

INFORMATION REPORT INFORMATION REPORT

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CENTRAL INTELLIGENCE AGENCY

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COUNTRY USSR

REPORT

SUBJECT Functions of Personnel
Departments of Soviet
Industrial Enterprises

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INFORMATION REPORT INFORMATION REPORT

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COUNTRY : USSR

SUBJECT : *Personnel*
: Functions of ~~Cadre~~ Departments of Soviet
Industrial Enterprises

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1. Every institution and enterprise in the USSR had a cadre department (otdel kadrov) which had the following main functions:
 - a. Hiring and dismissal of workers.
 - b. Selection of candidates on political loyalty and professional qualifications.
 - c. Drawing up of work discipline regulations (pravela trudovago rozporyadka), on thefts, tardiness, profanity, and similar infringements. The regulations forbade workers to leave the plant during working hours, to drink alcoholic

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beverages on the premises or come to work intoxicated, and to enter the plant without the proper permit. The department had each worker sign the regulations; non-compliance with any of them could result in punishment, including dismissal and, in some cases, institution of legal proceedings.

d. Enforcement of compliance with labor laws.

2. The cadre department was in charge of transferring a worker from one department to another, on recommendation of his direct superior, and kept monthly statistics of workers' movements within the plant. It kept a separate record of all workers who had been dismissed, with the causes of dismissal. Twice a year it had to forward a report on manpower to the cadre department of the body directly in charge of the enterprise. It maintained a current record of the workers' conduct and disciplinary offenses, education, and military status. It conducted different courses intended to provide the workers with a general education, to teach them a trade, and to improve their professional skill.
3. The cadre department of the body in charge of the enterprise determined the dates of annual vacations of the plant director, his deputy, the chief engineer, the director of the cadre department,

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the chief accountant, and the director of the technical control department (O. T. K.). The annual vacations of all other workers, without exception, were determined by the cadre department of the plant, in consultation with the plant director, the chief engineer, and the worker's department head.

4. The cadre department kept a personal card index (uchetnaya kartochnka) of every worker from the day he joined the staff of the plant. The card was made of thin cardboard and was 14 by 20 centimeters. On one side were the worker's photograph and personal details, such as name, patronym and surname, place of birth, nationality, education, party and trade union affiliation (with date), number of diploma and name of issuing institute, trade and occupation seniority, place of residence during World War II, address, identity card number, military status, and responsible military commissariat. The other side of the card showed the date of the worker's hiring and the number of his appointment order, actual date of the beginning of work, dates of internal transfer and number of transfer order, date of and reason for dismissal, date of issuance of dismissal papers, and the worker's signature, dated.
5. The cadre department maintained a special file (anketa) on every worker who was entitled to more than 12 days' annual vacation.

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It consisted of a large four-page document including all the particulars of the personal card, plus information on the worker's parents and their activities before and after the October Revolution, details on the worker's education, his academic degree, previous places of employment, whether he had ever been elected to office in any organization, whether he had been a member of the Partisans, whether he had ever lived under foreign occupation, his military rank, wounds received in active service, his medical category, decorations (by whom and when awarded), marital status, name of spouse, names of children and their occupations, and record of legal offenses. The anketa form prior to 1958 was even more detailed, particularly regarding the worker's social background. This file, like the index card, was signed by the worker. Both forms were filled in by the cadre department when the worker was hired, and were subsequently kept on file.

6. The cadre department also kept work books (trudovaya knizhka) on all employees. In these it registered changes in the worker's status, transfers, commendations, and changes in training. Institutions and plants received work book blanks from the ministries to which they were subordinate, and the receipts were carefully recorded in a special ledger. A worker could change his place of employment only by producing his work book.

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If he were being hired for the first time, he had to be issued a work book within five days, but he could receive it only by a certificate from his housing office (uprav dom), stating that he had not been working previously and showing his sources of income. The work book remained at the cadre department, where its owner could look at its contents without, however, being allowed to remove it (unless he changed his place of employment).

7. Large enterprises and ministries had both a cadre department and a special department^{est} (spets otdel). In plants which employed 1000 workers, the head of the cadre department performed the functions of the special department, which consisted of political supervision of workers, responsibility for security precautions, and maintenance of plant secrecy, as required.
8. At enterprises which employed less than 1000 workers, the cadre department had one, two, or three people, depending on the decision of the works^g director (there seemed to be no fixed organization). All cadre department workers were Party or komsomol members, usually selected from among the staff by the director, in consultation with the Party cell secretary. An appointment required approval of the cadre department of the body directly in charge of the plant, usually with no interference

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by the Party institutions and security authorities. The head of a cadre department was subordinate solely to the plant director and the cadre department of the body in charge of the enterprise.

9. The head of a cadre department was third in the plant hierarchy. In the absence of the director and chief engineer, he held full powers of attorney and could sign all documents. An enterprise director could not dismiss the head of the cadre department (nor the chief engineer, chief accountant, nor head of the technical control department) unless he obtained approval of the cadre department of the body to which his plant was subordinate.
10. The head of the cadre department could hire laborers and skilled workers at his discretion and without having to consult anyone. Clerks, engineers, and other senior employees could be hired with approval of the plant director. Party institutions and security authorities were not, as a rule, concerned with hiring procedure, although in the case of senior employees the plant director usually consulted the Party cell secretary. A prospective employee whose work card showed that he had been working continuously and whose identity card had no "special paragraph", had only to submit a satisfactory curriculum vitae in writing. Occasionally the cadre department inquired about him at its counterpart of his former place of employment. Once a candidate had been hired, he had to supply

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two photographs, one for the card index and one for his entry permit.

11. Cadre departments were usually housed in one room, with barred windows and a metal-plated wooden door with a special lock. At the end of the day's work the door was sealed, and the key was kept by the department head. An extra key was kept in a secret place at the plant known only to the director and the guard superintendent. Special documents (of the Special Department) were kept in a metal safe, while other papers were locked in cabinets with reinforced doors and special locks.