

**CONFIDENTIAL**

BPAM 64-0559

25X1

O/BPAM/ [redacted] vgd 2 July 64

Distribution:

orig - addressee

① - ER

1 - BPAM subject

Executive Registry  
64-4634/L

2 JUL 1964

MEMORANDUM FOR: Colonel White

SUBJECT: Draft Notice on Average Grade of Agency Positions

Red:

This notice appears to cover most of the points I had in mind. However I think the authorities and bench marks are somewhat broad for effective long-term control and management of this problem. The notice should provide a clear tie with manpower and budget control. Therefore, please make provision in the notice that any proposal which results in a raising of the average grade of any unit for which an annual budget is prepared will be explained by the requesting unit and submitted by the Director of Personnel with recommendation to the Director of BPAM for final approval. I will look to the Agency Manpower Control Officer as the central focal point in my office for keeping me apprised of the effect of the proposed action. Obviously I will be more receptive to proposals which have been compensated for within the Directorate itself or which have no effect on Agency average grade, but I want to be personally informed of the reasons for the specific actions being proposed before implementation.

In addition, a statement should be included in the notice to reflect the policy on assignment of personnel set forth in my Action Memo A-378. This policy is intended to mean that under normal circumstances, staff employees will not be assigned to positions graded at more than two grades above the individual's grade. The Director of Personnel should be the officer assigned the responsibility for approving justified exceptions.

Finally I wish you would delete the reference to the Executive Director-Comptroller in paragraph 3. The heads of the three units under my immediate supervision are well aware of my feelings in this matter and seek my review and approval before any T/O changes are proposed. I will control the T/O's of these units as well as the Office of the Director directly from here.

*DD5*

((signed), Lyman B. Kirkpatrick

Lyman B. Kirkpatrick

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Executive Registry  
64-4634

26 JUN 1964

MEMORANDUM FOR: Mr. Kirkpatrick

Kirk:

Attached is a draft of a proposed Notice to support the action already being taken by the Director of Personnel to accomplish the objectives of Action Memo No. A-378. While the work is progressing satisfactorily and the initial objective can be achieved within the terms of the Action Memorandum, the Notice is considered desirable to set up the machinery for future use in controlling and maintaining the average grade structure.

If you agree that this draft will serve the intended purpose, I will coordinate it with the other Deputies who have expressed an interest and then issue the Notice.

(SIGNED)

L. K. White

Attachment:  
Proposed Notice

- Distribution:
- Orig - Adse w/att
  - ✓ 1 - ER w/att
  - 1 - DD/S Subject w/att
  - 1 - DD/S Chrono
  - 1 - DD/S Subject (Regs) w/att



ILLEGIB

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25X1

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