

~~CONFIDENTIAL~~

25 August 1988

DDA/OP/DD/E/Division III

Position AW015

The position is weak in the following reasons:

- Contacts are limited to senior secretaries in the Directorates who call to request status of applicant cases.
- The correspondence initiated by secretary is usually based on "canned" letters which are in the WANG.
- Limited supervisory responsibility (direct supervision for summer only - 3 months of year; indirect supervision for RAC secretaries)
- Secretary no longer has responsibility for arranging and coordinating the Placement Director conferences as outlined in the PD.
- Secretary has limited independent projects/research duties.
- Secretary has limited responsibility for manager's calendar.

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25X1

BE 073 - OP/Compensation Division

This position has few of the traditional secretarial duties. PD describes duties such as calendar, dictation, systems administration, equipment control and a variety of outside contacts with NSA and various banking institutions. However, none of these activities are currently required of this position.

Secretary types cables and banking forms but does not have the opportunity to draft correspondence or reports on her own.

Has no supervisory duties.

Does not participate in staff meetings.

Does not task other office personnel.

Has no travel-related or fiscal responsibilities

No contacts with personnel outside the Agency or even outside her own office except for equipment repair and building service personnel.

While the position requires a dedicated person who is attentive to detail, it does not have the responsibility and scope of an IS-03 position. It will be difficult to enrich this position until basic secretarial duties are in place.

C O N F I D E N T I A L

BE 048 - OP/Central Travel Services/Accounting & Disbursing  
Branch

Position involves routine "clerical" duties but few of the traditional "secretarial" duties: Duties found during the audit interview with manager and secretary did not encompass the scope of responsibility generally found in IS-03 positions.

Approximately 50% of incumbent's time is spent logging and tracking accountings--a very important task but not an IS-03 duty.

Considering the structure of the office, the critical need for the functions currently being performed by the secretary, and the fact that the second secretarial position is vacant about 50% of the time, it will be difficult to enhance this position.

There are no travel related responsibilities; no supervisory duties; secretary does not handle manager's calendar, no opportunity to draft correspondence or prepare reports independently, no tasking of other office personnel.

Manager suggested enrichments involving research and while these would be good activities they would not be substantial enough to enrich the position to an IS-03.

C O N F I D E N T I A L

#HP-275 OS/Admin

FY-88 Requested as IS-03, found IS-02

Does not know how many people on the Admin Staff.

Limited outside contacts.

Does not attend staff meetings

Backup systems administrator

Does not initiate correspondence or reports

Does not handle travel arrangements

Has not prepared office procedures handbook

Does not handle SCI material

#GR-045 OS/Policy & Support Staff

FY-88 Requested as IS-03, found IS-02

Both secretary and manager positions vacant, therefore audit could not be conducted at this time. Position will remain at the IS-02 level until such time as both positions are filled.

#EU-071 OS/Clearance Division

FY-88 Requested at IS-03, found IS-02

Does not have supervisory responsibilities

Does not attend staff meetings

Does not handle travel arrangements

Limited outside contacts

Has not prepared office procedures handbook

C O N F I D E N T I A L

25 August 1988

DDA/OL/RECD/Field Engineering Branch

Position AT095

The position duties do not equate to the IS-03 level. The weak areas are as follows:

- The position description is not accurate because the contract duties are now performed by the part-time secretary rather than incumbent of AT095.
- Incumbent does not supervise the part-time secretary. At time of audit incumbent had only been in job for six months and part-time secretary was training her. Manager said at some point in future he might allow incumbent to informally supervise the part-timer's workload but would not permit incumbent to have any input into part-timer's PAR.
- Secretary does not have responsibility for manager's calendar.
- She does not provide general guidance or advice to callers on administrative questions. Secretary has limited contacts. She refers callers and individuals to appropriate officers.
- Incumbent estimated that 90% of her job is straight typing.
- Secretary does not schedule meetings.
- There are no research or report duties. (Manager indicated there is a payment profile report for contracts which he may have secretary work on in the future.)
- Incumbent indicated that she likes typing and answering the telephone. She is not anxious to take on additional projects. She also said she is uncomfortable learning the contract duties from the part-time employee.

C O N F I D E N T I A L

#EV-059 OC/ASCA/Support

FY-88 Requested as IS-03, found IS-02

No supervisory responsibilities

Limited outside contacts

Does not maintain manager's calendar

Backup systems administrator



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HH-979 MPSS/Personnel, found at IS-02

New incumbent, not interviewed.

Duties discussed were those of an IS-02. Position lacks following duties normally found at the IS-03 level:

Limited contacts outside immediate Office/Directorate

Does not make travel arrangements

Does not attend staff meetings

Does not task officers

Does not have systems administration duties

Does not arrange conferences, off-site meetings

Does not write periodic statistical/activity reports

Does not function as SCI control officer

HH-970 MPSS/secretary to DC, found at IS-02

Discrepancies between PD and audit interview.

70% of duties are those of an IS-02. Typing accounts for 50% of duties which manager stated was filler work, otherwise there wouldn't be enough work for her; an additional 20% of time is spent working with databases.

Does not have supervisory responsibilities although has verbal input to other secretaries PARS.

Contacts limited to DDI.

Does not act as systems administrator.

Does not handle travel arrangements.

Does not draft routine, admin correspondence.

Does not task officers.

Does not write periodic statistical or activity reports

STAT

found at IS-02

Duties are limited to IS-02 responsibilities with backup duties primarily.

Is backup to senior secretary in support of 2 officers

Assists senior secretary in drafting cables

Is backup systems administrator

Assists senior secretaries in supporting visitors

In addition to above backup responsibilities, secretary does not have following typical IS-03 duties:

Handle all phases of travel arrangements

Draft routine, admin correspondence

Contacts outside organization are limited.

Does not supervise other secretaries, clerks, etc.

Does not arrange conferences, off-site meetings, etc.

Does not write periodic statistical or activity reports.

Does not attend staff meetings, take minutes, etc.

Does not task action items.

DZ-077 Strategic Defense Center/Defensive Systems Division, found at IS-02

A difficult interview, secretary was not familiar with her Position Description and would not focus on questions concerning her duties but kept dwelling on secretarial issues unrelated to her position.

Secretary is suppose to handle manager's calendar; however, she had not advised manager that PCSD officer had appointment with him.

Does not have supervisory responsibilities.

Does not function as systems administrator.

Does not draft routine, admin correspondence.

Does not task officers.

Does not arrange conferences, off-site meetings, etc.

Does not act as SCI control officer.

HH-314 SOVA/DED found at IS-02

Just because this is Division level position and relationship to Branches does not make it an IS-03, only the duties and responsibilities make the position an IS-03.

Large amount of time spent typing Branches PARs.

Limited contacts outside the Directorate.

Does not arrange conferences or off-site meetings regularly and/or frequently.

Does not handle full range of travel activities.

Does not act as systems administrator.

Does not act as SCI control officer.

Does not task officers.

HH-438 SOVA/Air Ops, found at IS-02

Duties are primarily those of an IS-02 position.

Does not have supervisory responsibility.

Does not act as systems administrator

Does not handle full range of travel activities.

Does not task officers.

Does not arrange conferences or off-site meetings regularly.

Why does secretary maintain LAMM database when another Branch is responsible for it?

HH-024 OEA/Exec Staff, found at IS-02

Not functioning at the IS-03 level. At time of audit, staff had ideas for enriching the position however none had been implemented at that time.

Does not have supervisory responsibilities.

Outside contacts limited.

Does not function as systems administrator

Does not handle travel arrangements.

Does not task officers.

Does not prepare periodic statistical/activity reports.

Does not arrange conferences, off-site meetings, etc.

Does not act as SCI control officer.



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C O N F I D E N T I A L

15 August 1988

25X1



The duties outlined in the position description are not substantial enough to justify classifying the position at the IS-03 level. For example, the secretary does not initiate correspondence on a recurring basis, seldom attends meetings and does not have tasking responsibilities. The focus of her duties is to facilitate the flow of paperwork in and out of the branch.

C O N F I D E N T I A L

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15 August 1988



25X1

This position was designated at the IS-02 level in FY-87. The position description was rewritten but only a few duties were added which were not substantial enough to merit an IS-03 designation. The job is weak in the following areas:

- Research and independent projects
- Initiation of correspondence
- Level of contacts

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15 August 1988

25X1



The duties listed in the position description are primarily IS-02 duties. The position is weak in the following areas:

- Outside contacts are limited
- Does not initiate admin correspondence or prepare periodic reports
- No travel responsibilities
- Does not have tasking authority
- does not research material for report preparation
- Does not have supervise other secretaries, clerks or summer employees

C O N F I D E N T I A L

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C O N F I D E N T I A L

15 August 1988

Evaluation and Plans Staff  
Ops Group  
Position BK043

There is a problem with the incumbent of this position. The manager said the position is not functioning at the IS-03 level because the incumbent is incapable of performing 03 level duties. The problem areas are as follows:

- Secretary does not maintain manager's calendar. Manager claims he keeps his own calendar. Incumbent said she does it occasionally.
- Secretary does not initiate correspondence
- Secretary is not able to develop charts and graphs on Delta Data
- Manager would like secretary to read through [redacted] and assure him that preparation is correct and in accordance with requirements, and be able to proofread for typos and syntax. Incumbent is unable to do this.

25X1

C O N F I D E N T I A L

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C O N F I D E N T I A L

15 August 1988

Information Management Staff



25X1

The position duties are representative of IS-02 level work. The contacts are limited to Department of State and military service secretaries. The secretary does not screen or disseminate cable traffic. Cables are the only correspondence that the secretary initiates. The cables are routine in subject and format.

C O N F I D E N T I A L

15 August 1988

Information Management Staff

25X1



The duties are weak and do not support an IS-03 designation. The secretary does not have enough independent responsibility. She does not initiate correspondence, does not conduct research or prepare graphics or briefing material. Secretary's contacts are limited to branch employees, IMS/Training and IMS/Pers.

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15 August 1988

Policy and Coordination Staff



25X1

The position does not have substantial IS-03 duties. The weak areas are listed below:

- Secretary does not have full authority for the manager's calendar
- Secretary logs the CIOPS from the military but does not assign deadlines, track or monitor suspense items.
- Secretary's day is primarily spent sorting mail, typing, hand carrying items for coordination
- Manager indicated secretary handles all TDY preparations for branch personnel but secretary said she has only done it once
- Secretary does not have supervisory responsibility for the part-time employee

C O N F I D E N T I A L

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