

4 NOV 1976

MEMORANDUM FOR: Chief, Positions Management & Compensation Division

FROM : [REDACTED]
Chief, Review Staff, OP

SUBJECT : Revision of the HR [REDACTED] Series

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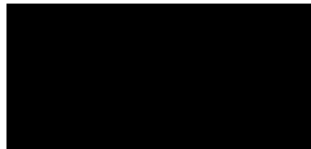
1. The DD/A has tasked the Office of Personnel with reviewing and updating all of the HR [REDACTED] series of regulations during FY 77. To accomplish this objective we request that you review the regulations that pertain to your work (see attached list) and submit any proposed changes, deletions or additions, to the Review Staff by 17 December 1976.

2. Please review the regulations for substantive changes should new policies have evolved, and for editing changes as the content may not be complete or too unclear to be fully understood. Other considerations to be taken into account in your review are the references to the sex of employees in the text and the classification of the regulations. The classification should be downgraded or declassified as much as possible by a close scrutiny of the regulations content and by changing key words or phrases, e.g., Staff Agent may become staff personnel or staff employee. Also, [REDACTED] should be reviewed and updated at this same time so that we can maintain a consistency of policy application.

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3. Please forward your response through your Deputy Director for concurrence in any recommendations. Coordination of this review among the various Office of Personnel components and within the DDA will be accomplished by the Review Staff. In order for us to cope with the massive coordination effort involved in this project, please do not hold the regulations until all have been reviewed, but return them to us individually as they are completed prior to the deadline date.

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Att.

N.B. When only simple changes in the regulations are recommended, such as name changes, an appropriate notation in the margin of a copy of the regulation is all that need be forwarded by your office. Review Staff is responsible for retyping the entire HR [REDACTED] series before submission to Regulations Control Branch.

Dick:

Agree with items you've
noted - Believe someone should
take a stab at these initially
& then discuss their proposed
modifications, particularly on such
items as contained in HR [REDACTED]
pg 35 - This is going to
involve some work -

G.

11 Nov 76

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<p>Remarks:</p> <p><u>Gene</u>: P.D. take a look at the attached [redacted] and note my pencil notes. Before making assignments to my people for review of these - I'd like to be sure you agree with my approach.</p> <p>Specifically - [redacted] - may need some "policy" explanation in my view, needs a</p>					
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Approved For Release 2001/08/07 : CIA-RDP83-01004R000200010002-0

Next 3 Page(s) In Document Exempt

Approved For Release 2001/08/07 : CIA-RDP83-01004R000200010002-0

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C/Review Staff 626 c of c [REDACTED]			5 Nov 76	
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Approved For Release 2

00200010002-0

(Copies also to C/PMCD and C/PMCB)

6 January 1977

The attached regs pages from HR [REDACTED]
were extracted from the [REDACTED] report. The revisions
appear in order for updating.

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HR [REDACTED]

1. OFFICE OF PERSONNEL



(1) MISSION. The Director of Personnel is responsible for developing and recommending Agency policies, standards, and procedures for personnel and management; for guiding and evaluating personnel management action by the Career Services and operating components; for authenticating, recording, and reporting Agency position requirements and personnel transactions; for operating an Agency recruitment program nationwide; and for operating central benefits and services programs of common concern.

- (2) FUNCTIONS. The Director of Personnel will
 - (a) conduct research and make statistical and analytical studies pertinent to Agency personnel management and develop and recommend policies, standards, and procedures for personnel management in the Agency;
 - (b) operate a system of nationwide recruitment to include the initial evaluation and ultimate appointment of new personnel;
 - (c) make all initial assignments of personnel, operate a system for holding new personnel for eventual assignment, and make such reassignments as require central coordination and control;
 - (d) prepare individual contracts when personal services are obtained through contractual relationships, and execute contractual agreements for the covert support of operations;
 - (e) authenticate official position and personnel action documents and maintain official current and historical personnel records and a reporting system to serve Agency managers;
 - (f) advise and assist Heads of Career Services and Operating Officials on matters of personnel management;
 - (g) conduct periodic surveys to evaluate the organization and classification of Agency positions;
 - (h) consolidate and analyze the Annual Personnel Plan and Personnel Development Program reports of the Career Services for presentation to the Director;
 - (i) administer the CIA Retirement and Disability System and the Internal applications of the CSC Retirement System and provide secretariat services and administrative support to the Retirement Board;
 - (j) provide a program to assist prospective retirees in preparing for and obtaining post-retirement employment and to furnish prospective resignees with possible sources of new employment;
 - (k) review and make recommendations when involuntary separations are contemplated, and process all separation actions;
 - (l) Not Used
 - (m) administer the Agency Suggestion and Invention Awards Program and provide secretariat services and administrative support to the Honor and Merit Awards Board;
 - (n) establish special monetary allowances and differentials for overseas personnel as required;
 - (o) administer the Agency overseas medical benefits program and exercise the authorities provided the Agency by the Missing Persons Act, as amended;
 - (p) provide a processing service in cooperation with other support components to assist personnel performing official travel; arrange for

Administer the Agency position management, classification and compensation program, including the conduct of periodic surveys to insure the currency of individual position evaluation and position structure as a whole.

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→ Revised: 30 January 1975 (855)

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AUDIT

HR [REDACTED]

1. AUDIT OF AGENCY ACTIVITIES

a. **POLICY.** The Agency will provide audit facilities and services to ensure a final and independent audit or audit review of components, installations, programs, and activities consistent with audit standards and requirements promulgated by authoritative audit and management offices of the Government, and with the guidelines set forth by the Director of Central Intelligence. Only the Director of Central Intelligence may exempt an Agency activity from audit.

b. **RESPONSIBILITIES**

(1) The Audit Staff of the Office of the Inspector General is responsible for the examination and appraisal of policies, systems, procedures, records, and reports relating to programming, budgeting, accounting, procurement, and supply; and, other operations having an impact on the expenditure of funds, use of resources, or effective accomplishment of Agency objectives.

(2) The Chief, Audit Staff will:

(a) Prepare an annual audit plan developed in coordination with program officials. The plan will cover all Agency activities subject to audit, the activities and locations selected for audit with assigned priorities, the reasons for their selection, the audit period, the scope of audit coverage, the management benefits anticipated from the audit, and evidence of coordination with the Comptroller or the appropriate Deputy Director on the selection of subject matter for management audits.

(b) Direct the performance of planned audits of headquarters components, [REDACTED] field installations, and related programs and projects. Dependent on the scope of audit coverage outlined in the audit plan, determine whether:

(1) Financial operations are properly conducted, financial reports are presented fairly, and compliance with laws and regulations has been achieved.

(2) Agency resources are managed and used in an economical and efficient manner.

(3) Desired results and objectives are being achieved in an effective manner.

(c) When an audit is planned which encompasses elements of subparagraph b(2)(b)(2) and/or (3) above, augment the audit team where necessary with an individual or individuals with appropriate experience in the technical field or operational area to be reviewed. These individuals may be drawn from either the Inspection Staff, the directorate involved, retirees, or outside consultants, and should be independent of the program under review. Individuals selected for augmentation of audit teams will be appropriately cleared with the Deputy Director concerned.

(1) review the most recent position management survey conducted by the Office of Personnel;

(2)

(d) Coordinate with the Director of Personnel all audit findings and recommendations relating to position management and manpower utilization.

(d) Report the observations and recommendations resulting from audits to Agency officials responsible for taking actions, and to other responsible or management officials as may be appropriate.

(e) Follow up recommendations when necessary to assure that appropriate action is taken, and report to the Director of Central Intelligence through the Inspector General any recommendations that

(f) are not being resolved satisfactorily at operating levels.

→Revised: 3 June 1975 (882)

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ADMINISTRATIVE—INTERNAL USE ONLY

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AUDIT

Approved For Release 2001/08/07 : CIA-RDP83-01004R000200010002-0

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(1) Determine the need for site audits of projects involving Agency instrumentalities (see [redacted] and engage or approve the public accountants to be used in those cases where cover or other reasons preclude the use of Agency auditors. Before instituting a site audit the Chief, Audit Staff will obtain:

(1) Concurrence on the use of either Agency auditors or public accountants from the office controlling the operational phases of the project, and from the offices having security, commercial, and cover responsibilities.

(2) Appropriate security clearances from the Office of Security if public accountants are to be employed.

(g) Direct the audit of all Agency-sponsored activities not funded by public appropriations, such as the Credit Union, the Employee Activity Association, the Voluntary Investment Plan, and employee health and insurance programs.

(3) Deputy Directors and Heads of Independent Offices are responsible for assuring that offices and personnel under their jurisdiction:

(a) Assist and cooperate with the Chief, Audit Staff and his representatives in carrying out their responsibilities.

(b) Reply to audit recommendations within 60 days.

(c) Obtain concurrent of Chief, Audit Staff before employing public accountants for audit purposes.

(d) Provide that all fees and expenses for audit services of public accountants will be paid by the project or activity audited.

(e) Coordinate on the selection of subject matter for management audits.

ADMINISTRATIVE—INTERNAL USE ONLY

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Remarks:

OK - *OK sent forward*

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Remarks:			
<p>Dick: <u>FYT</u></p> <p>Henry disagrees with the word "position" because some contractors are hired on a part-time basis where no position is required. He will leave "assignment" in. </p>			
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1/08/07 : CIA-RDP83-01004R000200010002-0

(Copies also to C/PMCD and C/PMCB)

6 January 1977

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As part of our review of regulations we went through all the [REDACTED] Series to see if there were PMCD related changes, additions, deletions, etc. needed. The attached pages from [REDACTED]

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[REDACTED] all contain minor recommended changes which we feel appropriate. Please note that in all these regs we have concentrated only on those things PMCD and have not tried to correct other specialities.

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PERSONNEL

HR [REDACTED]

SECTION I: GENERAL

1. PERSONNEL ADMINISTRATION

a. **GENERAL.** It is Agency policy to have a personnel management system that is responsive to the changing needs of the Agency and the intelligence profession. Within the personnel management system, the following principles will be applied:

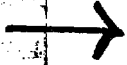
- (1) Adherence to Federal personnel policies and statutory requirements applicable to Agency activities
- (2) Equitable treatment of Agency personnel
- (3) Open and full communications in the conduct of the Agency's personnel business
- (4) Effective and economical use of manpower resources, through systematic personnel planning, goal setting, and integration of personnel and financial management
- (5) Maximum personnel usage and development consistent with Agency requirements
- (6) Advancement of the most talented employees [REDACTED]
- (7) Separation of those who are either inadequate in performance or, as circumstances require, are in excess to the needs of the Agency

The personnel system will be designed and administered in a way that will provide flexibility in meeting component needs while ensuring full consideration of the Agency's mission and objectives.

b. **PERSONNEL RESPONSIBILITIES.** Personnel management is an integral part of overall management and a primary responsibility of all individuals who plan, direct, or supervise the work of Agency employees. The Director of Central Intelligence has the ultimate responsibility for personnel management within the Agency. Much of the authority given the Director regarding personnel matters has been delegated to the extent compatible with the provisions of law and in accordance with the regulations as follows:

- (1) The CIA Management Committee will review the operation of the personnel system in the directorates and consider proposals concerning new objectives, programs, and recommendations for action to the Director.
- (2) The Director of Personnel is responsible for the formulation of Agency personnel management goals, policies, and programs. He provides leadership for improving the effectiveness and flexibility of personnel management and assuring its consistency among the various Career Services of the Agency while at the same time giving due regard to their differing needs.
- (3) The Director's designated representative and each of the Deputy Directors are Heads of their respective Career Services and are responsible for the application and functioning of the Agency's personnel program as it applies to employees under their career jurisdiction. They will exercise the following specific career service responsibilities:
 - (a) Develop and disseminate uniform promotion criteria.

Executive Advisory Group



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PERSONNEL

HR [REDACTED]

7c. PERSONNEL OBJECTIVES. The recognition of common objectives gives meaning and direction to the Agency's personnel program, provides a basis of judgment for setting policies and areas of emphasis, and serves as a coordinating force to the Agency's personnel activities. The following are basic objectives:

- (1) To recruit within the full meaning of equal employment opportunity policies the best qualified individuals who have demonstrated ability or potential for development to serve present and future personnel requirements.
- (2) To maintain standards of conduct which expect employees to work to their full ability, to maintain a spirit of cooperativeness in their work, to be willing to serve the Agency's needs wherever and whenever required, and to adhere to exemplary standards of behavior in their private and official lives.
- (3) To provide employees with
 - (a) opportunities for making the best use of their training and experience;
 - (b) avenues for employment and advancement on the basis of ability and performance;
 - (c) ~~equitable pay, and~~ equal pay for substantially equal work within prevailing pay systems; and
 - (d) an environment in which individual employees receive opportunities and job satisfaction commensurate with their individual skills, abilities, and contributions.
- (4) To operate an Agency-wide evaluation program for determining those employees with the most and least potential and to identify those employees who fail to meet current work requirements or suitability standards and to separate equitably those whose continued employment is not in the national interest; and
- (5) To foster close and open communications between Agency officials and employees.

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PERSONNEL

HR [REDACTED]

13. SPECIAL CONSIDERATIONS IN HIRING OR USING THE SERVICES OF CERTAIN INDIVIDUALS

a. RETIRED AGENCY EMPLOYEES, OTHER RETIRED U.S. GOVERNMENT CIVILIAN EMPLOYEES, AND RETIRED MILITARY OFFICERS

(1) POLICY

(a) Retired Agency employees, other retired U.S. Government civilian employees, and retired military officers, whose retirement is based on service may be hired to meet only those requirements that cannot be filled either by the internal reassignment or training of on-duty personnel, or by the recruitment of new employees who are qualified and who may be expected to serve a considerable number of years with the Agency.

(b) A retiree whose retirement is based on service and who is being employed in staff status will be given either a temporary or reserve appointment as defined in HR [REDACTED]. The appointment, including any renewals or extensions, may not extend the duration of the retiree's employment beyond the month in which he attains age 60. 25X1A

(c) When a former civilian Government employee who retired for length of service is reemployed, his annuity normally continues but his salary is reduced by the amount of the annuity received. Employees who retired under the provision of HR [REDACTED] and who at a later date are recalled to duty under the provision of HR [REDACTED] will be paid the full salary at the grade in which they are serving in lieu of their annuity. Should a civilian annuitant be hired under contract, such contract will be written for a term of not more than one year and will contain a 30-day termination clause. The following will apply in the negotiation and administration of the contractual relationship: 25X1A 25X1A

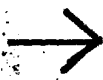
(1) **Contract Employee.** The salary to be paid will be negotiated with due regard to the qualifications of the individual and requirements of the assignment. However, in no case may the combination of salary plus annuity computed on an hourly basis exceed the grade and pay step that provides an hourly rate of pay closest to 90 percent of the current salary of the annuitant's grade and step at the time of his or her retirement.

(2) Independent Contractor

(a) The contractual fee paid an annuitant under an independent contractor agreement will be determined by the nature and value of the services to be rendered except that total remuneration paid to an individual during a contract year may not exceed 90 percent of the current salary of the grade and step held by the annuitant at the time of his retirement. Total remuneration means the individual's annuity plus all amounts authorized to him resulting from the contractual relationship including any amounts authorized under subparagraph (b) below.

(b) Unless there is a clear and overriding operational justification, no housing expense, cost-of-living expense, or other payments in the nature of the perquisites commonly accorded employees will be authorized.

(c) Operational expenses must be specifically authorized in advance by the appropriate authority.



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(j) [Redacted]

(k) Although staff employees are expected to sever active connections with the Agency upon retirement, there may be instances in which continuation in service under contract after retirement is necessary or clearly in the best interests of the Agency. The use of retired annuitants under contract is governed by policies specified in [Redacted]

(l) Not used.

(m) Contracts providing for basic compensation at a rate which, if projected on an annual basis, would exceed the maximum annual rate for a GS-15, will not be executed without the approval of the Director of Central Intelligence. All such requests will be forwarded through the Director of Personnel for his recommendation.

c. RESPONSIBILITIES

(1) THE DIRECTOR OF PERSONNEL will

- (a) formulate contract personnel management policies and procedures and provide guidance in improving the effectiveness and flexibility of the program within the Agency;
- (b) monitor contract personnel management to assure consistency among the directorates while giving due regard to their differing needs;
- (c) provide a repository for sensitive suitability information using the guidelines for special files set forth in [Redacted]
- (d) approve and authenticate contracts;
- (e) monitor personnel ceiling authorizations established by the Director of Central Intelligence and determine that positions are properly classified for pay purposes;
- (f) maintain computer-based records on contract personnel and ensure currency and accuracy of input and output data.

(2) THE DIRECTOR OF SECURITY will

- (a) establish standards and procedures for granting security approvals which meet the Agency's contract personnel requirements;
- (b) grant security approvals for the use of contract personnel including their access to classified information and Agency installations;
- (c) ensure currency and adequacy of security approvals by making periodic reviews and reevaluations;
- (d) provide a repository for all security information pertaining to contract personnel.

[Redacted]

(4) THE DIRECTOR OF MEDICAL SERVICES will

- (a) establish standards and procedures for medical and psychiatric evaluations and for psychological assessment of contract personnel;

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A [REDACTED] CIA-RDP83-01004R000200010002-0

(1)(c)

Monitor contract personnel
authorizations?

Under single ceiling
there is no contract
ceiling.

[Signature]

Corrected

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Remarks:			
<p>Dick -</p> <p>on [REDACTED], I don't</p> <p>feel that we should say "contract</p> <p>employees" positions since all positions</p> <p>are full-time permanent, not staff or</p> <p>contract. Also, do we still have</p> <p>contract ceiling authorizations or is the</p> <p>control simply in terms of money?</p>			
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Review of Agency Personnel Regulations

FROM:

Chief, Review Staff, OP
626 C of C

EXTENSION

NO

DATE

7 December 1976

STATINTL

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.)

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The redo of the regulations is a bore for all of us, and excessively time consuming, we grant. Our work would be eased somewhat, however, if in your reviews and revisions, the reference to sex could be edited out. We find there is partial editing in some, in others only the male is a matter of concern - necessitating another rewrite here.

Please ask your Division and Branch chiefs to make all Regs, Notices, Bulletins, etc. neuter. It's not always easy and we do want to avoid "his/her" or "he and she;" but try plural, extra nouns, employee, individual, passive voice, et al. We also find that "his document" can be "the document" or even "document" without losing the sense of the phrase.

Appreciate your help. STATINTL



FORM 3-62

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USE PREVIOUS EDITIONS

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