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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Overall Utility of the Office of Personnel's
Qualifications Records System

REFERENCE : Memo to DDA fr ADDO dtd 14 March 75, subj: Office
of Personnel Qualifications Register

1. This is in response to your request for comments relative to the recommendations contained in the reference and the overall utility of the "Personnel Qualifications Register" to Agency managers.

2. The Personnel Qualifications Register is one of the by-products of the Agency Qualifications Records System and is designed to provide Agency managers with a tool in providing a rapid and efficient summarization of employee experience and qualification data in their consideration of employees, regardless of where assigned or located, for possible assignment to fill staffing needs where combinations of Agency acquired experiences and specialized skills are requisite; for Career Service considerations in employee skill utilization; employee development; and management of employee resources. Attached herewith (Tab A) are listings of requests upon the Personnel Qualifications Register serviced by the Qualifications Records System during fiscal years 1973-1974 and nine months of 1975.

3. The utility of the Qualifications Records System by Agency managers varies with the awareness of the individual manager of the scope and content of the system and the potential it offers in consideration of the on-board workforce in meeting ad hoc or anticipated requirements for qualified employees. (The advantages to the Agency in making maximum use of on-board employees for filling new requirements--while collaterally offering developmental opportunities--is readily apparent as compared to the cost and delay associated with external recruitment.)

4. The present Qualifications Records System was developed to centrally record employee biographic data and job skills. Prior to the evaluation of the present system, a variety of mini-systems were being maintained within Agency components to satisfy their own internal needs. The current DDO related aspects of the Qualifications Records System were developed in response to specific DDO requests and is maintained by one full-time contract employee (a DDO annuitant).

5. In addition to the tangible production of the "Personnel Qualifications Register" where all Agency employee skills, knowledge and experiences are recorded, the Qualifications Records System is an essential element in the Agency's personnel management records system in regards to:

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(a) Providing the data base for identification of Agency "Affinity Groups." Included among the recommendations of the Personnel Approaches Study Group, subsequently approved by the CIA Management Committee and Mr. Colby, was a proposal in response to Mr. Colby's request that some form of modified "MDS" system be developed to identify employees throughout the Agency who possessed common functional specialties and qualifications.

While the CIA Management Committee has not taken further action on implementation of this concept (presumably until the basic PASC actions have been implemented) we expect that Mr. Colby will reaffirm his interest in pursuit of the "Affinity Group" concept (see Tab B). The supportive data base for such a system is found in the already established Qualifications Records System.

(b) Computer produced employee Biographic Profiles. The present Qualifications Records System has been designed and developed with the objective of eventually producing clear text summaries of biographic data on record for each employee and scheduled transmittal to the employee for review, updating and correction as necessary.

Studies are currently underway to utilize the Qualifications Records System as the data base for developing computer produced Biographic Profiles and eventual elimination of the present manual system.

6. The usefulness and importance of the Qualifications Records System goes well beyond the production of the Personnel Qualifications Registers. We strongly recommend retention of the system as currently constituted. It is probable that many Agency managers may not be fully cognizant of the availability of these services and are not fully capitalizing on their use. We propose, therefore, that we develop an appropriate notice publicizing the system and its utility.

F. W. M. Janney
Director of Personnel

Atts
As Stated

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