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13 January 1970

MEMORANDUM FOR THE RECORD:

SUBJECT: Meeting with [redacted] Chief, Plans and Analysis Division, OP

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1. Following an earlier meeting with [redacted] I arranged with him to examine the work which the Plans and Analysis Division (PAD), OP, had been carrying out in estimating the future personnel strength of the Agency and shifts in the pattern thereof. Since [redacted] and his staff were covering the ten years ahead, I felt that it would be most important for the Building Planning Staff (BPS), OL, to keep in touch with progress in this direction in the Office of Personnel.

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2. [redacted] stated that he and his staff were not limiting themselves to overall estimates. Instead, their analysis is focused on Occupational Groupings which categories have been drawn from the MANS (Manpower Analysis Number System) code. This is a code which has been devised to assist in hiring, internal transfers, and comparisons of many different types of personnel actions within the Agency. [redacted] agreed that the kind of information which they are developing will probably benefit the BPS in its considerations of clustering like types of functional activities. It is also recognized that some details coming from their research will aid the BPS in determining numbers of individuals who may be involved in different functions calling for various kinds of space utilization. This work in the Office of Personnel is centered around the following categories with the current and projected percentages indicated:

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	Dec. 1969	10 Year Projection
Professional	55%	55%
Technical	12%	16%
Communications		
Clerical	30%	26%
Wage Board	3%	3%
Military		
Other		

Of particular interest in the above figures is the fact that OP/PAD considered that there will be a notable jump in the number of technical and communications personnel. This they key to increases in computer and data processing personnel and the need for an increased number of communicators. The reduction in clerical personnel is not so easily explained. Their opinion is that many of the manual cler-

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Division, OP

25X1A9a

ical, accounting, recording, and filing activities will be performed through machine and data processing techniques. [REDACTED] also anticipates some reduction in the size of the professional corp due to improved capabilities and a greater reliance on computer services for some of the basic research in the Agency. This will probably be reflected in the further clarifying the status of the Agency's personnel strength over the next ten years.

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3. The discussion brought forth the fact that the Agency personnel strength fluctuates throughout the year. This reflects peaks in hiring, in particular in the summer months because of the input of summer employees. These peaks in personnel strength may call for some special space considerations. It was recognized that by and large the extra personnel had been absorbed at various work stations while employees were on leave. It was not considered that the summer peak should call for any unusual added space requirements.

4. A part of the research now being carried out in OP/FAD revolves around a career matrix concept. In some cases this concept may even cut across career service lines, especially in some of the clerical, support, and research areas. (The present DDS program of inter-office assignments reflects action in this direction.) Another part of their effort is to identify individuals who have reached a plateau in their specialties and those who may be considered for assignment to a "pool". Personnel is giving some thought to ways and means of making the fullest use of each individual by providing for exchanges where a person may not be fully occupied. Thus, such an individual could be available to another office which may on occasion have more work than its staff can cope with.

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5. [REDACTED] is planning on the basis that the Agency will be reduced ten years from now by at least the five percent [REDACTED] by which it now is required to reduce by the end of FY 1971. He agreed that projected reductions which are now in the early stages in the Glandestine Service could lower the Agency's on board strength even further in the next ten years. I noted that the EPS had one set of alternative assumptions based on a potential reduction of [REDACTED] by 1980. He agreed that our reasoning was quite logical and paralleled his own and that the Agency might easily reduce by [REDACTED] people in ten years.

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6. It was suggested that he and his staff review the history of the Agency's personnel strength carefully, noting that in spite of required reductions which were met, we ended with more people on

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25X1A9a  
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Division, OP

board. We discussed a few reasons for this, including requirements placed upon the Agency by the National Security Council and internal major organizational shifts such as the establishment of DDS&T.

25X1A9a [REDACTED] agreed that there certainly was logic to support the historical pattern but anticipated that if the present tone in Congress and the White House prevailed, the Agency in the next few years would not grow and probably would not even remain the same in size. I reminded him, however, that the reduction of the military image could have the effect of increasing the requirements placed on CIA with a resultant rise in personnel relating thereto. He agreed with this point and said that his staff would give all of these thoughts continued consideration as their research progressed.

25X1A9a 7. [REDACTED] provided me with copies of two papers which he felt might be of some assistance to us. The first is a memorandum on the need for an "Employee Center". This document confirms earlier considerations of the BPS to plan for some centralized space for employees services and related Employee Activity Association activities. He also gave me a copy of Attrition Study II, April 1969, for our retention. This study deals with the balancing of personnel requirements and organizational needs.

[REDACTED]

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Chief  
Building Planning Staff, OL

Distribution:

Orig - OL/BPS/Subject File - Office of Personnel  
① - OL/BPS/Subject File - Space Requirements  
1 - OL/BPS/Chrono

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