

ADMINISTRATIVE - INTERNAL USE ONLY

16 NOV 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM : ██████████  
Chief, Plans and Programs Group

SUBJECT: Minutes of the 11 November 1976  
OTR Staff Meeting

STATINTL

1. ██████████ PMCD, with members of his staff made a presentation on the Factor Evaluation System (FES). The System, designed by CSC, is a methodology for classifying positions and is intended over the coming years to replace in CIA the present narrative system of job classification. FES is a weighted method using factors, such as complexity of job, work environment, and knowledge required for job, in order to develop an appropriate classification of non-supervisory positions, GS-01 - GS-15.

STATINTL

2. ██████████ led a post-mortem discussion of the OTR Conference. It was agreed that the Conference had been worthwhile and that similar conferences should be planned for each year. The dates of 26-28 October 1977 and 25-27 October 1978 have been reserved at ██████████ and were accepted at the Staff Meeting. At the next Conference, more effort should be made to have everyone at the Conference and added events, such as workshops and athletic events, should be scheduled. The Planning Conference in June at ██████████ will focus on the planning for the next OTR Conference.

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3. ██████████ proposed that the current MBO system be split into two reportings systems. The DDA-level system would continue as in the past, but the OTR-level system would be broken out of the DDA reporting system and be included in the biweekly sessions between the DTR and each Unit Chief. The one exception would be ██████████ and here the DTR would consider going to ██████████ for the reporting sessions. ██████████ will follow up this discussion with a paper on the prepared dual approach to MBO reporting.

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4. ██████████ reported on the status of the FY 1977 budget. He spoke on the marks for FY 1977 Unit budgets, the low priority list, and on the FY 1977 budget cut.

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5. The members went over the list of pending actions. [REDACTED] reported on the only current item.

6. The DTR reported on his meeting with the STOs on 10 November and his plan to continue to schedule one such meeting a month. Also, he reported on the DDA morning meetings of 9, 10, and 11 November.

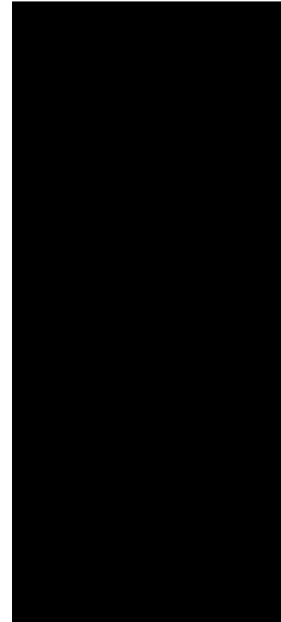
[REDACTED]

STATINTL

OTR Staff Meeting  
Thursday, 11 November 1976, 1400 hours

AGENDA

1. The Factor Evaluation System
2. Post-mortem of OTR Conference
3. Status Report on FY '77 Budget
  - a. Marks for FY '77
  - b. Low Priority List
  - c. FY '78 Cut



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4. OTR Pending Actions Mr. Fitzwater
5. The Day's Events

ADMINISTRATIVE - SECURITY AND CONTROL