Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

8 OCT 1968

MEMORANDUM FOR: Chiefs of CS Divisions and Staffs

SUBJECT : Contract Employee/Career Agent Inventory

1. The attached memorandum on this subject, dated 24 September 1968 from the Executive Director-Comptroller, sets forth his instructions establishing an Agency-wide inventory of contract employees/career agents. The inventory will be in true name.

2. It is understood by all concerned that some contract employees and career agents of the CS will not be included in the inventory for operational security reasons.

25X1C

[redacted]

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

Representatives of this office will then contact your representatives to check its accuracy and completeness, and to determine with your representatives those employees who should be included in the Agency inventory. Controversial cases which cannot be resolved by such discussions will be submitted for review and recommendation by the CS Agent Panel.

5. An Agency task force will then be formed to transfer personnel information from current files on contract employees/ career agents to records which can be processed into the computers.

6. The Executive Director-Comptroller has instructed us to have this phase of the inventory completed by 31 December. Your cooperation in helping us meet this deadline will be appreciated.

25X1A

[redacted]

DDP/OP

att.

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

SECRET

68-4239

24 SEP 1968

DD/S 8-3881

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT : Contract Employee/Career Agent Inventory

1. The analysis of the manpower control problem has persuaded me of the need to improve the manner in which we manage our non-staff personnel. This group includes a number of categories of employees requiring greater attention in the future and two categories that require immediate attention. These are the contract employee and the career agent, who in their relationship with the Agency over the years have become permanent employees to virtually the same degree as staff personnel. The first step toward improving the control of these categories of personnel is to obtain current and more accurate information on them. An Agency-wide inventory of these employees seems to me to be a logical way to begin. At a minimum the Agency must know how many we have, where they are located, what they are doing and their salary costs.

2. The Director of Personnel will be responsible for obtaining inventory information, keeping it current, and for the ultimate establishment and maintenance of an Agency-wide information/control mechanism on these employees. A task force will be established under his guidance to collect basic inventory information. It will work jointly from contract records in such support offices as Personnel, Finance and Security and from the information which only the records of your Directorates can supply. The collected information will then be coded for computer input. I expect the task force to complete this inventory exercise by 31 December 1968.

3. The establishment and maintenance of this inventory will then act as an information base from which we can determine in what directions we should go toward improving the management of other categories of non-staff employees as well. Since this will be a continuing problem for the near future, Deputy Directors are asked to give this over-all matter their close attention.

[redacted] 25X1A

L. K. White
Executive Director-Comptroller

cc: Director of Personnel

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☒ SECRET

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

ROUTING AND RECORD SHEET

OP-68/239

SUBJECT: (Optional)

FROM: DDP/OP
3 C 29, Hq.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief, CSPS G G 10, Hq	10/08/68	—	S	
2. 25X1A				
3. [redacted] 512 Magazine Bldg.	9 OCT 1968			1 to 3: FYI.
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110014-4

FORM 3-62 610 USE PREVIOUS EDITIONS ☒ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED