

~~ADMINISTRATIVE - INTERNAL USE ONLY~~
This Notice Expires 1 June 1976

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PERSONNEL

THE AGENCY PERSONNEL QUALIFICATIONS RECORDS SYSTEM

Developed by personnel
1. The Agency Personnel Qualifications Records System provides assistance to Agency managers in better utilizing, developing and managing their employees. *is a personnel book* The system can be ~~more~~ of more value if all Agency managers *are aware of its scope and contents, and its* capability to assist in determining the qualifications of on-board employees to meet ad hoc or anticipated requirements for qualified personnel.

2. The Personnel Qualifications Records System was developed by the Office of Personnel to permit the central recording, filing and retrieving of an employee's biographic data, including education, language skills, Agency and pre-Agency work experience, patents, copyrights, and hobbies, that may be of interest to the Agency. A comprehensive record for each employee is updated annually, or as required, and stored on computer tape for rapid retrieval.

3. The Personnel Qualifications Register, a product of the Agency Personnel Qualifications Records System, provides Agency managers a rapid *summary* summarization of data on employee experience and qualifications. *It* helps reduce the cost and delay of external recruitment by providing a basis for managerial review and consideration of qualified employees to fill new requirements and positions offering career development.

4. The Personnel Qualifications Records System is an essential part of the Agency's personnel management records system. It can be used for statistical and manpower studies and ^{possesses a potential use in} for identifying affinity groups. Studies are being conducted to evaluate its use as a data base for developing computer-produced biographic profiles.

5. For more information or assistance, please contact the Qualifications Analysis Branch, extension 3641. Written requests should be addressed to the Office of Personnel, Qualifications Analysis Branch, Room 636, Chamber of Commerce Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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for
Administration

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