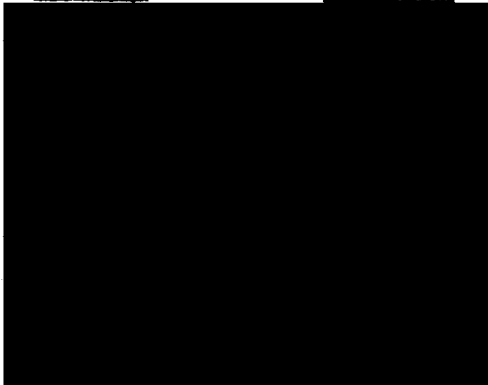
Agency Clerical Selection & Assignment Program
 Administer Interim Assignment Section
 Interview & Follow-up on Clericals



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Personnel Assignment Division

Comparative T/O Analysis

	<u>Current</u>	<u>Proposed</u>	
GS-15			25X1A
GS-14			
GS-13			
GS-12			
GS-11			
GS-09			
GS-07			
GS-06			
GS-05			
Totals			
Average Grade	GS-9.0	GS-9.2	

T/O and Ceiling Reconciliation

25X1A

Current T/O

Plus:
 Employee Services Branch, RSD
 Appointment Section, RSD
 IAS Slots Authorized

Subtotal

Minus - CS Branch, PAD

Proposed T/O

Net Saving

*This permits liquidation of the former IAS slot authorization for administration of the IAS.

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