

**ROUTING AND TRANSMITTAL SLIP**

Date 29 Oct 79

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. [ ]	16/57	[Signature]
2. [ ]		
3. Danny	[Signature]	10/30
4. DDA	[Signature]	12/17/79
5. WEB/BUDGET STAFF DDA SUBJECT	seen	12/17/79

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

As you recall when we sat down with Mr. Wortman a few weeks ago to discuss DDA personnel requirements, Mr. Wortman made the decision that for the present time he was not going to attempt to reallocate positions to cover other requirements. It was mentioned at the time that the Office of Personnel required an additional 11 positions and the attached memorandum records the same 11 positions. As I also recall it, Mr. Wortman was going to advise Personnel that he would "play the bottom line" and see how the Directorate's on-duty related to our ceiling during the fiscal year.

*Don - I think we need to tell Harry to go ahead even though we don't know our ceiling. We may have to do some DDA belt tightening toward the end of FY-80.*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[ ]	7D-02 Hqs.
DDA Budget Staff	Phone No.
	[ ]

REGISTRY  
 FILE: Personnel

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional)  
 Office of Personnel Position Requirements

**FROM:** Harry E. Fitzwater  
 Director of Personnel  
 5E-58, Hqs.

**EXTENSION**

**NO. PERS 79-6321**

**DATE**

**TO:** (Officer designation, room number, and building)

	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Acting Chief/Management Staff/ DDA 7D-10, Hqs.				
2.				
3.				
4.				
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15.				

SECRET

PERS 19 (32)

NYA Registry  
79-3409

26 OCT 1979

MEMORANDUM FOR: Acting Chief, Management Staff/DDA

FROM: Harry E. Fitzwater  
Director of Personnel

SUBJECT: Office of Personnel Position Requirements [redacted] 25

25X1 1. This memorandum confirms a discussion between [redacted] 25  
of your staff and [redacted] OP/B&F Officer, regarding the  
25X1 Office of Personnel's unsatisfied position requirements, which totals  
eleven (11). [redacted]

25X1 2. The Office of Personnel is presently authorized to be over our  
ceiling of [redacted] by 4 to provide staffing for minority recruitment (one  
position) and for the Policy Staff (three positions). Additional position  
requirements represent new areas in the Office of Personnel, and we have  
received approval to establish the following staffs:

a. Human Resources Analysis Staff - three positions are  
required for this staff, which is tasked with modeling the  
Agency's population and conducting graphic manpower studies.

b. Senior Intelligence Support Staff - four positions are  
currently required for the development and implementation of the  
Senior Intelligence Service. [redacted] 25

25X1 3. We have made several internal adjustments for the reorganization  
in the Plans and Control area and for minority recruitment in the Recruitment  
and Placement area; however, there is still a need at this time for eleven  
(11) additional positions to accommodate the expanding responsibilities of  
the Office of Personnel. We would appreciate any relief that can be given  
during FY 1980 in order to fulfill these long-term activities in terms of  
awarding additional ceiling. [redacted]

[redacted] 25

Harry E. Fitzwater

[redacted] 25

SECRET