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17 MAR 1978

MEMORANDUM FOR: All DO Employees
FROM : Stansfield Turner
Director of Central Intelligence
SUBJECT : FY 79 Personnel Actions
REFERENCE : DDO Memorandum for All DO Employees dated
7 October 1977, Subject: FY 78 and FY 79
Reductions -- Implementation Procedures

1. I have been following closely the attrition rate within the DDO in hopes that the FY 79 portion of the total position reduction can be held to a minimum. I am also anxious that we provide for the accession of necessary new employees and, at the same time, offer the opportunity of promotional headroom to those deserving employees on board. Our current estimates indicate that the FY 79 reduction can be held closer to than the originally planned. This development is particularly gratifying.

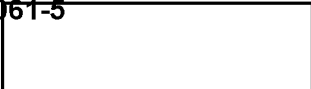
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2. As you are well aware, I have been determined to provide for promotional flow which the Directorate employees could look forward to each year. Our present situation suggests that we will have available to us over the course of the next five years the promotional opportunities shown in the enclosed classified Annex.

3. I recognize that the Directorate employees who may be affected by the reduction are anxious to be informed as early as possible. The DDO/CMS has been instructed to alert within the next two weeks those employees who, as of this date, fall within the zone of consideration for separation. However, GS-14 employees will not be contacted by CMS until about 30 April. The FY 78 GS-14 Evaluation Board rankings will not be available until then. We will watch the attrition rate over the next two months before making a final determination in late May of the precise number of the reduction. The identification of GS-11's and below will be based on the already established profiles

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which include the Transition Quarter Evaluation Board rankings in 1977. For GS-12 - GS-18, the results of the FY 78 Board rankings will also be factored into their profiles. The point value system described in reference will apply and points will be added or subtracted from the individual's already established point base as follows:

FY 78 low 5%	+30
FY 78 low 20%	+10
FY 78 Low Middle	+ 5
FY 78 promotion	-20

Comparative Evaluation Grouping (CEG) will remain the same -- e.g.,

FY 78 Substandard (SS)	+20
FY 78 Limited Potential (LP)	+10
FY 78 Valuable Contribution (VC)	0
FY 78 May Develop (MD)	- 5
FY 78 Highest Potential (HP)	-10

4. While employees who are selected for reduction will be formally notified by 1 June 1978, none will be required to leave prior to 1 October 1978. Those who would qualify for retirement annuity during FY 79 will be permitted to remain until the qualifying date.

5. I am confident that the Directorate is reaching the posture where it can provide challenging work for all employees and the opportunity for promotion for those who deserve it. I appreciate the support all members of the DDO have given during this admittedly difficult exercise. I hope that we can now focus all our attention on the very challenging substantive tasks that lie before us.


STANSFIELD TURNER