

MEMORANDUM FOR: Acting Deputy Director for Administration

STATINTL FROM

: [REDACTED]
Acting Director of Personnel

SUBJECT : Information for Use by A/DDA at DCI Retreat
18-19 May

REFERENCE : Informal note for D/Pers fr EO/DDA dtd 16 May
79, same subject

Danny:

The following information is provided in response to reference request for background data on resources and productivity of the Office of Personnel. While the lack of resources has not prevented the implementation of any programs of a critical or vital nature, meeting demands for new programs and for the expansion of existing programs has stretched the available resources to a fine thread and has caused considerable jockeying and shifting of personnel to meet requirements.

The personnel ceiling for the Office of Personnel is [REDACTED]

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[REDACTED]
for specific additions in PMCD and the establishment of the Personnel Management Evaluation Staff.

Examples of the permanent programs which have been established without increase in OP personnel resources, but requiring assignment of individual personnel:

- FOIA - 1 officer and 1 clerical employee
- Handicapped Program - 1 officer, shares clerical help

Examples of programs which have been or are being absorbed into the workload of already assigned personnel:

- Formalized rotations and succession program in Agency
Requires administration, file review, matching requirements, et al
- Minority Employment Coordination System
- Implementation of EEOC Uniform Selection Guidelines
- Computerization of applicant records and processing systems.

Examples of temporary programs which have drained personnel resources requiring reassignments of individuals from other offices:

- Phases I and II of the DDO Reduction (6 month detail of four officers)
- Responsibility for coordination of replies to NAPA report recommendations. Requires extensive study and review of the report. . . resources from all officers. (Estimate 6 months)
- Participation in three Task Forces - CT, Language Incentive and Orientation Courses (Chaired by OP) (Estimate 6 months to permanent status)

The following are program or problem areas which require additional resources but where none are available or provided, impacting on the success of the activity.

- The results of the CT advertising campaign has resulted in twice as many professional applicant files as a year ago. More resources are required if we are to hire people in a timely fashion.
- Several components have asked to join or increase the use of the Co-op Program
- Increase in the hiring of minorities.

Attached is a page of statistical measurements of productivity in several areas of OP which are being achieved without additional resources.



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Attachment

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FY 75
FY 76
FY 77
FY 78
FY 79



Other examples of increased productivity:

- Co-ops: 106 in FY 74 123 in FY 79
- Summer Interns: 49 in FY 74 65 in FY 79

Transactions and Records Branch

1. OP PERSIGN II Development (4 positions)
 - Design Activity - Has required detailing 2 to 5 additional people, dependent on status of activity.
 - Testing Activity - Requires additional 8 people.
2. Statistical Reporting Branch (5 positions - 4 incumbents)
 - DCI - Task Force on Sex Discrimination - 22 man days
 - Radiation Study - 15 man days (to date)
 - Special Programmed Computer Reports - 85 man days (covers 1 1/3 year)

Lack of personnel resources prevents the work on the statistical records in Archives now ready for screening and review for destruction.