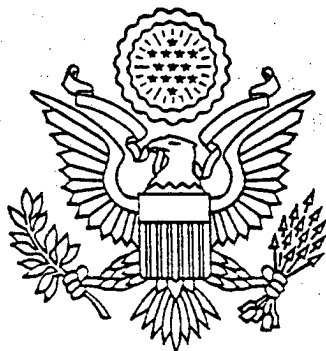


L-1

DEPARTMENT OF STATE

BUREAU OF INTELLIGENCE AND RESEARCH

Request for Data



February 1988

INDEX

I. ORGANIZATION AND STAFFING

1. Agency Mission
2. Major Organizational Components of Agency (Bureau)
3. Authorized Civilian Personnel Strength
4. Major Occupational or Career Fields
5. Personnel Office and functions
6. Delegation of personnel authority to managers

II. LEGAL BASIS FOR PERSONNEL PROGRAM

7. Citation and brief descriptions of laws other than Title V
8. Citations and descriptions of authorizing and/or controlling regulations from higher level authority
9. Citations external to the agency applicable to the personnel program

III. MAJOR ISSUES/PROBLEMS IN THE AGENCY PERSONNEL PROGRAM

10. Current major issues and problems in agency personnel program
11. Identify controlling law or regulation considered significant factors in the issues described above

IV. STATUTORY CHANGES IN THE PERSONNEL PROGRAMS SINCE 1978

12. Citation and date of law enacted since 1978 which has significantly impacted the personnel program
13. Describe problems addressed by law - nature of change and brief evaluation of effect on personnel program

V. STATUTORY CHANGES REQUESTED SINCE 1978 FOR PERSONNEL PROGRAM BUT NOT SECURED

14. Describe any unsuccessful legislative efforts since 1978.
15. Indicate an assessment of reasons for failure and if legislation is still considered to be needed

-2-

VI. REGULATORY CHANGES IN PERSONNEL PROGRAM REQUESTED FROM HIGHER AUTHORITY SINCE 1978

16. Provide information on any regulatory change requested by the agency since 1978
17. Describe problems to be addressed by requested change, the regulation affected, the change requested, the year, and whether the change was approved.
18. If change was approved, provide evaluation of effect of change on the personnel program
19. If change was not approved, describe reasons for disapproval and whether change is still needed

VII. CHANGES CONSIDERED TO BE NEEDED IN CONTROLLING PERSONNEL LAW AND/OR REGULATION

20. Describe any changes, not previous discussed as needed in current personnel law or regulation, nature of change reason change is needed and status of change.

VIII. SIGNIFICANT CHANGES MADE IN PERSONNEL PROGRAM WITHIN EXISTING AUTHORITIES.

21. Provide information on significant personnel program change implemented in the agency since 1978 to meet personnel program in the agency.

The Department of State implemented according to OPM guidance and regulation the required changes to be in compliance with the Civil Service Reform Act.

IX. SIGNIFICANT CHANGES CONSIDERED NEED IN PERSONNEL PROGRAM AND WHICH CAN BE MADE WITHIN EXISTING AUTHORITIES BUT ARE BEING DELAYED BY THE 1988 APPROPRIATION ACTION CONFERENCE REPORT LANGUAGE

This category does not apply to the Department of State, Bureau of Intelligence and Research.

X. RECRUITING AND RETAINING PERSONS WITH CRITICAL SKILLS

23. Indicate if agency is currently experiencing difficulty or has experienced difficulty in recent years with certain specialist categories.

-3-

24. Indicate if agency is currently experiencing difficulty or has experienced difficulty recruiting and retaining for other occupations significant to the mission of the agency.
25. For each occupation listed in 23 and 24 provide certain information.

XI. ADDRESSING THE FUTURE

26. Describe workforce changes anticipated in the next 5 to 10 years.
27. Is there a long range workforce plan for the organization. Identify the responsible person in the agency.

XII. COMPETITION BETWEEN IC AGENCIES IN PERSONNEL PROGRAMS

28. Identify any area in personnel program where agency believes it is significantly disadvantaged vis a vis other IC agencies because of different personnel policies.