

~~CONFIDENTIAL~~ PERS 7-17

29 FEB 1980

Executive Registry

80-3567

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel Policy, Planning,
and ManagementSUBJECT: Requests for Restoration of Annual Leave
Forfeited by SIS Members []1. Action Requested: That you approve the recommenda-
tions contained in paragraph 3. []2. Background: Attached are individual requests from
Mr. Daniel B. Silver, the General Counsel, and []
[] of the Resource Management Staff, requesting
restoration of annual leave forfeited at the end of the
1979 leave year due to application of the 80-hour "use-or-
lose" rule. Relevant information on these two individuals
is as follows:

	<u>Entrance On Duty Date</u>	<u>Service Computation Date</u>	<u>Hours Forfeited</u>
Silver, Daniel B.	[]	[]	24
[]	[]	[]	34

The SIS Support Staff of my Office has conducted a review of Central Intelligence Agency (CIA), Resource Management Staff (RMS), and Collection Tasking Staff (CTS) records to determine the number of SIS officers in this situation. It was found that 51 SIS officers forfeited leave in 1979 after application of the new SIS leave rule. Most of this group are long-term federal employees who benefited from the new SIS rule, i.e., they were able to carry forward leave in excess of 80 hours which they otherwise would have forfeited. The two claimant requests received to date emphasized the fact that they entered on duty during 1979 and found it difficult to schedule annual leave during their first year in new jobs. We believe this is a valid factor to be weighed in considering an exception. []

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SUBJECT: Requests for Restoration of Annual Leave
Forfeited by SIS Members

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3. Recommendations: Based on the above, we recommend the following:

a. Approval of the requests for reinstatement of annual leave forfeited in 1979 by Messrs. Silver and

25X1

b. Delegation of authority to the Director of Personnel Policy, Planning, and Management to make final decisions concerning the restoration of annual leave forfeited by SIS officers during their initial year of service with CIA, RMS or CTS.

25X1

Harry E. Fitzwater

Harry E. Fitzwater

Attachments:

Requests from Messrs. Silver

25X1

APPROVED:

/s/ Frank C. Carlucci

6 MAR 1980

Deputy Director of Central Intelligence

Date

Distribution:

Orig - Return to D/PPPM

1 - DDCI

1 - DCI

1 - ER

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2 - SIS/SS

25X1

C/SIS/SS, :pmk(27Feb80)

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14 February 1980

MEMORANDUM FOR: Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

STAT

VIA:

[Redacted]

Chief, SIS Support Staff

STAT

FROM:

[Redacted]

Administrative Officer, DCI

SUBJECT: Exception to the "80-Hour Use or Lose" Rule
for SIS Member, Daniel B. Silver

1. Attached is the most recent Earnings and Leave Statement for the General Counsel, Mr. Daniel B. Silver. It shows 24 hours of forfeited annual leave for the leave year 1979.

2. Presently, the "80-hour use or lose" rule for members of SIS requires that they take at least 80 hours leave per year or forfeit up to that amount. Mr. Silver's employment circumstances are such that he is unfairly affected by this rule.

3. Mr. Silver EOD with the Agency in May 1979. During leave year 1979, he was present only seven months. During that seven months, he took 56 hours of annual leave. Fifty-six hours of leave over a seven-month period would seem to satisfy the intent of "80-hour use or lose" rule ($7/12 \times 80 = 46.6$ hours of leave).

STAT

4. Therefore it is requested that Mr. Silver's 24 hours of "lost" leave be restored.

[Redacted]

Attachment:
Earnings & Leave Statement

cc: AO/DCI (Silver's File)
GC

APPROVE:

D/OPPPM

Date

DISAPPROVE:

D/OPPPM

Date

STAT

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13 February 1980

MEMORANDUM FOR: Harry E. Fitzwater
Director, Personnel, Policy, Planning, and Management

VIA: John E. Koehler
Deputy to the DCI for Resource Management

FROM:
Director, Policy Guidance Office
Resource Management Staff

SUBJECT: Request for Exception to SIS Leave Accumulation
Policy

1. One of the incentives for participation in the Senior Intelligence Service is the opportunity to accumulate leave above the previous 240 hour maximum. The DCI established as a condition for the accumulation of this additional leave the requirement that members of the SIS take at least 80 hours of leave per year. The individual who fails to take the minimum of 80 hours of leave forfeits the difference between 80 hours and the number of hours taken.

2. The implementation of this policy as stated has resulted in circumstances for the undersigned which I believe were unintended and contrary to the intent of the DCI when the decision was made to adopt this policy. These circumstances are outlined below:

Date joined RMS:	27 February 1979
Leave hours transferred:	0
Leave hours accumulated, 1979:	142
Leave hours taken:	46
Leave hours forfeited:	34 (80-46)
Leave balance forwarded:	62 (vice 96)

3. As a member of the Resource Management Staff for only 10 months, my opportunity to accumulate leave was limited. As a new member of the Staff my incentives for taking leave were not great since I was anxious to learn my new responsibilities as quickly as possible. The announcement of this provision of the SIS in November and the duties of my office effectively precluded my taking leave to meet the 80-hour minimum during the months of November and December.

ALL PORTIONS OF THIS
DOCUMENT UNCLASSIFIED

SUBJECT: Request for Exception to SIS Leave Accumulation Policy

4. I do not believe that the implementation of the SIS was intended to penalize newly joined members of either RMS or the Agency. I request that an exception to policy be made and that the 34 hours of leave forfeited be restored. I also suggest that you consider amending the SIS leave policy as it applies to newly joined members of the SIS (less than one year at the end of the leave year) to provide them the choice of accumulating leave up to 240 hours or accumulating leave beyond 240 hours as now provided in the SIS.

STAT

