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Approved For Release 2006/11/08 : CIA-RDP81-00728R000100010027-3 Has Reviewed*

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

14 June 1948

SUBJECT: Reward for Superior Accomplishment.

1. Legal Basis.

The Classification Act of 1923, as amended by Sections 403 and 404 of the Federal Employees' Pay Act of 30 June 1945 (Public Law 106 - 79th Congress, 5 U.S.C.A. 66 (f) and (g)), provides statutory authority for granting within-grade pay increases as rewards for superior accomplishment in conformity with regulations currently set forth in USCSC Departmental Circular No. 540, dated 5 October 1945.

2. Committee on Superior Accomplishment.

A CIA Committee on Superior Accomplishment is hereby established composed of the following:

Executive Director	- Chairman
Executive for Administration and Management	- Alternate chairman and member
Chief, Management Branch, A&M	- Member
Chief, Personnel Branch, A&M	- Member and Recorder
One representative designated by Assistant Director or Staff Chief concerned	- Member

3. The committee will review all recommended rewards for salary increases for superior accomplishment and make recommendations to the Director.

4. Conditions of Eligibility.

Eligibility for within-grade salary advancement as a reward for superior accomplishment shall be subject to:

a. Sufficiency of available appropriations.

b. Superior accomplishment conforming to the standards established in this instruction.

c. Compensation of the individual concerned being less than the maximum rate of compensation for the grade of his position.

d. No previous advancement as a reward having been authorized for the individual concerned during the prescribed waiting period for a normal periodic pay increase.

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5. Standards and Criteria for Superior Accomplishment Rewards.

a. A superior accomplishment warranting the additional advancement of an employee must meet one of the following tests:

(1) Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating.

(2) Initiation of an idea, method or device which has been developed and adopted to improve the public service or provide for more economical operation in the public interest.

(3) A special act or service in the public interest, related to official employment and over and above normal position requirements, of such an unusual or distinctive character that its recognition as a basis for an additional advancement would serve as a definite incentive to others.

b. When an employee is recommended for an additional advancement under paragraph 5a(1) above, the recommendation must include:

(1) A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

(2) A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

(3) A description of how the employee actually performed his duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

(4) A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

c. Examples of the types of acts or service which might justify additional advancement under paragraph 5a(2) and (3) above are:

(1) Distinguished achievement in improving the morale of employees.

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(2) Outstanding contribution to management or operations.

(3) Monetary saving to the government.

(4) Act, service, or valor over and above the call of duty.

(5) Performance which has involved the overcoming of unusual difficulties.

d. Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are listed below:

(1) Long hours voluntarily worked.

(2) Loyalty to the service.

(3) Efficiency rating of Very Good or Excellent.

(4) Performing duties of a higher grade, which situation could have been corrected by reallocation.

(5) Reallocation to a higher grade without salary increase.

(6) Long and faithful service.

6. Procedure.

a. All recommendations for within-grade promotions under this instruction will be submitted in triplicate on Form 37-3 (Personnel Action), accompanied by detailed basis for the recommendation, through the Chief, Personnel Branch, A&M, to the committee. The type of action should be shown on Form 37-3 as "Pay Increase for Superior Accomplishment", and the effective date shall be the beginning of the first pay period following the approval by the Director.

b. The committee will review and forward to the Director for final action all recommendations which, in the opinion of the committee, meet the standards established for such an increase.

c. Recommendations which, in the opinion of the committee, do not meet established standards for advancement will be returned to the initiating officer with a statement of reasons for the committee's action. In such cases, Assistant Directors and Staff Chiefs concerned may appeal to the Director if they so desire.

d. The Chief, Personnel Branch, will be responsible for recommending adequate publicity for such rewards so that they may serve as an incentive to all employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

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Executive for
Administration and Management

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RESTRICTED

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO. [redacted] 14 June 1948

SUBJECT: Reward for Superior Accomplishment.

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c. Recommendations which, in the opinion of the committee, do not meet established standards for advancement will be returned to the initiating officer with a statement of reasons for the committee's action. In such cases, Assistant Directors and Staff Chiefs concerned may appeal to the Director if they so desire.

d. The Chief, Personnel Branch, will be responsible for recommending adequate publicity for such rewards so that they may serve as an incentive to all employees.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

Executive for
Administration and Management

DISTRIBUTION: ALL EMPLOYEES

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Approved For Release 2006/11/08 : CIA-RDP81-00728R000100010027-3

STATINTL

ROUGH

TO: Chief, Management Branch

FROM: Acting Chief, Personnel Branch

SUBJECT: Proposed Administrative Instructions Covering Salary Increases for Meritorious and Superior Accomplishments

After reviewing the attached copy of the proposed instructions covering salary increases for meritorious and superior accomplishment, it is the opinion of the undersigned that the memorandum, as written, does not meet the requirements of the Federal Employees Pay Act of 1945, as outlined in Chapter EI.326 of the Federal Personnel Manual.

The above opinion is based on the following facts:

(1) The proposed policy does not limit the coverage of the plan to permanent employees in positions under the Classification Act.

(2) The policy statement is not, in effect, a statement of policy but a statement of legal requirements.

(3) The standards do not include as a basis for award the initiation of a suggestion, idea, method or device which, as developed and adopted, will be expected to improve the public service or provide for future economical operation in the public interest.

(4) The title "Salary Increase Committee" is ambiguous and might possibly lead to confusion with the salary administration function performed by the Personnel Classification Division.

(5) The paragraph headed "Submission of Recommendations" does not require sufficient information for consideration by the

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Superior Accomplishment Awards Committee in determining whether or not an additional within grade salary is awarded or should be granted.

After a careful consideration of the factors involved in administering this plan and considering the administrative and legal requirements of this program, it is my opinion that the instructions, as written, do not comply with the intent of the law, and therfore would not be approved by the Civil Service Commission.

OR

After a careful consideration of the factors involved in administering this plan and in considering th legal requirements outlined in the Personnel Manual and Departmental Circular 540, it is felt that, unless the changes listed above are made in the plan, it will not be approved by the Civil Service Commission.

OR

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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

RECEIVED JUN 5 1 00 PM '50

January 31, 1950

CIRCULAR NO. A-8

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Instructions for Agency Management Improvement Plans

1. Purpose. The Congress and the President, by Title X of Public Law 429, 81st Congress, and Executive Order 10072, dated July 29, 1949, have directed that department and agency heads give increased and regular attention to the economy and effectiveness of the programs for which they are responsible. Both the Law and the Executive Order emphasize the use of systematic reviews in accomplishing this objective.

This Circular further defines the general responsibility placed upon department and agency heads for maintaining continuous appraisal of the economy and efficiency of their operations and for conducting management improvement activities. It requires the development and definition of methods which the departments and agencies will follow in keeping their operations under continuous review and in conducting a program to identify and solve major management problems. The Circular contains guides for the organization and conduct of systematic reviews, which should be considered in determining the types of review action that will best meet the needs of specific agency programs. The Circular also calls for the submission to the Bureau of the Budget of an initial statement of agency plans for systematic reviews, and annual reports of progress and accomplishments. This Circular applies to all executive departments and establishments.

The actions required by this Circular are a part of the management improvement program set forth by the President in his 1951 Budget Message. The entire program is concerned with (1) improvements in the organization structure of the Executive Branch; (2) improvements in such government-wide activities as budgeting, accounting, property management, and personnel management; and (3) improvements in the conduct of program and administrative activities in the departments and agencies. This Circular concentrates attention on the third aspect of the program—the work being done by the individual departments and agencies. It is in this aspect, however, that the benefits of the entire program are largely realized, for the purpose of improving government-wide organization structure and staff services is to make possible more effective program management by department and agency heads.

Maximum employee participation is an important element in an agency management improvement program. To encourage participation, Congress has authorized certain employee awards. Instructions for the use of

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the various employee awards, including awards authorized by Title X of Public Law 429, are provided in Supplement I to this Circular, to be issued shortly.

2. Agency Management Improvement Plan. It shall be the responsibility of the head of each agency to develop a Management Improvement Plan for meeting the requirements of Section 1001 of Title X of Public Law 429 and Executive Order 10072. This Plan shall outline the methods to be followed by the agency in (1) accomplishing systematic reviews to determine the degree of efficiency and economy of agency operations, (2) identifying opportunities for improvement and scheduling action to achieve them, (3) identifying units that are outstanding and identifying supervisors and employees who make outstanding contributions to improved efficiency and economy, and (4) reporting progress under the Plan.

The Management Improvement Plan of each agency shall be subject to review by the Bureau of the Budget.

To prepare a Management Improvement Plan, an agency must determine the best means of applying review techniques on a systematic basis. Developing such a review system for an agency will require two main steps: (1) identifying the principal programs, activities, and work processes in each organization unit; and (2) determining the type and frequency of reviews which can be used by the head of the agency and by officials and supervisors at all levels of the organization to keep them informed of the effectiveness of operations and to achieve better operations.

Since one of the main purposes of review is to reveal those operations in which improvement may be achieved, the Management Improvement Plan should indicate the methods for scheduling actions to correct difficulties and defects in agency operations found through the review process.

To the extent that they contribute to the purposes of the Plan, existing agency processes of review should be used to the maximum extent. The preparation of the Plan will undoubtedly require modification of existing review procedures and the establishment of new procedures in many agencies. Both the existing and the new procedures should be integrated into a single review system providing a maximum of coverage and usefulness.

As experience is gained in the operation of the Management Improvement Plan, agencies should develop and apply criteria for the application of reviews in order that the reviews may be scheduled on a firmer basis, with more definite knowledge of the practical accomplishments which may result. Such criteria should apply to the type and frequency of reviews required for different kinds of activities, work processes, and work methods performed by the agency.

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3. Guides for systematic review to achieve management improvement. The systematic reviews should be designed to meet the special needs of each agency. The guides set forth below indicate considerations that should be taken into account by each agency in developing and defining its particular system of review. They deal with the objectives of agency review, the various techniques which may be followed, and the facilities which may be utilized in conducting review activities.

a. Objectives of agency review. Agency reviews of their activities, functions, or organization units should serve the following purposes:

(1) Determination of effectiveness, efficiency, and economy of operations:

Determining the extent to which the objectives and program goals of the agency are clearly defined, are consistent with the intent of the Congress and the program of the President, and are suited to current circumstances.

Determining the degree to which these objectives and program goals are being met.

Determining the degree of effectiveness, efficiency, and economy in the agency's operations.

Appraising the agency's organization, procedures, and staffing at each level.

(2) Scheduling of improvement action:

Identifying the problems whose solutions would improve effectiveness, efficiency, and economy.

Developing schedules of action to work out and install solutions to these problems.

Reviewing completed actions to evaluate accomplishments or deficiencies.

(3) Identification for awards under Section 1002 of Title X, Public Law 429:

Identifying, for purposes of awards, the organization units that are outstanding in efficiency and economy of operation.

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Identifying, for purposes of awards, the individual supervisors and employees who have made outstanding contributions to efficiency and economy.

b. Techniques of review. An agency's plan for systematic reviews should include appropriate use of a variety of review techniques, among which are the following:

(1) Reports: The analysis and use of factual data derived from reporting systems is one of the basic techniques of review. To be most useful in meeting the purposes of Executive Order 10072 and Title X, the regular reports that are a part or a by-product of day-to-day operations should contain key data on program performance, resources used, costs, problems encountered, and so forth. In particular, the summary reports of progress prepared for the head of the agency and other key officials should, wherever possible, incorporate indicators of the effectiveness of operations in meeting established goals or standards. The reporting system may include both regular and special, written and oral reports.

(2) Supervision: The normal processes of supervision may also serve as a means of review. Regular staff meetings, special staff conferences, supervisory observation, and individual consultation are among the regular supervisory techniques that contribute to review. To the extent that these activities can also emphasize systematic evaluation of operations in terms of established goals or standards, the aims of the Management Improvement Plan will be fulfilled.

(3) The budget and work program: The periodic formulation of work programs and related budget estimates provide a regular and formal opportunity for evaluating operating effectiveness and costs in each unit.

(4) Periodic surveys: Periodic, preventive check-ups on a scheduled basis are useful in evaluating operating effectiveness of an agency and its constituent units. Such surveys can consist of comprehensive reviews of agency objectives, programs, effectiveness and efficiency, or can consist of more limited inspections and audits of certain critical factors. By systematically evaluating operations in the light of key factors which indicate the effectiveness of performance, problem areas for management improvement action are identified. Position classification and personnel utilization studies may also reveal opportunities to make more effective use of manpower.

(No. A-8)

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(5) Special studies: Where weaknesses in operating effectiveness are known to exist, special studies or surveys can be organized to study problems, and work out solutions to them.

In any review technique, standards of comparison should be developed and utilized to the extent possible. Work units should be developed in quantitative terms to set performance standards wherever possible and applicable. Operating reports should measure activities in the same terms that are used to express the standards. Thus, where the nature of the work permits, program accomplishments may be shown in relation to a measure of scheduled accomplishment, backlogs and time lags can be compared with standard figures, work output can be measured against standard man-hour or man-day figures, and costs may be shown in relation to a standard unit.

Qualitative standards of comparison are required for the review of some kinds of agency performance, such as development of programs, operation of coordination and control measures, and development of procedures. Such standards reflect "best practices" or "accepted principles," plus the application of judgment. To obtain the greatest value from review activities, these "best practices" or "accepted principles" should, to the extent possible, be reduced to writing for common use in reviewing comparable types of operation within an agency.

c. Facilities for review. The Management Improvement Plan should include the assignment of definite responsibility at various levels of the organization for the conduct of systematic reviews. The following facilities should be considered in making these determinations:

(1) Operating units at all levels of the organization--to review their own activities, take action to improve their operations, and report through the supervisory line (a) their findings and recommendations with respect to the degree of effectiveness of performance and the identification of operating problems, and (b) proposals for awards where performance merits. Such review and reporting activities by operating units should serve as a broad base for continuing review at every level of the agency.

(2) Staff facilities such as program planning, organization and methods, budgeting, personnel, accounting, etc.--to conduct both continuing and special reviews as a part of the systematic review by the head of the organization unit at such levels in the organization as the facilities exist or are required.

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(3) Independent facilities--to take an outside look at an organizational unit and its operations. These reviews can be conducted by permanent staff of a higher level in the organization, staff on temporary detail, committees, or consultants under contract. Such reviews should be scheduled in accordance with the relative need of an operation for frequent appraisal on the basis of the character or changing character of the work performed, the increases in efficiency or economy likely to result, and the availability of staff to conduct the review.

4. Guides for identifying and scheduling management improvement action. Opportunities for improvement action may be identified through existing knowledge of major obstacles to program effectiveness; systematic reviews; reactions of other agencies; and suggestions from the Congress, private citizens, employees, or from any other pertinent source.

The result of this identification should be a listing in priority order, of the major obstacles to the effective operation of the agency as a whole, and of each of the bureaus or major constituent units. From this list the agency should develop schedules of action to solve operating problems and make other improvements. These schedules should include activities or projects to be carried out by line operators as well as by staff units. It is recognized that not all problems which are identified can be included in the schedule. The schedule should represent a selection of problems and a timetable which reflect the judgment of the agency head as to the best use of available resources to tackle known problems. Priority should normally be given to areas having the largest numbers of employees or having the greatest potential benefits in economy or improved service.

Examples of major obstacles to effective agency operation are: failure of activities to accomplish program objectives; inadequate coordination among related programs; overlapping or contradictory services to the public; continuation of activities no longer essential; lack of program and work standards for evaluating accomplishments; high unit costs of work completed; increasing backlogs; excessive staff turnover.

5. Review of progress, submission of initial Plan and reports.

a. Review. In accordance with the requirements of Title X of Public Law 429 and Executive Order 10072, the Bureau of the Budget will maintain contact with the agencies for the purpose of appraising the progress and results in the development and operation of Management Improvement Plans. Through this means, Bureau of the Budget staff members will gain first-hand information, supplementing the formal submissions required below. This will also enable the Bureau of the Budget to provide assistance in the steps being taken by the agencies under their Plans.

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b. Initial statement of Management Improvement Plan. Each agency shall submit an initial statement of its Management Improvement Plan to the Bureau of the Budget, in duplicate, by April 1, 1950. The statement shall contain a section for the agency as a whole and separate sections for each bureau or major constituent unit. Each section shall describe the methods to be followed by the agency in (1) accomplishing systematic reviews of operation to determine the degree of efficiency and economy, (2) identifying opportunities for improvement and scheduling action to achieve improvements, and (3) identifying units that are outstanding and supervisors and employees who make outstanding contributions to efficiency and economy.

c. Annual reports. Each agency shall submit an annual report on the operation of its Management Improvement Plan to the Bureau of the Budget along with its annual budget submission. The report shall contain a summary section for the agency as a whole, and separate sections for each bureau or major constituent unit.

Each section shall be in two parts: (1) the operation of the Management Improvement Plan, and (2) schedules of management improvement action.

(1) Operation of the Management Improvement Plan: This part of the report shall provide a summary evaluation of the Management Improvement Plan. It shall set forth the progress which has been made and the general effectiveness of the agency's plans for (1) accomplishing systematic reviews of operation to determine the degree of efficiency and economy, (2) identifying opportunities for improvement and scheduling action to achieve improvements, and (3) identifying units that are outstanding and supervisors and employees who make outstanding contributions to efficiency and economy. The report should briefly describe the techniques and facilities employed and should indicate progress made in the development and use of standards for substantive programs and work processes and criteria for the application of reviews.

(2) Schedules of management improvement action: This part of the report shall provide a summary of the major opportunities for improvement which have been identified, the actions taken and benefits realized, and actions proposed for the coming year. The purpose of this summary is to furnish a concise interpretation of the scope and significance of improvement accomplishments and proposals.

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Following the summary, this part shall provide details of the program, including a listing of individual operating problems and other opportunities for improvement, in the order of their priority, with information about each such item, indicating (a) the improvement accomplishments during the past year, (b) improvement activities underway during the current year, and (c) proposed activities to be undertaken for the budget year. Approximate manpower assigned and estimated initiation and completion dates should be indicated for each of the years.

The schedules of management improvement action required by this part of the report meet the requirement of Section 87 of Bureau of the Budget Circular No. A-11 for statements of management improvement action.

(NOTE: Instructions for reporting on awards under Section 1002 of Title X, Public Law 429, are contained in Supplement No. 1 of this Circular.)

FRANK PACE, JR.
Director

BUDGET OFFICE
1950 JUN 5 PM 3 35

(No. A-8)

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

31 December 1948

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

SUBJECT: Reward for Superior Accomplishment

STATINTL

Paragraph 2, Administrative Instruction [redacted], dated 14 June 1948, is amended by deleting the Executive for Administration and Management from committee membership.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]
Captain, USN
Executive Director

ILLEGIB

DISTRIBUTION: [redacted]

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Director	RMH	6-9-48
2	Executive Director	OF	10 June
3	Exec for A & M	WS	11 June
4	Chief Management ~~Coffee Records~~		
5	Chief Personnel Branch		
6	Central Records.		

FROM		INITIALS	DATE
1	DEPUTY DIRECTOR	EKWC	9 June
2			
3			

APPROVAL
ACTION
COMMENT
CONCURRENCE
1, 2, 3 INFORMATION
DIRECT REPLY
PREPARATION OF REPLY
RECOMMENDATION
SIGNATURE
RETURN
DISPATCH
4 FILE

REMARKS:

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

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UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE
AND DATE OF THIS LETTER

June 3, 1948

Rear Admiral R. H. Hillenkoetter
Director, Central Intelligence Agency
Washington 25, D. C.

Dear Admiral Hillenkoetter:

Reference is made to your communication of March 24, 1948, and your recent letter in regard to the plan for granting awards for superior accomplishment in the Central Intelligence Agency.

Officials of your Personnel Office were informally advised by representatives of the Civil Service Commission that: (1) In those cases where security of information or organization is a factor, a statement to that effect under the individual justification will be deemed sufficient; (2) no reference need be made in any report concerning the name of the individual to whom the award has been made; (3) cases based on non-classified administrative functions which do not involve security factors shall be reported in full detail; and (4) data upon which confidential awards have been based shall be retained in the files of the Central Intelligence Agency, and be available for inspection, upon request, by the Civil Service Commission.

You are hereby advised that I concur with the foregoing requirements for reporting superior accomplishment awards granted in the Central Intelligence Agency.

Sincerely yours,

Harry B. Mitchell
President

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STATINTL

CI [redacted]
14 June 1948

Chief, Mgt Br.
7124

24 MAR 1948

Rmtt
to Staff
EWB

ILLEGIB

The Honorable Harry B. Mitchell
President, U. S. Civil Service Commission
Washington 25, D. C.

Dear Mr. Mitchell:

In accordance with provisions of Section 5, Civil Service Departmental Circular No. 540, dated 5 October 1945, there is enclosed herewith a draft of an administrative instruction proposed for issuance by this agency to initiate and govern a program of rewards to employees for superior accomplishment through granting within-grade pay increases in those cases where the accomplishment is of sufficient merit to warrant such action.

It is requested that the Commission review this proposed draft and inform this agency of its concurrence or suggestions for change prior to publication.

In accordance with previous understandings with the Civil Service Commission exempting this agency from making personnel reports to the Commission due to the extremely sensitive security requirements of the agency, it is also requested that the reporting requirement established by paragraph 5 of the standards and procedural instructions included in Civil Service Departmental Circular No. 540 be waived for this agency. In this connection attention is invited to the fact that the Director will personally take final action on all recommendations for pay increases under the provisions of the proposed program. This will provide adequate control within the agency to insure against any abuses.

There will be no objection to our making periodic reports on a basis which will not violate our security requirements, such as total number of increases during any given period, together with broad information relative to amounts involved in connection with such action. Details of such a report can be worked out separately between appropriate officials of CIA and the Civil Service Commission.

Sincerely,

SIGNED
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

Encl.
Draft of adm. inst.

Cys to: Gen. Counsel, Chief Pers Br; Chief, B&F
Chief, Mgt. Br.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

14 June 48

SUBJECT: Reward for Superior Accomplishment

1. Legal Basis.

The Classification Act of 1923, as amended by Sections 403 and 404 of the Federal Employees' Pay Act of 30 June 1945 (Public Law 106 - 79th Congress, 5 U.S.C.A. 66 (f) and (g)), provides statutory authority for granting within-grade pay increases as rewards for superior accomplishment in conformity with regulations currently set forth in USCSC Departmental Circular No. 540, dated 5 October 1945.

2. Committee on Superior Accomplishment.

A CIA Committee on Superior Accomplishment is hereby established composed of the following:

Executive Director	—	Chairman
Executive for Administration and Management	—	Alternate chairman and member
Chief, Management Branch, A&M	—	Member
Chief, Personnel Branch, A&M	—	Member & Recorder
One representative designated by Assistant Director or Staff Chief concerned	—	Member

3. The committee will review all recommended rewards for salary increases for superior accomplishment and make recommendations to the Director.

4. Conditions of Eligibility.

Eligibility for within-grade salary advancement as a reward for superior accomplishment shall be subject to:

a. Sufficiency of available appropriations.

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b. Superior accomplishment conforming to the standards established in this instruction.

c. Compensation of the individual concerned being less than the maximum rate of compensation for the grade of his position.

d. No previous advancement as a reward having been authorized for the individual concerned during the prescribed waiting period for a normal periodic pay increase.

5. Standards and Criteria for Superior Accomplishments Rewards.

a. a. A superior accomplishment warranting the additional advancement of an employee must meet one of the following tests:

(1) Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating.

(2) Initiation of an idea, method or device which has been developed and adopted to improve the public service or provide for more economical operation in the public interest.

(3) A special act or service in the public interest, related to official employment and over and above normal position requirements, of such an unusual or distinctive character that its recognition as a basis for an additional advancement would serve as a definite incentive to others.

b. When an employee is recommended for an additional advancement under paragraph 5a(1) above, the recommendation must include:

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(1) A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

(2) A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

(3) A description of how the employee actually performed his duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

(4) A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

c. Examples of the types of acts or service which might justify additional advancement under paragraph 5a(2) and (3) above are:

(1) Distinguished achievement in improving the morale of employees.

(2) Outstanding contribution to management or operations.

(3) Monetary saving to the government.

(4) Act, service, or valor over and above the call of duty.

(5) Performance which has involved the overcoming of unusual difficulties.

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d. Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are listed below:

(1) Long hours voluntarily worked.

(2) Loyalty to the service.

(3) Efficiency rating of Very Good or Excellent.

(4) Performing duties of a higher grade, which situation could have been corrected by reallocation.

(5) Reallocation to a higher grade without salary increase.

(6) Long and faithful service.

6. Procedure.

a. All recommendations for within-grade promotions under this instruction will be submitted in triplicate on Form 37-3 (Personnel Action), accompanied by detailed basis for the recommendation, through the Chief, Personnel Branch, A&M, to the committee. The type of action should be shown on Form 37-3 as "Pay Increase for Superior Accomplishment", and the effective date shall be the beginning of the first pay period following the approval by the Director.

b. The committee will review and forward to the Director for final action all recommendations which, in the opinion of the committee, meet the standards established for such an increase.

c. Recommendations which, in the opinion of the committee, do not meet established standards for advancement will be returned to the initiating officer with a statement of reasons for the committee's action. In such cases, Assistant Directors and Staff Chiefs concerned may appeal to the Director if they so desire.

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d. The Chief, Personnel Branch, will be responsible for recommending adequate publicity for such rewards so that they may serve as an incentive to all employees.

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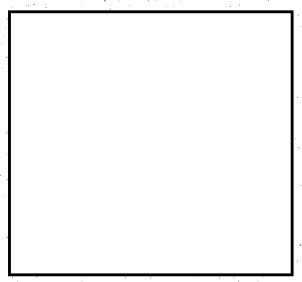

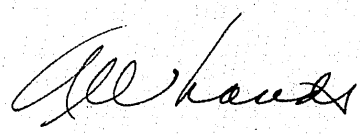

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24 MAY 1948

The Honorable Harry B. Mitchell
President
U.S. Civil Service Commission
Washington 25, D. C.

Dear Mr. Mitchell:

Reference is made to your letter of 6 April 1948 and subsequent discussions with representatives of your office relative to the proposed plan for granting awards for superior accomplishment in the Central Intelligence Agency.

It is contemplated that reports in connection with such awards will be submitted in a manner similar to that of the Federal Bureau of Investigation. Reports will contain a statement over the signature of a designated CIA official to the effect that an award has been approved based on agency investigation. In those cases where security of information or organization is a factor, it will be so stated under the individual justification.

Cases based on non-classified administrative functions which do not involve security factors will be reported in the regularly established manner.

No reference in any report will be made to the individual to whom the award has been made, but each case will be assigned a specific number prior to submission to your office. All data upon which the award has been based will be retained in the files of this agency.

Your concurrence in this proposed arrangement is requested.

Your assistance and that of your representatives in enabling us to work out a plan which we can effect without compromising our security is very much appreciated.

Sincerely,

SIGNED

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

cc: Chief, Personnel Br. - w/cc basic ltr

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Central Records - w/orig basic ltr
Signer's copy
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Exec for A+M - Chairman
Chief, Management Brand, A+M - alternate chairman + member
Chief, Pers Br, A+M - Member

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Chief, Pers Relations Div, Pers Br, A+M - Member + Recorder
Assistant Gen Counsel - Member
Chief or Deputy chief, Budget + Fin Br, A+M - Member

Committee Membership.

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DRAFT - AVE
20 February 48

must be approved by C.S.C.

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NUMBER

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SUBJECT: Reward~~s~~ for Superior Accomplishment.

2. Committee on Superior Accomplishment.

~~A committee of five members to be known as the~~ A CIA Committee on Superior Accomplishment ~~of CIA~~ is hereby established, composed of: ~~The committee will be composed of (Perso. Div. OSO) (Perso. Relations Div.) (Manager Br.) (General Counsel)~~ chief 1 from 1 from. ~~The Chief, Personnel Branch, A&M, will serve as a member and permanent chairman of this committee.~~ The committee will review all recommended rewards for salary increases for superior accomplishment ~~in the CIA~~ and make recommendations to the Director. (by law) ~~for final action.~~

3. Legal Basis.

~~a.~~ The Classification Act of 1923, as amended by Sections 403 and 404 of the Federal Employees' Pay Act of 30 June 1945 (Public Law 106 - 79th Congress), provides ~~the~~ statutory authority for granting within-grade pay increases as rewards for superior accomplishment, in

~~b. These increases, however, must~~ conformity with ~~to~~ regulations~~, minimum standards, and procedural instructions promulgated by the Civil Service Commission and~~ currently set forth in USCSC Departmental Circular No. 540, dated 5 October 1945.

4. Conditions of Eligibility.

~~a.~~ Eligibility for ~~The granting of each additional~~ within-grade salary advancement

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as a reward for superior accomplishment shall be subject to ~~the following conditions:~~

a ~~(1) It must be made within the limit~~ sufficiency of available appropriations.

b ~~(2) It must be based on~~ Superior accomplishment ~~which~~ conforming ~~with~~ to the standards ~~set forth~~ established in this instruction.

c ~~(3) Have not reached~~ Compensation of the individual concerned being less than the maximum rate of compensation for the grade of ~~their~~ his position.

d ~~(4)~~ No ~~more than one~~ previous advancement as a reward ~~may be made to any employee~~ having been authorized to the individual concerned during the waiting period for a normal periodic pay increase ~~(12 months or 18 months if above P-3 or GAP-10).~~ prescribed

4. Standards and Criteria for Superior Accomplishments Rewards.

a. ~~In order to serve as the basis for a reward of an additional advancement, the~~ A superior accomplishment warranting the additional advancement of an employee must meet one of the following tests:

(1) Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating.

(2) Initiation of an idea, method or device, which has been developed and adopted ~~because it is expected~~ to improve the public service or provide for more economical operation in the public interest.

(3) A special act or service in the public interest, related to official employment, and over and above normal position requirements, of such an unusual or distinctive character, ~~where~~ that its recognition

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as a basis for an additional advancement would serve as a definite incentive to others.

b. When an employee is recommended for an additional advancement under par 4a(1) above, the recommendation must include ~~the following~~:

(1) A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

(2) A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

(3) A description of how the employee actually performed his ~~job~~ duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance ~~doing it~~, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

(4) A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

c. Examples of the types of acts or service which might justify additional advancement under par 4a(1), (2), (3) above are:

(1) Distinguished achievement in improving the morale of employees.

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(2) Outstanding contribution to management or operations.

(3) Monetary saving to the government.

(4) Act, service, or valor over and above the call of duty.

(5) Performance which has involved the overcoming of unusual difficulties.

d. ~~The following are~~ Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are listed below:

(1) Long hours voluntarily worked.

(2) Loyalty to the service.

(3) Efficiency rating of Very Good or Excellent.

(4) Performing duties of a higher grade which situation could have been corrected by reallocation.

(5) Reallocation to a higher grade without salary increase.

(6) Long and faithful service.

6. Procedure.

a. All recommendations for within-grade promotions ~~submitted in~~ under ~~accordance with~~ this instruction will be submitted in triplicate in Form 37-3 (Personnel Action) ~~to~~ the Chief, Personnel Branch, A&M, to the Committee, accompanied by detailed basis for the recommendation.

b. The Committee ~~on Superior Accomplishment~~ will review and forward to the Director for final ~~approval~~ action all recommendations which, in the opinion of the Committee, meet the standards ~~considered necessary~~ established for such an increase. The type of action should be shown on ~~the personnel action~~ Form 37-3 as "Pay Increase for Superior Accomplishment" and the effective date shall be the beginning of the first pay period following the approval by the Director.

c. Recommendations ~~disapproved by~~ which, in the opinion of the Committee, do not meet established standards for advancement, will be returned to the initiating officer stating the reasons for ~~disapproval~~ its action. In such cases, Assistant Directors and Staff Chiefs concerned may appeal to the Director if they so desire.

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d. The Chief, Personnel Branch will be responsible for recommending ~~seeing personally~~ ~~that~~ adequate publicity ~~is given all~~ for such rewards so that they may serve as an incentive to all employees. ~~Employees earning such rewards will receive a special letter of commendation signed by the Director of Central Intelligence.~~

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D 540-1
(F.P.M. Chapters P1, Z1)

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

October 5, 1945

DEPARTMENTAL CIRCULAR NO. 540
(Supersedes, as of July 1, 1945, Departmental Circular No. 321, Revised, November 12, 1942, and Departmental Circular No. 321, Supplement 1, March 30, 1943; amends Section 201, Chapter II of the regulations governing periodic within-grade salary advancements promulgated in Departmental Circular No. 529, June 30, 1945).

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

SUBJECT: Additional Within-grade Salary Advancements as Rewards for Superior Accomplishment.

September 19, 1945

MEMORANDUM FOR THE CIVIL SERVICE COMMISSION

SUBJECT: Civil Service Commission Regulations Governing Rewards for Superior Accomplishment

"I have today approved, in accordance with the Federal Employees Pay Act of 1945, the Commission's regulations governing additional within-grade salary advancements for superior accomplishment on the part of Federal employees.

"I am pleased to note that these regulations make provision for a systematic review of the work performance of employees. This is one of the essentials of good administration and must be encouraged within the Federal Government. Such a review will help employees to better understand what is expected of them. Such a review will also make the efficiency rating systems and programs for the rewarding of superior accomplishment more meaningful.

"I am sure that the heads of the departments and agencies will cooperate with the Civil Service Commission to insure a fair and equitable application of these regulations."

/S/ Harry S. Truman

Myron Price

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BACKGROUND INFORMATION

At the time consideration was being given to the plan for periodic within-grade promotions, prior to the enactment of the Act of August 1, 1941 (Public Law 200, 77th Congress, 1st Session), the Congress recognized the desirability of accelerating salary advancement when there were instances of outstanding performance.

It was argued on the one hand that administrators should have complete discretion, within the limit of available appropriations in granting increases in specially meritorious cases. This freedom of discretion would obviously result in inequities and therefore the Congress, in passing the legislation, provided therein that additional within-grade salary advancements could be given only: within the limit of available appropriations, one step at a time, and only one such additional increase in recognition of meritorious service during any one waiting period specified for periodic advancements.

Section 2(f) of the Act required departments and agencies to report compensation advancements made in recognition of especially meritorious service to the Civil Service Commission and the Commission in turn to submit an annual consolidated report to the Congress.

While the Act did not vest in the Commission authority to approve the actions taken by the departments and agencies, the need for standards and guides for granting meritorious compensation advancements became apparent when reports of its operation for the first year were submitted to the Congress. By departmental circulars the Commission recommended standards, which if applied, would provide a yardstick for measuring performance that would merit this type of recognition.

The application of these standards, reflected by a review of the reports prepared by the departments and the Commission, indicated a wide divergence of thinking on the part of the officials of the several departments. In some instances, the standards were so rigidly applied that practically no advancements were made, while other examples indicated that performance which was outstanding for only a brief period was frequently cited as the basis for the award.

These inconsistencies were reflected in the Commission's annual reports to Congress and demonstrated the inadequacies of the law and therefore when the Federal Employees Pay Act of 1945 was under consideration corrective changes were found desirable.

The new Act (Public Law 106, 79th Congress, 1st Session) amended section 7 of the Classification Act of 1923, as amended, by authorizing the granting of within-grade compensation advancements as rewards for superior accomplishment. The Commission was charged with the responsibility for promulgating regulations and standards for use of departments and agencies in determining the basis for making awards for superior accomplishment.

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Although the Commission has the responsibility for final approval of all awards for superior accomplishment, provision has been made for the delegation of authority for prior approval to heads of departments or their authorized representatives.

In carrying out this responsibility the Commission will post-audit all actions by departments to insure compliance with regulations and adherence to standards. In cases of non-conformance the Commission will revoke the authority for prior approval which will necessitate the submission of all recommendations for salary advancements as rewards for superior accomplishment to the Commission for prior approval.

* * * * *

Pursuant to subsections (f) and (g) of section 7 of the Classification Act of 1923, as amended by sections 403 and 404 of the Federal Employees Pay Act of June 30, 1945 (Public Law 106, 79th Congress, Chapter 212, 1st Session), and to section 605 of the Federal Employees Pay Act of 1945, regulations, procedural instructions and standards are promulgated below.

REGULATIONS

REGULATIONS FOR GRANTING ADDITIONAL WITHIN-GRADE SALARY ADVANCEMENTS AS REWARDS FOR SUPERIOR ACCOMPLISHMENT

Section 1. Employees to whom these regulations apply. These regulations apply to any officer or employee, except those in positions required to be filled by appointments by the President, by and with the advice and consent of the Senate, who (a) is compensated on a per annum basis; (b) occupies a permanent position within the scope of the compensation schedules fixed by the Classification Act of 1923, as amended; (c) has not reached the maximum rate of compensation for the grade of his position; and (d) who merits consideration for an award as a result of superior accomplishment.

Section 2. Definitions. (a) "Department" means any executive department or independent establishment or agency, including Government-owned or Government-controlled corporations, and the municipal government of the District of Columbia.

(b) "Permanent positions" means positions other than those designated as temporary by law and other than those established for a definite period of one year or less. Positions to which appointments are made under the War Service Regulations for the duration of the war and six months thereafter are permanent positions within the scope of this definition.

(c) "Positions within the scope of the compensation schedules fixed by the Classification Act of 1923, as amended", means positions in the departmental and field services, in the executive, legislative, and judicial branches, in Government-owned or Government-controlled corporations, and in the municipal government of the District of Columbia, the compensation of which has been fixed

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on a per annum basis, pursuant to the allocation of such positions to the appropriate grade either by the Civil Service Commission or by administrative action of the department, establishment, agency, or corporation concerned, in accordance with the compensation schedules of the Classification Act of 1923, as amended.

(d) "Superior accomplishment" means sustained work performance of a high degree of efficiency, the initiation and development of a suggestion which increases efficiency or brings about substantial economies in the public service, or a special service of an outstanding nature, which meets the standards of the Civil Service Commission for recognition as the basis for a reward in the form of an additional salary advancement.

(e) "Additional advancement" means within-grade salary advancement as a reward for superior accomplishment as distinguished from a periodic within-grade salary advancement under section 402 of the Federal Employees Pay Act of 1945.

Section 3. Conditions of eligibility for additional advancements. The granting of each additional advancement shall be subject to the following conditions:

(a) It must be made within the limit of available appropriations;

(b) It must be based on superior accomplishment which conforms with standards promulgated by the Civil Service Commission; and

(c) No more than one additional advancement may be made to any officer or employee within each of the time periods prescribed in section 402 of the Federal Employees Pay Act of 1945.

Section 4. Prior approval by the Civil Service Commission. Approval of the Civil Service Commission must be secured prior to making any additional advancement effective, unless approval of such advancement is made under authority delegated in accordance with these regulations.

Section 5. Departmental plans for awarding additional advancements. Each department which desires authority to approve additional advancements as rewards for superior accomplishment shall submit a plan to the Civil Service Commission (a) providing for a systematic review of the work performance of employees, (b) proposing a simple, orderly procedure for the selection of employees to be awarded additional advancements for superior accomplishment, (c) indicating the representatives of the head of the department proposed to be authorized to approve such advancements, (d) providing procedures for reporting additional advancements to the Civil Service Commission, and (e) proposing a method of publication of the plan to all employees. Such plans shall not become effective until approved by the Civil Service Commission, and no approved plan shall be revised or amended without the prior approval of the Commission. Subject to the foregoing provisions, any such departmental plan may be revised or amended from time to time as circumstances may require.

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Section 6. Delegation of authority to approve additional advancements. Effective until November 1, 1945, the Civil Service Commission hereby delegates authority to the head of each department, or his designated representatives, to approve additional advancements as rewards for superior accomplishment which conforms with standards promulgated for that purpose by the Civil Service Commission. This authority will terminate on November 1, 1945, if no departmental plan has been approved prior to that date. Upon the approval of a departmental plan as provided in the foregoing section, the Civil Service Commission hereby delegates authority to the head of the department, and to his designated representatives operating under such plan, to approve additional advancements as rewards for superior accomplishment which conforms with the standards promulgated for that purpose by the Civil Service Commission.

Section 7. Suspension or withdrawal of authority. The Civil Service Commission may suspend or withdraw the authority to approve additional advancements delegated in these regulations, whenever, after post-audit of actions taken under such authority, it finds that (a) additional advancements are being approved which do not conform with the Commission's standards, (b) provisions of the departmental plan are not being followed, or (c) adequate statements supporting such additional advancements are not being received by the Commission.

Section 8. Reports to be furnished to the Commission. Additional within-grade salary advancements as rewards for superior accomplishment shall be reported to the Civil Service Commission with such supporting information as it may prescribe.

Section 9. Section 201, Chapter II of the regulations governing periodic within-grade salary advancements is hereby amended by adding the following sentence: "Positions in which employees are serving definite probationary or trial periods under Civil Service rules, or under regulations issued by the Civil Service Commission, shall not, for that reason alone, be regarded as being other than permanent positions."

STANDARDS AND PROCEDURAL INSTRUCTIONS

1. Standards of Superior Accomplishment. In order to serve as the basis for the award of an additional advancement, the superior accomplishment of an employee must meet one of the following tests:

(a) Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating.

(b) Initiation of an idea, method or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest.

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(c) A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for an additional advancement would serve as a definite incentive to others.

2. Minimum requirements of a departmental plan. In reviewing departmental plans for awarding additional advancements for superior accomplishment, the Commission will consider the problems of immediate operation and of future development. No departmental plan will be approved that does not contain provisions that meet the following tests:

(a) A systematic review of the work performance of all employees on the basis of standards of performance now in operation or which shall be developed in order to ascertain those who have rendered superior accomplishment. This review should be related to, although not necessarily restricted to, the efficiency rating program.

(b) A simple orderly procedure for selecting those employees whose superior accomplishment is proposed to be rewarded by additional advancements, with safeguards to assure that all who are equally worthy of recognition under the standards are given equal consideration.

(c) Sufficient delegation of authority to approve additional advancements in order to avoid delay in making such additional advancements effective, while providing controls assuring a critical review to maintain adherence to the standards.

(d) Reporting methods which provide the Commission with the records and information required for its auditing, tabulating and reporting functions.

(e) Prompt publication of the plan to all employees.

3. Prior approval by Civil Service Commission. Whenever a department proposes to grant an additional within-grade salary advancement as a reward for superior accomplishment and has no one with delegated authority to approve such advancement, or where such authority is under suspension or has been withdrawn, the additional advancement shall not be made effective until the Commission approves the proposed action.

4. Guides for applying standards. As a primary consideration, the Civil Service Commission and others authorized to approve recommendations for additional advancements shall give attention to the definite incentive value of additional within-grade salary advancements as rewards for superior accomplishment. The potentialities of this incentive value are not restricted to any occupational group or to any salary grade level or levels. Recogni-

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tion should be given to the possibility that any employee regardless of his rank or station, might render superior accomplishment and merit this type of recognition. At the same time, the level of achievement required should be sufficiently high to identify such recognition as a signal honor and one not to be easily attained.

All cases shall be scrutinized in the light of position requirements. Every employee and his supervisor should know at all times the specific performance requirements of his position. Each reward for superior accomplishment must be based on the true merits of the case. Superior accomplishment does not occur on the basis of statistical frequency and no statistical controls should be permitted to influence the granting or withholding of such awards. However, different requirements in different positions must be considered. A new record of work established by a person employed as a demonstrator must be judged on a much higher standard than that applied to the same record established by a routine worker. A procedure specialist or organization planner is expected to work out improved methods and procedures, and his contributions in this field must be measured by standards much higher than those applied to voluntary suggestions by others. Morale stimulation is expected of an efficient administrator or personnel officer, and the degree required for recognition as superior accomplishment would have to be vastly superior to that which might qualify in the case of a worker who had no such responsibility. A safety engineer is employed for the primary purpose of making improvements in machines and work methods, and the requirements for superior accomplishment in his case would have to be much higher than they would for a machine operator. What would be heroism for a bookkeeper in the case of a fire might be routine work for a firefighter. Improved training methods are naturally expected of a training officer, and his contributions in this field must be judged by more severe standards than those applied to the contributions of a typist, auditor, or lawyer.

In order that the granting of additional within-grade salary advancements for superior accomplishment may provide others with an incentive to improve their work performance, it is essential that publicity be given to such cases. For example, departments which have house organs or employee publications should publish the names of employees so recognized together with the reasons on which such recognition was based. Bulletin boards shall be utilized for this purpose if no suitable house organ or employee publication is available. Whenever possible, departments should couple the notices of these additional advancements with appropriate ceremonies of a simple nature. In any event, the notice to the employee should be a special letter of commendation and not merely the routine form used in the case of periodic within-grade salary advancements.

5. Reports to the Civil Service Commission. Additional within-grade salary advancements as rewards for superior accomplishment must be reported to the Civil Service Commission which is required in turn to present an annual consolidated report to the Congress covering the numbers and types of actions taken. Each report of reward for superior accomplishment (approved by delegated authority in the department or submitted for the prior approval of the Civil Service Commission) shall be submitted on a single action form which shall include the following information:

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a. Name of employee, department, bureau, division, and any other organizational designation necessary to identify the employee's position at the time of the superior accomplishment advancement.

b. Title of position and salary grade at the time of the superior accomplishment advancement.

c. Salary rate before the superior accomplishment advancement. (If, simultaneously with the superior accomplishment advancement, a salary increase occurs from any other cause, report the amount, date, and basis of the simultaneous increase under item e, below).

d. Amount and effective date of the superior accomplishment advancement.

e. Amount, effective date, and basis of salary increase, if any, simultaneous with the superior accomplishment advancement.

f. Amount and date of the last equivalent increase or the last periodic within-grade advancement.

g. Amount and date of the last within-grade increase for meritorious services, (this phrase will continue to be used during the transition period), or last within-grade increase for superior accomplishment.

h. A statement recommending an additional advancement as a reward for superior accomplishment signed by at least two of the employee's superiors in the direct line of supervision, or by the chairman of a committee designated to pass on such cases.

i. A presentation of the facts concerning sustained work performance at a high degree of efficiency, the beneficial suggestion, or the special service, which constituted superior accomplishment.

j. Record of approval by the proper departmental official to whom authority has been delegated (or the form shall indicate that the prior approval of the Civil Service Commission is desired.)

Reports of approved actions shall be submitted monthly in triplicate to the Civil Service Commission. Actions approved at departmental headquarters shall be reported to the Commission's central office at Washington 25, D.C., for the attention of the Efficiency Ratings Administration Section, Personnel Classification Division. Actions approved by those operating under delegated authority of the Civil Service Commission in field offices shall be reported to the regional offices of the Commission, for the attention of Regional Directors. Recommended actions which require prior approval by the Civil Service Commission may be submitted to the central office or regional offices at any time.

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6. Examination of cases requiring prior approval. Recommendations of additional advancements as a reward for superior accomplishment submitted to the Civil Service Commission for prior approval, will be reviewed to ascertain whether the standards and procedures established by the Commission have been followed and whether the statements presented in support of the proposed action are adequate. The Commission will endeavor to notify departments of its approval or disapproval, with the reasons therefor, within 30 days of the receipt of each case. Actions cannot be made effective prior to the date they are approved by the Commission or by delegated authority in a department.

7. Post-Audits. Reports of individual cases approved by delegated authority in the departments will be reviewed by the Commission for the purpose of ascertaining whether factual statements show superior accomplishment which meets the standards, whether procedures established by the Commission and in the departmental plan have been followed, and to obtain other required information to be reported to Congress. In each case where the Commission finds that insufficient facts are reported, the department will be given an opportunity to submit additional clarifying or amplifying material to complete the record. The post-audit will be used also as a guide for determining whether the delegation of authority for prior approval shall be continued, suspended, or withdrawn.

8. Report to Congress. The Commission is required to "present an annual consolidated report to Congress covering the numbers and types of actions taken". In this report the Commission will present statistical information as to the types of actions taken in each department and of the extent to which such actions are in conformity with the Commission's standards. A narrative report is also contemplated, outlining the various plans in use in departments and agencies in applying the provisions of the act and the results obtained. Whenever desirable, there will also be included such recommendations for changes in the act as experience has indicated to be desirable.

9. Previous circulars superseded. Effective July 1, 1945, this circular supersedes Departmental Circular No. 321, Revised, dated November 12, 1942, and Departmental Circular No. 321, Supplement 1, dated March 30, 1943.

10. Contact office in Civil Service Commission. Inquiries concerning the provisions of this circular may be addressed to the Efficiency Ratings Administration Section, Personnel Classification Division, Civil Service Commission, extension 792 or 793, or to the Regional Director of the Civil Service Commission in the region where the inquiry originates.

By direction of the Commission:

Very respectfully,

L. A. Moyer

L. A. Moyer
Executive Director
and Chief Examiner

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UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, Budget & Finance Br.	[illegible]	1-29-48
2	Chief, Management Br.		
3			
4			
5			

FROM		INITIALS	DATE
1	Chief, Management Br.	[illegible]	1/27/48
2	Chief, Budget & Finance Br.		2-2-48
3			

- [ ] APPROVAL
- [ ] ACTION
- [x] COMMENT
- [x] CONCURRENCE
- [ ] INFORMATION
- [ ] DIRECT REPLY
- [ ] PREPARATION OF REPLY
- [ ] RECOMMENDATION
- [ ] SIGNATURE
- [ ] RETURN
- [ ] DISPATCH
- [ ] FILE

REMARKS:

See pencil changes in Para. 2.a.

It is assumed that the attached procedure will be submitted to CSC for approval in accordance with the provisions of Sec. 25.504 through Sec. 25.506 of the Federal Personnel Manual.

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SEP 1947

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DRAFT

ADMINISTRATIVE INSTRUCTION
NUMBER

STATINTL

____January 1948

SUBJECT: Salary Increases for Meritorious and Superior Accomplishment.

1. POLICY

a. It has been established as a policy by the Director that all civilian employees of CIA may, as a result of superior work accomplishment, become eligible for special within-grade salary increases.

2. BASIS FOR AWARD

a. Consideration can be given only to employees who have not reached the maximum salary of the grade. ~~Then~~ there one step increases are in addition ~~for~~ to the periodic within-grade increases.

b. Superior accomplishment and request for within-grade increases will be considered upon the recommendation of the employee's superior and the Assistant Director or Staff Chief concerned and must meet at least one of the following qualifications:

(1) Sustained and outstanding work performance for a period of at least six months that not only warrants an "Excellent" efficiency rating but merits distinction over and above an "Excellent" rating.

(2) Performance of a special act or service in the public interest, related to official employment in CIA, which is over and above the normal position requirements.

3. SUBMISSION OF RECOMMENDATIONS

a. All recommendations for special within-grade increases are to be submitted in duplicate to the Chief, Personnel Branch, A & M, and will contain the following:

(1) Indication of performance standards for the employees position where there are such.

(2) Description of how the employee actually performed his job (this should include an analysis of the employee's work as to quality, quantity and manner).

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4. REVIEW AND RECOMMENDATION

a. The Personnel Branch, A & M, will pass upon recommendations for special within-grade salary increases as made by the employee's superior and the Assistant Director or Office Staff Chief concerned.

b. An appeal from the decision of the Personnel Branch, A & M, may be made in writing by the Assistant Director or Office Staff Chief concerned or ~~their~~ his authorized representative to the Salary Increase Committee which is hereby established and is composed of:

Executive Director, Chairman

Executive for Administration and Management, Member

An Assistant Director, Member (To be appointed for each meeting of the Committee.)

Chief, Personnel Branch, A & M, Advisor, without vote

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DRAFT

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted] _____ January 1948

STATINTL

SUBJECT: Salary Increases for Meritorious and Superior Accomplishment.

1. As authorized under applicable provisions of law and regulations of the Civil Service Commission, the Director announces the following policy for the making, within the limit of available appropriations, of additional within-grade compensation advancements to employees of the Agency as a reward for superior accomplishment in their work.

2. ELIGIBILITY FOR AWARD

All civilian officers and employees of the Agency are eligible for additional within-grade compensation advancements, provided such employee:

a. Is compensated on a per annum basis;

b. Occupies a permanent position (within the scope of the compensation schedules fixed by the Classification Act of 1923, as amended);

c. Has not reached the maximum rate of compensation for the grade of his position; and

d. Merits consideration for an award as a result of superior accomplishment.

3. STANDARDS FOR SUPERIOR ACCOMPLISHMENT

In order to merit consideration for a within-grade promotion for superior accomplishment, an employee must meet

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one of the following standards for superior accomplishment:

a. Sustained work performance for a period of at least three months of such a nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating;

b. Initiation of an idea, method or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or

c. A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for an additional advancement would serve as a definite incentive to others.

4. LIMITS OF AWARD

a. Within-grade compensation advancements for superior accomplishment must be within the limit of available appropriations.

b. Consideration for such advancement can only be given to employees who have not reached

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the maximum salary of the grade.

c. Such advancement shall be in addition to the periodic within-grade promotion provided by law.

d. No more than one such additional advancement may be made to any employee within the following time periods:

(1) Each twelve months of service if such employees are in grades in which the compensation increments are less than $200, or

(2) Each eighteen months of service if such employees are in grades in which the compensation increments are $200 or more.

5. SUBMISSION OF RECOMMENDATIONS

a. A request for within-grade advancement for superior accomplishment will be initiated by the employee's immediate superior, and forwarded in duplicate through the Assistant Director or Staff Chief concerned.

~~b. All recommendations for special within-grade increases are to be submitted in duplicate~~ to the Chief, Personnel Branch, A & M, ~~and will contain the following:~~

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(1) Indication of performance standards for the employee's position where there are such.

(2) Description of how the employee actually performed his job (this should include an analysis of the employee's work as to quality, quantity and manner).

c. The Personnel Branch, A & M, will pass upon recommendations for special within-grade salary increases as made by the employee's superior and the Assistant Director or Office Staff Chief concerned.

6. SALARY INCREASE COMMITTEE

a. A Salary Increase Committee is hereby established and is composed of:

Executive Director, Chairman

Executive for Administration and Management, Member

An Assistant Director, Member (To be appointed by the Chairman for each meeting of the Committee)

Chief, Personnel Branch, A & M, Advisor, (without vote)

b. An adverse decision, by the Personnel Branch, A & M, on a recommendation for advancement of an employee for superior accomplishment, may be appealed in writing to the Committee by the Assistant Director or Office Staff Chief concerned or by his authorized representative.

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STATINTL

STATINTL STATINTL

UNCLASSIFIED (RESTRICTED) CONFIDENTIAL SECRET
(SENDER WILL ~~CIRCLE CLASSIFICATION~~ TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
2*	Chief, Administrative Staff Room 115, North Building		
3*	Management Staff Attn: Mr. [redacted]		
3	Room 144, South Building		
1*	Chief, Pers. Div.		
5			
FROM		**INITIALS**	**DATE**
1	[redacted]	[illegible]	20 July
2			
3			

[ ] APPROVAL [1,2,3 ✓] INFORMATION [ ] SIGNATURE
[ ] ACTION [ ] DIRECT REPLY [ ] RETURN
[ ] COMMENT [ ] PREPARATION OF REPLY [ ] DISPATCH
[1,2,3 ✓] CONCURRENCE [ ] RECOMMENDATION [ ] FILE

REMARKS: I have rewritten this and believe it is acceptable in its present form. I have discussed it with Personnel Director and [redacted] of the Legal Staff.

FOIAB5

[redacted]

If, in the future, the Commission is interested we will have complete records and can give them certain selected information.

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FORM NO. 30-4
SEP 1947

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff

FROM : Chief, Personnel Division

DATE: 3 August 1950

SUBJECT: Draft of CIA Regulation on awards

I have read and have no comments except that I wonder how to determine the extent of each individual's contribution in group cases (p. 7, paragraph 2 at top of page).

[redacted]

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

[redacted]

TO : Management Officer

DATE: 5 May 1950

FROM : Legal Staff

SUBJECT: Proposed Regulation - Re Incentive Awards Program

STATINTL

1. We have reviewed the enclosed proposed incentive awards program, and should like to make the following comments.

STATINTL

2. The most comprehensive review of this program in general appears to be contained in supplement No. 1 to Bureau of the Budget Circular No. A-8, and it is noted in paragraph 3 that committees organized to implement the program are designated as "Efficiency Awards Committees." This is mentioned in regard to the designation of our committee as an "Incentive Awards Committee." While the Agency is outside the Classification Act of 1949, it is our understanding that we are informally committed to conform. On the types of awards, the Budget Circular (see paragraph 4) provides a fairly clear delineation and could perhaps be followed more closely.

FOIAB5

[redacted]

4. It is assumed that the proposed regulation will rescind and supersede all other pertinent Agency issuances (including Administrative Instruction No. [redacted]).

STATINTL

STATINTL

[redacted]

Draft attached.

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STATINTL

Draft- [redacted] -3/22/50

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION NUMBER

INCENTIVE AWARDS PROGRAM

I. Under Congressional Acts now in force, CIA is authorized to pay employees either cash awards or increases in basic rate of compensation for various superior achievements as outlined in this instruction.

II. The three programs now in force are:

A. Awards for Meritorious Suggestions.

B. Awards, or increases in rate of basic compensation, for superior accomplishments contributing to outstanding efficiency and economy in administration.

C. Additional step-increases as a reward for superior accomplishment.

III. References:

A. Public Law 600, 79th Congress, Section 14.

B. Public Law 429, 81st Congress, Title VII, and Title X.

C. Bureau of the Budget Circular A-8, Supplement No. 1.

D. Civil Service Commission Federal Personnel Manual, Transmittal Sheet 283, Subpart A, Step-increases, Sections 25.14-25.15.

III ~~IV.~~ ~~Incentive~~ Efficiency Awards Committee.

A. The ~~Incentive~~ Efficiency Awards Committee shall include the following:

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EMPLOYEES DIVISION

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MAY 5 1950

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1. Executive - Chairman
2. Personnel Director - Member
3. Budget Officer - Member
4. Management Officer - Member
5. Representative of Office concerned - Member
6. Personnel Relations Officer - Member and recorder

B. Functions of the Committee

1. The Committee shall be responsible for carrying out the three programs and will be governed by the provisions of this instruction and applicable Public Laws and Regulations.
2. The Committee will make recommendations to the Director for Awards under these programs.
3. The Committee shall determine which type of awards is best suited to give proper recognition and renumeration for each recommendation it approves.

C. The Committee will meet at the call of the Executive.

D. Stimulating Participation

In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give the full internal publicity and shall by means of CIA Notices publicize awards made to CIA employees whether cash, salary increases, or certificates of merit. The Personnel Relations Officer shall make an annual report to the Bureau of the Budget

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on the status of the program.

V. Eligibility for Awards.

1. All civilian employees of CIA are eligible for awards under the programs outlined in this Regulation.

VI. Conditions Governing Awards.

1. Cash Awards or salary increases awarded to employees under these programs shall be in addition to regular compensation.

2. Acceptance of cash awards for meritorious suggestions by the employee shall constitute an agreement that the use by the (cont. next page)

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United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him or his heirs or assigns.

3. No person may be paid a cash award or salary increase under more than one of the three programs (see Section II above) for any one suggestion.

4. No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award.

5. No employee may be given two awards for the same achievement except when the actual first year savings is sufficiently greater than the estimate of savings on which the original award was based.

VII. Program of "Awards for Meritorious Suggestions."

~~A. The Incentive Awards Committee shall promote the meritorious suggestion program and make recommendations for awards to employees for suggestions meriting such an award.~~

B. Awards.

1. Cash awards may be authorized for meritorious suggestions adopted solely or primarily as a result of monetary savings. Awards shall be based on the annual estimated saving within the Agency in the first year of operation in accordance with the following table:

[redacted]

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ANNUAL SAVINGS	CASH AWARDS
$1 - $1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion
$1,000 - $10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings
$10,000 - $100,000	$275 for the first $10,000 of savings, and $50 for each additional $10,000 of savings
$100,000 - or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings provided that the maximum award for any one suggestion shall not exceed $1,000

2. Certificates, medals or other emblems may be awarded by the Director in addition to monetary awards and also in honorary recognition of service which the committee recommends as exceptional but not meriting a cash award.

C. Basis for Awards.

1. Awards will be considered where in the opinion of the Committee the meritorious suggestion has resulted or will result in improvement or economy in the operations of the Agency through monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, and similar benefits, except that awards will not be recommended under this program for suggestions falling within the normal responsibilities of the duties of the suggester.

Suggest underline RBJH

2. [redacted] adopted for use in the Agency within three (3) years from the date the suggestion is received by the Management Officer.

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D. Submission of Suggestions.

It appears that the suggestion should go to the Recorder first as in the other two categories EHI

A suggestion may be submitted directly to the Management Officer by the suggester or through supervisory channels to the Management Office. It should be in duplicate, and should include:

1. Name of employee.
2. Title and grade.
3. Division, Branch and Office
4. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

Agree with above note. Also suggest that a number be placed on suggestion by recorder + that committee consider case by number only - Better evaluation. Other agencies use this method RBJH

E. Action on Suggestions.

1. The Management Office will review each suggestion and arrange for Committee action.
2. The Committee will examine each suggestion on the basis of benefit to the Agency and the Federal government and will determine whether the suggester is eligible to receive an award.

Shouldn't this be the responsibility of the Recorder? EHI

D Mr RBJH

a. If the Committee determines that a suggestion is not acceptable, the Management Officer will notify the suggester of the reason his suggestion was not adopted.

[illegible]

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b. If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award ~~should~~ be presented.

Delete the word "should" SAD

3. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

4. The Management Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personnel file of the employee.

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VIII. Program of "Awards or Increase in Rate of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration."

A. ~~The Incentive Awards Committee shall promote employee industry and interest in this program by means of internal publicity and shall identify and make awards or increases in basic rate of pay to those supervisors and employees found worthy of such awards.~~

B. Awards.

1. The award shall be commensurate with demonstrated superior accomplishment except that no award or increase in basic rate of compensation shall exceed 25 per cent of the estimated saving resulting from the superior accomplishment nor may any such award or increase in basic rate of compensation exceed an amount equal to three times the step increase of the applicable grade.

2. Any such increase in the rate of basic compensation shall be at one, two, or three times the step increase of the applicable grade and shall be in lieu of any other award.

C. Basis for Awards.

1. Awards will be given to supervisors or employees whose accomplishments and achievements have resulted in increased efficiency or economy in administration.

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2. Where contribution to the improvement has been made by more than one employee, all employees contributing, including supervisors, may share efficiency awards, each person sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for this type of award (see ~~IV~~ VIII.B. above).

3. No employee may be given a cash award under the suggestion program and another employee a salary increase under this program for the same improvement except on a shared basis.

D. ~~Identification of employees whose accomplishments have contributed to outstanding efficiency and economy in administration.~~ Submission of Recommendations

1. Recommendations to the ~~Incentive~~ Efficiency Awards Committee for ~~cash~~ awards under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units may discover supervisors and employees whose performance merits such recognition.

2. Recommendations will be forwarded initially to the ~~Executive~~ Gen. Cel. Officer through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

3. The recommendation must include:

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a. A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

b. A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

c. A description of how the employee actually performed his duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

d. A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

4. Examples of the types of acts or service which might justify such an award are:

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INSTRUCTIONS DIVISION

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a. Distinguished achievement in improving the morale of employees.

b. Outstanding contribution to management or operations.

c. Monetary saving to the government.

d. Act, service, or valor over and above the call of duty.

e. Performance which has involved the overcoming of unusual difficulties.

5. Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are listed below:

a. Long hours voluntarily worked.

b. Loyalty to the service.

c. Efficiency rating of Very Good or Excellent.

d. Performing duties of a higher grade, which situation could have been corrected by reallocation.

e. Reallocation to a higher grade without salary increase.

f. Long and faithful service.

IX. Program of Additional Step-Increases as a Reward for Superior Accomplishment.

A. The Incentive Awards Committee shall authorize additional step-increases to those employees whose superior accomplishments in the performance of their duties show them to merit such an award.

EMPLOYEES DIVISION

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B. Awards.

1. Employees deemed by the Committee to merit it shall be given an additional step-increase in basic rate of compensation.

2. No employee shall be eligible for more than one such additional step-increase within the time period between normal step-increases (i.e. 52 calendar weeks of service if position is in a grade in which step-increases are less than $200 and 78 calendar weeks of service in a grade in which step-increases are $200 or more).

C. Basis for Awards.

1. In order to serve as the basis for an award under this program the employee's record must show:

a. Sustained work performance for a period of at least three months of such nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating; or

b. Initiation of an idea, method, or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or

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ENCLOSURE [illegible]

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e. A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for additional advancement would serve as a definite incentive to others.

D. ~~Identification of employees whose superior accomplishments merits an additional step increase.~~ Submission of Recommendations

1. Recommendations to the ~~Incentive~~ Efficiency Awards Committee under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units discover employees whose performance merits such recognition.

2. Recommendations will be forwarded to the ~~Executive~~ Pers. Rel. Officer through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

~~X. Publicity by Personnel Relations Officer.~~

~~1. In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give full internal publicity by means of a CIA Notice to all awards made to CIA employees whether cash, salary increases, or certificates of merit.~~

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EMPLOYEES DIVISION

BUDGET OFFICE

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2. Where contribution to the improvement has been made by more than one employee, all employees contributing, including supervisors, may share efficiency awards, each person sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for this type of award (see ~~VIII~~ A, above [redacted]).

3. No employee may be given a cash award under the suggestion program, and another employee a salary increase under this program for the same improvement except on a shared basis.

C. ~~X. Identification of employees whose accomplishments have contributed to outstanding efficiency and economy in administration.~~ Submission of Recommendations

1. Recommendations to the ~~Incentive~~ Efficiency Awards Committee for [redacted] awards under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units may discover supervisors and employees whose performance merits such recognition.

2. Recommendations will be forwarded ~~initially~~ to the [redacted] Personnel Adm. through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

3. The recommendation must include:

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c. A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for additional advancement would serve as a definite incentive to others.

C. ~~X.~~ Submission of Recommendations ~~Identification of employees whose superior accomplishments merits an additional step increase.~~

1. Recommendations to the ~~Incentive~~ Efficiency Awards Committee under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units discover employees whose performance merits such recognition.

2. Recommendations will be forwarded to the ~~Executive~~ Personnel Relations Br. through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

~~X. Publicity by Personnel Relations Officer.~~

~~1. In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give full internal publicity by means of a CIA Notice to all awards made to CIA employees whether cash, salary increases, or certificates of merit.~~

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c. A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for additional advancement would serve as a definite incentive to others.

C. Submission of Recommendations

1. Recommendations to the Efficiency Awards Committee under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units discover employees whose performance merits such recognition.

2. Recommendations will be forwarded to the Personnel Relations Office through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

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2. Where contribution to the improvement has been made by more than one employee, all employees contributing, including supervisors, may share efficiency awards, each person sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for this type of award (see VIIIA, above).

3. No employee may be given a cash award under the suggestion program, and another employee a salary increase under this program for the same improvement except on a shared basis.

C. Submission of Recommendations.

1. Recommendations to the Efficiency Awards Committee for awards under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units may discover supervisors and employees whose performance merits such recognition.

2. Recommendations will be forwarded to the Personnel Relations Office through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

3. The recommendation must include:

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VIII. Program of Awards or Increase in Rate of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

A. Awards.

1. The award shall be commensurate with demonstrated superior accomplishment except that no award or increase in basic rate of compensation shall exceed 25 per cent of the estimated saving resulting from the superior accomplishment, nor may any such award or increase in basic rate of compensation exceed an amount equal to three times the step increase of the applicable grade.

2. Any such increase in the rate of basic compensation shall be at one, two, or three times the step increase of the applicable grade and shall be in lieu of any other award.

B. Basis for Awards.

1. Awards will be given to supervisors or employees whose accomplishments and achievements have resulted in increased efficiency or economy in administration.

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VIII. Program of Awards or Increase in Rate of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

~~A. The Incentive Awards Committee shall promote employee industry and interest in this program by means of internal publicity and shall identify and make awards or increases in basic rate of pay to those supervisors and employees found worthy of such awards.~~

A. ~~B.~~ Awards.

1. The award shall be commensurate with demonstrated superior accomplishment except that no award or increase in basic rate of compensation shall exceed 25 per cent of the estimated saving resulting from the superior accomplishment, nor may any such award or increase in basic rate of compensation exceed an amount equal to three times the step increase of the applicable grade.

2. Any such increase in the rate of basic compensation shall be at one, two, or three times the step increase of the applicable grade and shall be in lieu of any other award.

B. ~~C.~~ Basis for Awards.

1. Awards will be given to supervisors or employees whose accomplishments and achievements have resulted in increased efficiency or economy in administration.

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* insert under a, above

~~b.~~ If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award [redacted] be presented.

4. ~~3.~~ Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

5. ~~4.~~ The Personnel Relations Officer [redacted] will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personnel file of the employee.

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a. If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award be presented.

b. If the Committee determines that a suggestion is not acceptable, the Personnel Relations Officer will notify the suggester of the reason his suggestion was not adopted.

4. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

5. The Personnel Relations Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personnel file of the employee.

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C. Submission of Suggestions.

A suggestion may be submitted directly to the Personnel Relations Officer by the suggester or through supervisory channels to the Personnel Relations Officer. It should be in duplicate, and should include:

1. Name of employee.
2. Title and grade.
3. Division, Branch and Office.
4. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

D. Action on Suggestions.

1. The Personnel Relations Officer will remove the identification of the suggester and submit each suggestion to the appropriate Offices and Staffs for review.
2. Suggestions concerning organization and procedures will be submitted to the Management Staff for review.
3. The Personnel Relations Officer will prepare the necessary papers for submission to the Committee.

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C. ~~B.~~ Submission of Suggestions.

A suggestion may be submitted directly to the ~~Management Officer~~ Personnel Relations Officer by the suggester or through supervisory channels to the ~~Management Officer~~ Personnel Relations Officer. It should be in duplicate, and should include:

1. Name of employee.
2. Title and grade.
3. Division, Branch and Office
4. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

D. ~~E.~~ Action on Suggestions.

1. The ~~Management Officer will obtain each suggestion and arrange for Committee action.~~ Personnel Relations Officer will remove the identification of the suggester and submit such suggestion to the appropriate offices or staffs for review.

2. Suggestions concerning organization and procedures will be submitted to the Management Staff for review.

~~2. The Committee will examine each suggestion on the basis of benefit to the Agency and the Federal government and will determine whether the suggester is eligible to receive an award.~~

3. The Personnel Relations Officer will prepare the necessary papers for submission to the committee.

a. * (see next page

~~a.~~ b. If the Committee determines that a suggestion is not acceptable, the ~~Management Officer~~ Personnel Relations Officer will notify the suggester of the reason his suggestion was not adopted.

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1. Executive - Chairman
2. Personnel Director - Member
3. Budget Officer - Member
4. Management Officer - Member
5. Representative of Office concerned - Member
6. Personnel Relations Officer - ~~Member and~~ Non-voting member and recorder

B. Functions of the Committee

1. The Committee shall be responsible for carrying out the three programs and will be governed by the provisions of this instruction and applicable Public Laws and Regulations.

2. ~~The Committee will make recommendations to the Director for Awards under these programs.~~

3. The Committee shall determine which type of award is best suited to give proper recognition and ~~renumeration~~ and make appropriate recommendations to the Director ~~for each recommendation it approves.~~

C. The Committee will meet at the call of the Executive.

D. Stimulating Participation

In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give ~~the~~ MEM full internal publicity and shall by ~~means~~ USE of CIA ~~Notices~~ publications publicize awards made to CIA employees whether cash, salary increases, or certificates of merit. The Personnel Relations Officer will make an annual report to the Bureau of the Budget

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INCENTIVE AWARDS PROGRAM

I. Under Congressional Acts now in force, CIA is authorized to pay employees either cash awards or increases in basic rate of compensation for various superior achievements as outlined in this instruction.

II. The three programs now in force are:

A. "Awards for Meritorious Suggestions."

B. "Awards, or increases in rate of basic compensation, for superior accomplishments contributing to outstanding efficiency and economy in administration."

C. "Additional step-increases as a reward for superior accomplishment."

III. Efficiency Awards Committee.

A. The Incentive Awards Committee shall include the following:

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1. Executive - Chairman
2. Personnel Director - Member
3. Budget Officer - Member
4. Management Officer - Member
5. Representative of Office Concerned - Member
6. Personnel Relations Officer - Non-voting Member and Recorder

B. Functions of the Committee

1. The Committee shall be responsible for carrying out the three programs and will be governed by the provisions of this regulation and applicable Public Laws and Regulations.
2. The Committee shall determine which type of award is best suited to give proper recognition and make appropriate recommendations to the Director .

C. The Committee will meet at the call of the Executive.

D. Stimulating Participation

In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give them full internal publicity and shall by use of CIA publications publicize awards made to CIA employees whether cash, salary increases, or certificates of merit. The Personnel Relations Officer will make an annual report to the Bureau of the Budget

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CENTRAL INTELLIGENCE AGENCY REGULATION NUMBER

INCENTIVE AWARDS PROGRAM

I. Under Congressional Acts now in force, CIA is authorized to pay employees either cash awards or increases in ~~basic~~ rates of basic compensation for various superior achievements as outlined in this instruction.

II. The three programs now in force are:

A. "Awards for Meritorious Suggestions."

B. "Awards, or increases in rates of basic compensation, for superior accomplishments contributing to outstanding efficiency and economy in administration."

C. "Additional step-increases as a reward for superior accomplishment."

III. Efficiency Awards Committee.

A. The Incentive Awards Committee shall include the following:

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Approved For Release 2006/11/08 : CIA-RDP81-00728R000100010027-3

1. Executive - Chairman
2. Personnel Director - Member
3. Budget Officer - Member
4. Management Officer - Member
5. Representative of Office Concerned - Member
6. Personnel Relations Officer - Non-voting Member and Recorder

B. Functions of the Committee.

1. The Committee shall be responsible for carrying out the three programs and will be governed by the provisions of this regulation and applicable Public Laws and Regulations.
2. The Committee shall determine which type of award is best suited to give proper recognition and make appropriate recommendations to the Director .

C. The Committee will meet at the call of the Executive.

D. Stimulating Participation

In order that these programs may serve as an incentive to CIA employees the Personnel Relations Officer shall give them it full internal publicity and shall by use of CIA publications to publicize awards made to CIA employees whether cash, salary increases, or certificates of merit. The Personnel Relations Officer will make an annual report to the Bureau of the Budget

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on the status of the programs.

V. Eligibility for Awards.

1. All civilian employees of CIA are eligible for awards under the program outlined in this Regulation.

VI. Conditions Governing Awards.

1. Cash Awards or salary increases awarded to employees under these programs shall be in addition to regular compensation.

2. Acceptance of cash awards for meritorious suggestions ~~by the employee shall constitute an agreement that the use by the~~ shall be a full release to the Gov from any and all claims by the Employee, his heirs, executors, administrators or assigns for the use of such suggestion.

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United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him or his heirs or assigns.

3. Not person may be paid a cash award or salary increase under more than one (award of the three programs) (see Section II above) shall be made for any one suggestion, unless

4. No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award.

5. No employee may be given two awards for the same achievement except when the actual first year savings is sufficiently greater than the estimate of savings on which the original award was based.

VII. ~~Program of~~ Awards for Meritorious Suggestions.

~~A. The Incentive Awards Committee shall promote the meritorious suggestion program and make awards to employees for suggestions meriting such an award.~~

A. Awards.

1. Cash awards may be authorized for meritorious suggestions adopted solely or primarily as a result of monetary savings. The Total of such awards shall not exceed $25,000 during one fiscal year. Awards shall be based on the annual estimated saving within the Agency in the first year of operation in accordance with the following table: unless the Director shall determine that a different amount is justified.

all not excess $25,000.

This can be discretionary with DCI or delegate

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ANNUAL SAVINGS	CASH AWARDS
~~$1,000 or less~~ #1 - $1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion
$1,000 - $10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings
$10,000 - $100,000	$275 for the first $10,000 of savings, and $50 for each additional $10,000 of savings
$100,000 - or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings provided that the maximum award for any one suggestion shall not exceed $1,000

2. Certificates, medals or other emblems may be awarded by the Director in addition to monetary awards, and also in honorary recognition of service which the committee recommends as exceptional, but not meriting a cash award.

B. Basis for Awards.

1. Awards will be considered where, in the opinion of the Committee, the meritorious suggestion has resulted, or will result, in improvement or economy in the operations of the Agency through monetary savings, increased efficiency, conservation of property, improved ~~employee~~ working conditions, better service ~~to the public~~, or other type of improvements ~~and similar benefits~~; except that awards will not be recommended under this program for suggestions falling within the normal responsibilities of the duties of the suggester.

~~2. The suggestion must be adopted for use in the Agency within three (3) years from the date the suggestion is received by the Management Officer.~~

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C. Submission of Suggestions.

A suggestion may be submitted directly to the Personnel Relations Officer by the suggester or through supervisory channels to the Personnel Relations Officer. It should be in duplicate, and should include:

1. Name of employee.
2. Title and grade.
3. Division, Branch and Office.
4. Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

D. Action on Suggestions.

1. The Personnel Relations Officer will remove the identification of the suggester and submit each suggestion to the appropriate Offices and Staffs for review.
2. Suggestions concerning organization and procedures will be submitted to the Management Staff for review.
3. The Personnel Relations Officer will prepare the necessary papers for submission to the Committee.

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a. If the Committee determines that a suggestion has merit, the Chairman of the Committee will recommend to the Director that a cash award or a Certificate of Award be presented.

b. If the Committee determines that a suggestion is not acceptable, the Personnel Relations Officer will notify the suggester of the reason his suggestion was not adopted.

4. Whenever the Director believes that a suggestion would benefit the Federal government generally, he may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

5. The Personnel Relations Officer will forward a record of each suggestion submitted and final action taken to the Personnel Office for inclusion in the personnel file of the employee.

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VIII. [redacted] Awards or Increase in Rate of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

A. Awards.

1. The award shall be commensurate with demonstrated superior accomplishment except that no Cash award or increase in basic rate of compensation shall exceed 25 per cent of the estimated saving in the first year of operation resulting from the superior accomplishment, nor may any such award or increase in basic rate of compensation exceed an amount equal to three times the step increase of the applicable grade.

2. Any such increase in the rate of basic compensation shall be at one, two, or three times the step increase of the applicable grade and shall be in lieu of any other award.

B. Basis for Awards.

1. Awards will be given to supervisors or employees whose accomplishments and achievements have resulted in increased efficiency or economy in administration.

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2. Where contribution to the improvement has been made by more than one employee, all employees contributing, including supervisors, may share efficiency awards, each person sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for this type of award (see VIIIA, above).

3. No employee may be given a cash award under the suggestion program, and another employee a salary increase under this program for the same improvement except on a shared basis.

C. Submission of Recommendations.

1. Recommendations to the (~~Efficiency~~) Awards Committee for awards under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units may discover supervisors and employees whose performance merits such recognition.

2. Recommendations will be forwarded to the Personnel Relations Office through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. General or vague recommendations will not be seriously considered.

3. The recommendation must include:

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a. A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an efficiency rating of "excellent" or that he merits such a rating at the time the recommendation is made.

b. A description of how the employee would have to perform his duties in order to meet the standards of performance normally expected in the position.

c. A description of how the employee actually performed his duties in order to be rated "excellent". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "excellent" employee.

d. A description of how the employee's performance merits distinction among other employees rated "excellent" or who are worthy of such rating; and how such performance was an incentive to other employees.

4. Examples of the types of acts or service which might justify such an award are:

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a. Distinguished achievement in improving the morale of employees.

b. Outstanding contribution to management or operations.

c. Monetary saving to the government.

d. Act, service, or valor over and above the call of duty.

e. Performance which has involved the overcoming of unusual difficulties.

5. Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are: ~~listed below:~~

a. Long hours voluntarily worked.

b. Loyalty to the service.

c. Efficiency rating of Very Good or Excellent.

d. Performing duties of a higher grade, which situation could have been corrected by reallocation.

e. Reallocation to a higher grade without salary increase.

f. Long and faithful service.

IX. ~~Program of~~ Additional Step-Increases as a Reward for Superior Accomplishment.

~~A. The Incentive Awards Committee shall authorize additional step-increases to those employees whose superior accomplishments in the performance of their duties show them to merit such an award.~~

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A. Awards.

1. Employees deemed by the Committee to merit it shall be given an additional step-increase in basic rate of compensation.

2. No employee shall be eligible for more than one such additional step-increase within the time period between normal step-increases (i.e. 52 calendar weeks of service if position is in a grade in which step-increases are less than $200 and 78 calendar weeks of service in a grade in which step-increases are $200 or more).

B. Basis for Awards.

1. In order to serve as the basis for an award under this program the employee's record must show:

a. Sustained work performance for a period of at least three months of such nature that it not only meets the requirements for the highest attainable efficiency rating but merits distinction among those who are given such rating; or

b. Initiation of an idea, method, or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or

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c. A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for additional advancement would serve as a definite incentive to others.

C. Submission of Recommendations

1. Recommendations to the ~~Efficiency Awards~~ Committee under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units discover employees whose performance merits such recognition.

2. Recommendations will be forwarded to the Personnel Relations Office through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee. ~~General or vague recommendations will not be seriously considered.~~

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STATINTL

[redacted]

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION NUMBER

Subj: INCENTIVE AWARDS PROGRAM

STATINTL

1. ~~I.~~ In compliance with effective laws and regulation [redacted] grant to its employees cash awards or increases [redacted] rates of compensation for meritorious suggestions or superior accomplishments as set forth ~~in this regulation~~ hereunder.

2. ~~II.~~ Under the program, incentive will be provided by:

STATINTL

a. ~~A.~~ Cash Awards for Meritorious Suggestions.

b. B. Cash Awards, or Increases in Rates of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

c. C. Additional Step Increases as a Reward for Superior Accomplishment.

3. ~~III.~~ Efficiency Awards Committee.

a. ~~A.~~ The Efficiency Awards Committee shall include the following:

(1.) ~~Executive~~ Asst. to Deputy for Admin. Chairman

(2.) Personnel Director - Member

(3.) ~~Budget Officer~~ Comptroller - Member

(4.) Management ~~Officer~~ Advisor for - Member

(5.) Representative of Office Concerned - Member

(6.) Personnel Relations Officer - Non-voting Member and Recorder.

b. ~~B.~~ Functions of the Committee.

(1.) The Committee shall be responsible for carrying out the program and will be governed by the provisions of applicable laws and regulations.

RESTRICTED

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(2.) The Committee shall determine which type of award is best suited to give proper recognition and make appropriate recommendations to the Director or his designee.

c ~~c.~~ The Committee will meet at the call of the ~~Executive~~ Chairman.

d ~~b.~~ Stimulating Participation.

In order that the program may serve as an incentive to CIA employees, the Personnel ~~Relations Officer~~ Director shall give it full internal publicity and shall use CIA publications to publicize awards made to CIA employees. The Personnel ~~Relations Officer~~ Director will make an annual report to the Bureau of the Budget on the status of the program.

4 ~~IV.~~ Eligibility for Awards.

a ~~1.~~ All civilian employees of CIA are eligible for awards under the program, ~~outlined in this Regulation~~.

5 ~~V.~~ Conditions Governing Awards.

a ~~1.~~ Cash Awards or salary increases awarded to employees under the program shall be in addition to regular compensation.

b ~~2.~~ Acceptance of cash awards for meritorious suggestions shall be a full release to the government from any and all claims by the employee, his heirs, executors, administrators, or assigns for the use of such suggestion.

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3. Not more than one award shall be made to an employee for any one suggestion unless the actual first year savings are sufficiently greater than the estimate of savings on which the original award was based.

4. No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award.

VI. Cash Awards for Meritorious Suggestions.

A. General

Cash awards may be authorized for meritorious suggestions outside the normal requirements of the duties of the position of the suggester. The total of such awards shall not exceed $25,000.00 during one fiscal year.

B. Awards for Savings

If such an award is based on estimated savings resulting from adoption of the suggestion, the amount of the award shall be based on the estimated savings in the first year of operation in accordance with the following table, unless the Director shall determine that a different amount is justified:

ANNUAL SAVINGS	CASH AWARDS
$1 - $1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion
$1,000 - $10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings
$10,000 - $100,000	$275 for the first $10,000 of savings,

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	and $50 for each additional $10,000 of savings
$100,000 - or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings provided that the maximum award for any one suggestion shall not exceed $1,000.

C. Awards for Improvements Not Necessarily Resulting in Savings.

Cash awards may be authorized for adopted suggestions which result in increased efficiency, conservation of property, improved working conditions, better service or other types of improvements whether or not an identifiable monetary saving to CIA results. The amount of the award shall be commensurate with the benefits anticipated from the suggestion and will be determined by the Committee.

D. Honor Awards.

Certification, medals or other emblems may be awarded by the Director in addition to monetary awards, and also in honorary recognition of service which the Committee recommends as exceptional, but not meriting a cash award.

E. Submission of Suggestions.

A suggestion may be submitted directly to the Personnel ~~Relations Officer~~ Director by the suggester or through supervisory channels. ~~to the Personnel Relations Officer~~. It should be in duplicate, and should include:

1. Name of employee.
2. Title and grade.
3. Division, Branch and Office.

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(4.) Detailed description of the suggestion, with a statement of the actual saving of money which will result or has resulted in the first year of its operation, or the basis for opinion that other exceptional benefit to CIA will result from adoption.

f. Action on Suggestions.

(1.) The Personnel Re~~lations Officer~~ Director will remove the identification of the suggester and submit each suggestion to the appropriate offices ~~and Staffs~~ for review.

(2.) Suggestions concerning organizational procedures will be submitted to the Management ~~Staff~~ advisory for review.

(3.) The Personnel R~~elations Officer~~ Director will prepare the necessary papers for submission to the Committee.

(a.) If the Committee determines that a suggestion has merit, the Chairman ~~of the Committee~~ will recommend to the Director that a cash award or a Certificate of Award or both be presented.

(b.) If the Committee determines that a suggestion is not acceptable, the Personnel ~~Relations Officer~~ Director will notify the suggester of the reason his suggestion was not adopted.

(4.) Whenever the Director believes that a suggestion would benefit the Federal Government generally, he

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may report it to the Director of the Bureau of the Budget for dissemination to all Departments and Agencies. However, no additional cash award may be authorized for the suggester.

(5.) The Personnel ~~Relations Officer~~ Director will ~~provide that~~ place a record of each suggestion submitted and final action taken ~~implemented~~ in the personnel file of the employee.

7. ~~VII.~~ Cash Awards or Increases in Rates of Basic Compensation for Superior Accomplishments Contributing to Outstanding Efficiency and Economy in Administration.

a. ~~A.~~ Cash Awards for Efficiency.

Cash awards may be authorized for savings made in the conduct of an employee's own operations whether such savings are the result of a suggestion or other personal accomplishment. Such an award shall not exceed 25 percent of the estimated savings in the first year of operation, nor an amount equal to three times the step increase of an employee's grade.

b. ~~B.~~ Increases in Rates of Basic Compensation for Efficiency.

A salary increase of one, two or three steps may be authorized for a suggestion or superior accomplishment in the conduct of an employee's own operations which results in such substantial savings to CIA that limitations on the amount of cash awards would result in inadequate reward. The annual rate of such a salary increase shall

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not exceed 25 percent of the estimated savings for the first year, nor three salary steps in the individual's grade.

C ~~C~~. Shared or Group Awards.

Where contribution to the improvement of efficiency has been made by more than one employee, all employees contributing, including supervisors, may share awards--each sharing in proportion to his contribution. The total amount awarded may not exceed the amount authorized for the type of award. No two employees may be given cash awards or salary increases for the same improvement except in a shared or group award, ~~i.e., one employee will not be granted a full award for a suggestion and another granted a full award for increased efficiency resulting from the suggestion.~~

d ~~D~~. Submission of Recommendations.

(1.) Where recommendations are based upon a meritorious suggestion follow procedures under VI E.

(2.) Where in the review of operations of their respective offices, staff and line officers discover supervisors and employees whose superior accomplishments contribute to outstanding efficiency and economy in administration they will recommend awards under this section. Such recommendations will be forwarded to the Personnel ~~Relations Officer~~ Director through normal channels. Each such recommendation must be specific and well documented to

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permit proper evaluation by the Committee.

(a) The recommendation must include:

1. A full and complete description of what methods, procedures, organizational changes etc. have been adopted contributing to improvements resulting in outstanding efficiency and economy in administration of the particular office or unit.

2. Identification of the outstanding office or unit.

3. Identification by name of the supervisors and employees whose personal efforts have caused the office to be outstanding.

4. Supporting documentation of the contribution made by each supervisor and employee where group or shared awards are recommended.

~~E.~~ Action on Recommendation.

See VI F.

~~VIII.~~ Additional Step-Increases as a Reward for Superior Accomplishment.

~~A.~~ Awards

(1) A salary increase of one step may be granted an employee for (1) sustained work performance of a high degree of efficiency (2) the initiation and development of a suggestion, over and above the normal requirements of his position, which increases efficiency, or (3) special service of an outstanding

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nature, whether or not the performance, suggestion, or special service results in substantial economies.

(2.) No employee shall be eligible for more than one such additional step-increase within the time period between normal step-increases (i.e. 52 calendar weeks of service if position is in a grade in which step-increases are less than $200 and 78 calendar weeks of service in a grade in which step-increases are $200 or more).

D. Basis for Awards.

(1.) In order to serve as the basis for an award of an additional step increase, the accomplishment of an employee must meet one of the following tests:

(a.) Sustained work performance for a period of at least three months of such nature that it not only meets the requirements for the highest attainable ~~efficiency~~ rating but merits distinction among those who are given such rating or among those whose current work performance is sufficiently outstanding to justify such rating; or

(b.) Initiation of an idea, method, or device, which has been developed and adopted because it is expected to improve the public service or provide for more economical operation in the public interest; or

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(c) A special act or service in the public interest, related to official employment, over and above normal position requirements, of an unusual or distinctive character, where its recognition as a basis for an additional advancement would serve as a definite incentive to others.

C ~~B~~. Submission of Recommendations.

(1.) Recommendations to the Committee under this section will be made by both line and staff officers who in the course of their periodic reviews of the operation of their respective offices and sub-units discover employees whose performance merits such recognition.

(2.) Recommendations will be forwarded to the Personnel ~~Relations Officer~~ Director through normal channels. Each such recommendation must be specific and well documented to permit proper evaluation by the Committee.

(3.) The recommendations must include:

(a.) A statement that the employee has had, for a period of at least six months immediately preceding the date of the recommendation, an ~~efficiency~~ rating of "~~excellent~~" or that he merits such a rating at the time the recommendation is made.

(b.) A description of how the employee would have

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to perform his duties in order to meet the standards of performance normally expected in the position.

(c.) A description of how the employee actually performed his duties in order to be rated "~~excellent~~". This should include facts concerning the quantity and quality of the employee's work, the manner of performance, personal traits, and other evidence of superior accomplishment. This part of the recommendation should be in specific terms with examples to show how he met the standards of an "~~excellent~~" employee.

(d.) A description of how the employee's performance merits distinction among other employees rated "~~excellent~~" or who are worthy of such rating; and how such performance was an incentive to other employees.

(4.) Examples of the types of acts or service which might justify such an award are:

(a.) Distinguished achievement in improving the morale of employees.

(b.) Outstanding contribution to management or operations.

(c.) Monetary saving to the government.

(d.) Act, service, or valor over and above the call of duty.

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(e.) Performance which has involved the overcoming of unusual difficulties.

(5.) Examples which by themselves are not acceptable for recommendation for superior accomplishment rewards are:

(a.) Long hours voluntarily worked.

(b.) Loyalty to the service. [redacted]

(c.) ~~Efficiency~~ rating of ~~Very Good or Excellent~~.

(d.) Performing duties of a higher grade, which situation could have been corrected by reallocation.

~~e. Reallocation to a higher grade without salary increase.~~

(e) ~~f.~~ Long and faithful service.

d ~~D.~~ Action on Recommendations.

See VI F.

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RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

1 November 1950

SUBJECT: Reward for Superior Accomplishment.

1. The membership of the CIA Committee on Superior Accomplishment as shown in Paragraph 2, Administrative Instruction [redacted] dated 14 June 1948, is changed as follows:

STATINTL

Executive or Deputy Executive	-	Chairman
Management Officer	-	Member
Personnel Director	-	Member and Recorder
One representative designated by Assistant Director or Staff Chief concerned.	-	Member

STATINTL

2. In the aforementioned Administrative Instruction [redacted] wherever reference is made to the Chief, Personnel Branch, A&M, substitute Personnel Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]
Executive

DISTRIBUTION: No. 3.

RESTRICTED

NOV 7 1950

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STATINTL [redacted] (Check) 1 Nov. 50

Subj: Reward for Superior Accomplishment, membership of the

1. The CIA Committee on Superior Accomplishment as shown in Paragraph 2,

STATINTL As [redacted], dated 14 June 1948, is changed as follows:

Executive or Deputy Executive + Chairman

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Management Officer — Member

Personnel Director — Member and Recorder

One representative designated by Assistant Director or Staff Chief concerned - Member

STATINTL

In the aforementioned AI [redacted]

2. Wherever reference is made to the Chief, Personnel Branch, A&M, substitute Personnel Director

For the DCI [redacted]

STATINTL

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[PUBLIC LAW 106—79TH CONGRESS]
[CHAPTER 212—1ST SESSION]
[S. 807]

AN ACT

To improve salary and wage administration in the Federal service; to provide pay for overtime and for night and holiday work; to amend the Classification Act of 1923, as amended; to bring about a reduction in Federal personnel and to establish personnel ceilings for Federal departments and agencies; to require a quarterly analysis of Federal employment; and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "Federal Employees Pay Act of 1945".

TITLE I—COVERAGE AND EXEMPTIONS

COVERAGE

SEC. 101. (a) Subject to the exemptions specified in section 102 of this Act, titles II and III of this Act shall apply (1) to all civilian officers and employees in or under the executive branch of the Government, including Government-owned or controlled corporations, and in or under the District of Columbia municipal government, and (2) to those officers and employees of the judicial branch of the Government, the Library of Congress, the Botanic Garden, and the Office of the Architect of the Capitol who occupy positions subject to the Classification Act of 1923, as amended.

(b) Title IV of this Act shall apply to officers and employees who occupy positions subject to the Classification Act of 1923, as amended.

(c) Subject to the exemptions specified in section 102 of this Act, title V of this Act shall apply to officers and employees in or under the legislative or the judicial branch of the Government whose compensation is not fixed in accordance with the Classification Act of 1923, as amended, and to the official reporters of proceedings and debates of the Senate and their employees.

(d) Subject to the exemptions specified in section 102 of this Act, title VI of this Act (containing miscellaneous provisions) shall apply to civilian officers and employees of the Government according to the terms thereof.

(e) All provisions of this Act applicable to the executive branch of the Government shall be applicable to the General Accounting Office.

EXEMPTIONS

SEC. 102. (a) This Act shall not apply to (1) elected officials; (2) Federal judges; (3) heads of departments or of independent establishments or agencies of the Federal Government, including Government-owned or controlled corporations; (4) employees of the District of Columbia municipal government whose compensation is fixed by the Teachers' Salary Act of June 4, 1924, as amended; and (5) officers and members of the Metropolitan Police or of the Fire Department of the District of Columbia. As used in this subsection the term "elected officials" shall not include officers elected by the Senate or House of Representatives who are not members of either body.

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(b) This Act, except section 607, shall not apply to (1) officers and employees in the field service of the Post Office Department; (2) employees outside the continental limits of the United States, including those in Alaska, who are paid in accordance with local native prevailing wage rates for the area in which employed; (3) officers and employees of the Inland Waterways Corporation; (4) officers and employees of the Tennessee Valley Authority; (5) individuals to whom the provisions of section 1 (a) of the Act of March 24, 1943 (Public Law Numbered 17, Seventy-eighth Congress), are applicable; and (6) officers and members of the United States Park Police and the White House Police.

(c) This Act, except sections 203 and 607, shall not apply to employees whose basic compensation is fixed and adjusted from time to time in accordance with prevailing rates by wage boards or similar administrative authority serving the same purpose.

(d) This Act, except sections 606 and 607, shall not apply to employees of the Transportation Corps of the Army of the United States on vessels operated by the United States, to vessel employees of the Coast and Geodetic Survey, or to vessel employees of the Panama Railroad Company.

TITLE II—COMPENSATION FOR OVERTIME

OVERTIME PAY

SEC. 201. Officers and employees to whom this title applies shall, in addition to their basic compensation, be compensated for all hours of employment, officially ordered or approved, in excess of forty hours in any administrative workweek, at overtime rates as follows:

(a) For employees whose basic compensation is at a rate less than $2,980 per annum, the overtime hourly rate shall be one and one-half times the basic hourly rate of compensation: *Provided*, That in computing such overtime compensation for per annum employees, the basic hourly rate of compensation shall be determined by dividing the per annum rate by two thousand and eighty.

(b) For employees whose basic compensation is at a rate of $2,980 per annum or more, the overtime hourly rate shall be in accordance with and in proportion to the following schedule:

Basic rate of compensation per annum	Overtime rate of compensation per 416 overtime hours
$2,980	$894.000
3,090	885.554
3,200	877.108
3,310	868.662
3,420	860.216
3,530	851.770
3,640	843.324
3,750	834.878
3,860	826.432
3,970	817.986
4,080	809.540
4,190	801.094
4,300	792.648
4,410	784.202
4,520	775.756
4,630	767.310
4,740	758.864
4,960	741.972
5,180	725.080

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Basic rate of compensation per annum	Overtime rate of compensation per 416 overtime hours
$5,390	$708.955
5,600	692.831
5,810	676.707
6,020	660.583
6,230	644.458
6,440 and over	628.334

COMPENSATORY TIME OFF FOR IRREGULAR OR OCCASIONAL OVERTIME WORK

SEC. 202. (a) The heads of departments, or of independent establishments or agencies, including Government-owned or controlled corporations, and of the District of Columbia municipal government, and the heads of legislative or judicial agencies to which this title applies, may by regulation provide for the granting of compensatory time off from duty, in lieu of overtime compensation for irregular or occasional duty in excess of forty-eight hours in any regularly scheduled administrative workweek, to those per annum employees requesting such compensatory time off from duty.

(b) The Architect of the Capitol may, in his discretion, grant per annum employees compensatory time off from duty in lieu of overtime compensation for any work in excess of forty hours in any regularly scheduled administrative workweek.

WAGE-BOARD EMPLOYEES

SEC. 203. Employees whose basic rate of compensation is fixed on an annual or monthly basis and adjusted from time to time in accordance with prevailing rates by wage boards or similar administrative authority serving the same purpose shall be entitled to overtime pay in accordance with the provisions of section 23 of the Act of March 28, 1934 (U. S. C., 1940 edition, title 5, sec. 673c). The rate of compensation for each hour of overtime employment of any such employee shall be computed as follows:

(a) If the basic rate of compensation of the employee is fixed on an annual basis, divide such basic rate of compensation by two thousand and eighty and multiply the quotient by one and one-half; and

(b) If the basic rate of compensation of the employee is fixed on a monthly basis, multiply such basic rate of compensation by twelve to derive a basic annual rate of compensation, divide such basic annual rate of compensation by two thousand and eighty, and multiply the quotient by one and one-half.

TITLE III—COMPENSATION FOR NIGHT AND HOLIDAY WORK

NIGHT PAY DIFFERENTIAL

SEC. 301. Any officer or employee to whom this title applies who is assigned to a regularly scheduled tour of duty, any part of which falls between the hours of 6 o'clock postmeridian and 6 o'clock antemeridian, shall, for duty between such hours, excluding periods when he is in a leave status, be paid compensation at a rate 10 per centum in excess of his basic rate of compensation for duty between other hours: *Provided*, That such differential for night duty shall not be included in computing any overtime compensation to which the officer or employee may be entitled: *And provided further*, That this section

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shall not operate to modify the provisions of the Act of July 1, 1944 (Public Law Numbered 394, Seventy-eighth Congress), or any other law authorizing additional compensation for night work.

COMPENSATION FOR HOLIDAY WORK

SEC. 302. Officers and employees to whom this title applies who are assigned to duty on a holiday designated by Federal statute or Executive order shall be compensated for such duty, excluding periods when they are in leave status, in lieu of their regular pay for that day, at the rate of one and one-half times the regular basic rate of compensation: *Provided*, That extra holiday compensation paid under this section shall not serve to reduce the amount of overtime compensation to which the employee may be entitled under this or any other Act during the administrative workweek in which the holiday occurs, but such extra holiday compensation shall not be considered to be a part of the basic compensation for the purpose of computing such overtime compensation. This section shall take effect upon the cessation of hostilities in the present war as proclaimed by the President, or at such earlier time as the Congress by concurrent resolution may prescribe. Prior to so becoming effective, it shall be effective with respect to any designated holiday only if the President has declared that such day shall not be generally a workday in the Federal service.

TITLE IV—AMENDMENTS TO CLASSIFICATION ACT OF 1923, AS AMENDED

ESTABLISHMENT OF RATES FOR CLASSES OF POSITIONS WITHIN GRADES

SEC. 401. Section 3 of the Classification Act of 1923, as amended, is amended by inserting at the end of such section a paragraph reading as follows:

"In subdividing any grade into classes of positions, as provided in the foregoing paragraph, the Civil Service Commission, whenever it deems such action warranted by the nature of the duties and responsibilities of a class of positions in comparison with other classes in the same grade, and in the interests of good administration, is authorized to establish for any such class a minimum rate, which shall be one of the pay rates, but not in excess of the middle rate, of that grade as set forth in section 13 of this Act, as amended. Whenever the Commission shall find that within the same Government organization and at the same location gross inequities exist between basic per annum rates of pay fixed for any class of positions under this Act and the compensation of employees whose basic rates of pay are fixed by wage boards or similar administrative authority serving the same purpose, the Commission is hereby empowered, in order to correct or reduce such inequities, to establish as the minimum rate of pay for such class of positions any rate not in excess of the middle rate within the range of pay fixed by this Act for the grade to which such class of positions is allocated. For the purposes of this section the fourth rate of a six-rate grade shall be considered to be the middle rate of that grade. Minimum rates established under this paragraph shall be duly published by regulation and, subject to the foregoing provisions, may be revised

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from time to time by the Commission. The Commission shall make a report of such actions or revisions with the reasons therefor to Congress at the end of each fiscal year. Actions by the Civil Service Commission under this paragraph shall apply to both the departmental and field services and shall have the force and effect of law."

PERIODIC WITHIN-GRADE SALARY ADVANCEMENTS

SEC. 402. Subsection (b) of section 7 of the Classification Act of 1923, as amended, is amended to read as follows:

"(b) All employees compensated on a per annum basis, and occupying permanent positions within the scope of the compensation schedules fixed by this Act, who have not attained the maximum rate of compensation for the grade in which their positions are respectively allocated, shall be advanced in compensation successively to the next higher rate within the grade at the beginning of the next pay period following the completion of (1) each twelve months of service if such employees are in grades in which the compensation increments are less than $200, or (2) each eighteen months of service if such employees are in grades in which the compensation increments are $200 or more, subject to the following conditions:

"(1) That no equivalent increase in compensation from any cause was received during such period, except increase made pursuant to subsection (f) of this section;

"(2) That an employee shall not be advanced unless his current efficiency is 'good' or better than 'good';

"(3) That the service and conduct of such employee are certified by the head of the department or agency or such official as he may designate as being otherwise satisfactory; and

"(4) That any employee, (A) who, while serving under permanent, war service, temporary, or any other type of appointment, has left his position to enter the armed forces or the merchant marine, or to comply with a war transfer as defined by the Civil Service Commission, (B) who has been separated under honorable conditions from active duty in the armed forces, or has received a certificate of satisfactory service in the merchant marine, or has a satisfactory record on war transfer, and (C) who, under regulations of the Civil Service Commission or the provisions of any law providing for restoration or reemployment, or under any other administrative procedure with respect to employees not subject to civil service rules and regulations, is restored, reemployed, or reinstated in any position subject to this section, shall upon his return to duty be entitled to within-grade salary advancements without regard to paragraphs (2) and (3) of this subsection, and to credit such service in the armed forces, in the merchant marine, and on war transfer, toward such within-grade salary advancements. As used in this paragraph the term 'service in the merchant marine' shall have the same meaning as when used in the Act entitled 'An Act to provide reemployment rights for persons who leave their positions to serve in the merchant marine, and for other purposes', approved June 23, 1943 (U. S. C., 1940 edition, Supp. IV, title 50 App., secs. 1471 to 1475, inc.)."

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REWARDS FOR SUPERIOR ACCOMPLISHMENT; AUTHORIZATION AND LIMITATIONS

SEC. 403. Subsection (f) of section 7 of the Classification Act of 1923, as amended, is amended to read as follows:

"(f) Within the limit of available appropriations, as a reward for superior accomplishment, under standards to be promulgated by the Civil Service Commission, and subject to prior approval by the Civil Service Commission, or delegation of authority as provided in subsection (g), the head of any department or agency is authorized to make additional within-grade compensation advancements, but any such additional advancements shall not exceed one step and no employee shall be eligible for more than one additional advancement hereunder within each of the time periods specified in subsection (b). All actions under this subsection and the reasons therefor shall be reported to the Civil Service Commission. The Commission shall present an annual consolidated report to the Congress covering the numbers and types of actions taken under this subsection."

REWARDS FOR SUPERIOR ACCOMPLISHMENT; RESPONSIBILITY OF CIVIL SERVICE COMMISSION

SEC. 404. Subsection (g) of section 7 of the Classification Act of 1923, as amended, is amended to read as follows:

"(g) The Civil Service Commission is hereby authorized to issue such regulations as may be necessary for the administration of this section. In such regulations the Commission is hereby empowered, in its discretion, to delegate to the head of any department or agency, or his designated representative, the authority to approve additional within-grade compensation advancements provided for in subsection (f), without prior approval in individual cases by the Commission. The Commission is also authorized to withdraw or suspend such authority from time to time, whenever post-audit of such actions by the Commission indicates that standards promulgated by the Commission have not been observed."

INCREASE IN BASIC RATES OF COMPENSATION

SEC. 405. (a) Each of the existing rates of basic compensation set forth in section 13 of the Classification Act of 1923, as amended, except those affected by subsection (b) of this section, is hereby increased by 20 per centum of that part thereof which is not in excess of $1,200 per annum, plus 10 per centum of that part thereof which is in excess of $1,200 per annum but not in excess of $4,600 per annum, plus 5 per centum of that part thereof which is in excess of $4,600 per annum. Such augmented rates shall be considered to be the regular basic rates of compensation provided by such section.

(b) (1) The proviso to the fifth paragraph under the heading "Crafts, Protective, and Custodial Service" in section 13 of the Classification Act of 1923, as amended, is hereby amended to read as follows: "*Provided*, That charwomen working part time be paid at the rate of 78 cents an hour, and head charwomen at the rate of 83 cents an hour".

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(2) Such section is amended so as to provide the following rates of compensation for positions in the clerical-mechanical service:

Grade 1, 78 to 85 cents an hour.
Grade 2, 91 to 98 cents an hour.
Grade 3, $1.05 to $1.11 an hour.
Grade 4, $1.18 to $1.31 an hour.

(c) The increase in existing rates of basic compensation provided by this section shall not be construed to be an "equivalent increase" in compensation within the meaning of section 7 (b) (1) of the Classification Act of 1923, as amended.

TITLE V—EMPLOYEES OF LEGISLATIVE AND JUDICIAL BRANCHES

PART I—EMPLOYEES OF THE LEGISLATIVE BRANCH

INCREASE IN RATES OF COMPENSATION

SEC. 501. Except as provided in section 503, each officer and employee in or under the legislative branch to whom this title applies shall be paid additional compensation computed as follows: 20 per centum of that part of his rate of basic compensation which is not in excess of $1,200 per annum, plus 10 per centum of that part of such rate which is in excess of $1,200 per annum but not in excess of $4,600 per annum, plus 5 per centum of that part of such rate which is in excess of $4,600 per annum. The additional compensation provided by this section shall be considered a part of the basic compensation of any such officer or employee for the purposes of the Civil Service Retirement Act of May 29, 1930, as amended. The additional compensation provided for by this section and section 502 shall not be taken into account in determining whether any amount expended for clerk hire, or the compensation paid to an officer or employee, is within any limit now prescribed by law.

TEMPORARY ADDITIONAL COMPENSATION IN LIEU OF OVERTIME

SEC. 502. During the period beginning on July 1, 1945, and ending on June 30, 1947, each officer and employee in or under the legislative branch entitled to the benefits of section 501 of this Act shall be paid additional compensation at the rate of 10 per centum of (a) the aggregate of the rate of his basic compensation and the rate of additional compensation received by him under section 501 of this Act, or (b) the rate of $2,900 per annum, whichever is the smaller.

COMPENSATION FOR OVERTIME

SEC. 503. Hereafter, for overtime pay purposes, per diem and per hour employees under the Office of the Architect of the Capitol not subject to the Classification Act of 1923, as amended, shall be regarded as subject to the provisions of section 23 of the Act of March 28, 1934 (U. S. C., 1940 edition, title 5, sec. 673c), and sections 501 and 502 of this Act shall not be applicable to such employees.

PART II—EMPLOYEES OF THE JUDICIAL BRANCH

INCREASE IN BASIC RATES OF COMPENSATION

SEC. 521. Each officer and employee in or under the judicial branch to whom this title applies shall be paid additional basic compensation

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computed as follows: 20 per centum of that part of his rate of basic compensation which is not in excess of $1,200 per annum, plus 10 per centum of that part of such rate which is in excess of $1,200 per annum but not in excess of $4,600 per annum, plus 5 per centum of that part of such rate which is in excess of $4,600 per annum. The limitations of $6,500 and $7,500 with respect to the aggregate salaries payable to secretaries and law clerks of circuit and district judges, contained in the eighth paragraph under the head "Miscellaneous Items of Expense" in The Judiciary Appropriation Act, 1946 (Public Law Numbered 61, Seventy-ninth Congress), shall be increased by the amounts necessary to pay the additional basic compensation provided by this section; and the changes in the rates of basic compensation in the Classification Act of 1923, as amended, made by section 405 of this Act shall not be taken into account in fixing salaries under such eighth paragraph.

TEMPORARY ADDITIONAL COMPENSATION IN LIEU OF OVERTIME

SEC. 522. During the period beginning on July 1, 1945, and ending on June 30, 1947, each officer and employee in or under the judicial branch entitled to the benefits of section 521 of this Act shall be paid additional compensation at the rate of 10 per centum of (a) the rate of his basic compensation, or (b) the rate of $2,900 per annum, whichever is the smaller. As used in this section the term "basic compensation" includes the additional basic compensation provided for by section 521 of this Act.

TITLE VI—MISCELLANEOUS PROVISIONS

EFFECT ON EXISTING LAWS AFFECTING CERTAIN INSPECTIONAL GROUPS

SEC. 601. The provisions of this Act shall not operate to prevent payment for overtime services or extra pay for Sunday or holiday work in accordance with any of the following statutes: Act of February 13, 1911, as amended (U. S. C., 1940 edition, title 19, secs. 261 and 267); Act of July 24, 1919 (U. S. C., 1940 edition, title 7, sec. 394); Act of June 17, 1930, as amended (U. S. C., 1940 edition, title 19, secs. 1450, 1451, and 1452); Act of March 2, 1931 (U. S. C., 1940 edition, title 8, secs. 109a and 109b); Act of May 27, 1936, as amended (U. S. C., 1940 edition, title 46, sec. 382b); Act of March 23, 1941 (U. S. C., 1940 edition, Supp. IV, title 47, sec. 154 (f) (2)); Act of June 3, 1944 (Public Law Numbered 328, Seventy-eighth Congress): *Provided*, That the overtime, Sunday, or holiday services covered by such payment shall not also form a basis for overtime or extra pay under this Act.

INCREASE IN BASIC STATUTORY RATES OF COMPENSATION NOT UNDER CLASSIFICATION ACT OF 1923, AS AMENDED

SEC. 602. (a) The existing basic rates of pay set forth in the Act entitled "An Act to adjust the compensation of certain employees in the Customs Service", approved May 29, 1928, as amended, and those set forth in the second paragraph of section 24 of the Immigration Act of 1917, as amended, are hereby increased in the same amount that corresponding rates would be increased under the provisions of section 405 of this Act; and each such augmented rate shall be considered to be the regular basic rate of compensation.

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(b) Basic rates of compensation specifically prescribed by statute of Congress for positions in the executive branch or the District of Columbia municipal government which are not increased by any other provision of this Act are hereby increased in the same amount that corresponding rates would be increased under the provisions of section 405 of this Act; and each such augmented rate shall be considered to be the regular basic rate of compensation.

LIMITATIONS ON REDUCTIONS AND INCREASES IN COMPENSATION

SEC. 603. (a) The aggregate per annum rate of compensation with respect to any pay period, in the case of any full-time employee in the service on July 1, 1945, (1) who was a full-time employee on June 30, 1945, (2) whose per annum basic rate of compensation on June 30, 1945, did not exceed a rate of $1,800 per annum, and (3) whose compensation is fixed in accordance with the provisions of the Classification Act of 1923, as amended, or the Act entitled "An Act to adjust the compensation of certain employees in the Customs Service", approved May 29, 1928, as amended, shall not, under the rates of compensation established by this Act, so long as he continues to occupy the position he occupied on June 30, 1945, be less than his per annum basic rate of compensation on such date, plus the rate of $300 per annum or 25 per centum of such per annum basic rate of compensation, whichever is the smaller amount.

(b) Notwithstanding any other provision of this Act, no officer or employee shall, by reason of the enactment of this Act, be paid, with respect to any pay period, basic compensation, or basic compensation plus any additional compensation provided by this Act, at a rate in excess of $10,000 per annum, except that (1) any officer or employee who was receiving overtime compensation on June 30, 1945, and whose aggregate rate of compensation on such date was in excess of $10,000 per annum may receive overtime compensation at such rate as will not cause his aggregate rate of compensation for any pay period to exceed the aggregate rate of compensation he was receiving on June 30, 1945, until he ceases to occupy the office or position he occupied on such date or until the overtime hours of work in his administrative workweek are reduced by action of the head of his department or independent establishment or agency, or Government-owned or controlled corporation, and when such overtime hours are reduced such rate of overtime compensation shall be reduced proportionately, and (2) any officer or employee who, because of the receipt of additional compensation in lieu of overtime compensation, was receiving aggregate compensation at a rate in excess of $10,000 per annum on June 30, 1945, may continue to receive such rate of aggregate compensation so long as he continues to occupy the office or position he occupied on such date but in no case beyond June 30, 1947.

ESTABLISHMENT OF BASIC WORKWEEK; PAY COMPUTATION METHODS

SEC. 604. (a) It shall be the duty of the heads of the several departments and independent establishments and agencies in the executive branch, including Government-owned or controlled corporations, and the District of Columbia municipal government, to establish as of the effective date of this Act, for all full-time officers and employees in their respective organizations, in the departmental and the field services, a

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basic administrative workweek of forty hours, and to require that the hours of work in such workweek be performed within a period of not more than six of any seven consecutive days.

(b) Beginning not later than October 1, 1945, each pay period for all officers and employees of the organizations referred to in subsection (a), except officers and employees on the Isthmus of Panama in the service of The Panama Canal or the Panama Railroad Company, shall cover two administrative workweeks. When a pay period for such officers and employees begins in one fiscal year and ends in another, the gross amount of the earnings for such pay period may be regarded as a charge against the appropriation or allotment current at the end of such pay period.

(c) The following provisions of law are hereby repealed: (1) the provisions of the Saturday half-holiday law of March 3, 1931 (46 Stat. 1482; U. S. C., 1940 edition, title 5, sec. 26 (a)), and (2) the provisions of so much of section 5 of the Act entitled "An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June thirtieth, eighteen hundred and ninety-four, and for other purposes", approved March 3, 1893, as amended (30 Stat. 316; U. S. C., 1940 edition, title 5, sec. 29), as precedes the second proviso in such section. The first sentence of section 6 of the Act of June 30, 1906 (34 Stat. 763; U. S. C., 1940 edition, title 5, sec. 84), is amended by inserting after "United States" the following: "(except persons whose compensation is computed in accordance with section 604 (d) of the Federal Employees Pay Act of 1945)"; and the last sentence of such section 6 is amended by striking out "Any person" and inserting "Any such person".

(d) (1) Hereafter, for all pay computation purposes affecting officers or employees in or under the executive branch, the judicial branch, or the District of Columbia municipal government, basic per annum rates of compensation established by or pursuant to law shall be regarded as payment for employment during fifty-two basic administrative workweeks of forty hours.

(2) Whenever for any such purpose it is necessary to convert a basic monthly or annual rate to a basic weekly, daily, or hourly rate, the following rules shall govern:

(A) A monthly rate shall be multiplied by twelve to derive an annual rate;

(B) An annual rate shall be divided by fifty-two to derive a weekly rate;

(C) A weekly rate shall be divided by forty to derive an hourly rate; and

(D) A daily rate shall be derived by multiplying an hourly rate by the number of daily hours of service required.

(e) The Architect of the Capitol may, in his discretion, apply the provisions of subsection (a) to any officers or employees under the Office of the Architect of the Capitol or the Botanic Garden, and the Librarian of Congress may, in his discretion, apply the provisions of such subsection to any officers or employees under the Library of Congress; and officers and employees to whom such subsection is so made applicable shall also be subject to the provisions of subsections (b) and (d) of this section.

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REGULATIONS

SEC. 605. The Civil Service Commission is hereby authorized to issue such regulations, subject to the approval of the President, as may be necessary for the administration of the foregoing provisions of this Act insofar as this Act affects officers and employees in or under the executive branch of the Government.

VESSEL EMPLOYEES

SEC. 606. Employees of the Transportation Corps of the Army of the United States on vessels operated by the United States, vessel employees of the Coast and Geodetic Survey, and vessel employees of the Panama Railroad Company, may be compensated in accordance with the wage practices of the maritime industry.

PERSONNEL CEILINGS

SEC. 607. (a) It is hereby declared to be the sense of the Congress that in the interest of economy and efficiency the heads of departments, and of independent establishments or agencies, in the executive branch, including Government-owned or controlled corporations, shall terminate the employment of such of the employees thereof as are not required for the proper and efficient performance of the functions of their respective departments, establishments, and agencies.

(b) The heads of departments, and of independent establishments or agencies, in the executive branch, including Government-owned or controlled corporations, shall present to the Director of the Bureau of the Budget such information as the Director shall from time to time, but at least quarterly, require for the purpose of determining the numbers of full-time civilian employees (including full-time intermittent employees who are paid on a "when actually employed" basis, and full-time employees paid nominal compensation, such as $1 a year or $1 a month) and the man-months of part-time civilian employment (including part-time employment by intermittent employees who are paid on a "when actually employed" basis, and part-time employment by employees paid nominal compensation such as $1 a year or $1 a month) required within the United States for the proper and efficient performance of the authorized functions of their respective departments, establishments, and agencies. The Director shall, within sixty days after the date of enactment of this Act and from time to time, but at least quarterly, thereafter, determine the numbers of full-time employees and man-months of part-time employment, which in his opinion are required for such purpose, and any personnel or employment in such department, establishment, or agency in excess thereof shall be released or terminated at such times as the Director shall order. Such determinations, and any numbers of employees or man-months of employment paid in violation of the orders of the Director, shall be reported quarterly to the Congress. Each such report shall include a statement showing for each department, independent establishment, and agency the net increase or decrease in such employees and employment as compared with the corresponding data contained in the next preceding report, together with any suggestions the Director may have for legislation

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which would bring about economy and efficiency in the use of Government personnel. As used in this subsection the term "United States" shall include the Territories and possessions.

(c) Determinations by the Director of numbers of employees and man-months of employment required shall be by such appropriation units or organization units as he may deem appropriate.

(d) The Director shall maintain a continuous study of all appropriations and contract authorizations in relation to personnel employed and shall, under such policies as the President may prescribe, reserve from expenditure any savings in salaries, wages, or other categories of expense which he determines to be possible as a result of reduced personnel requirements. Such reserves may be released by the Director for expenditure only upon a satisfactory showing of necessity.

(e) Casual employees, as defined by the Civil Service Commission, and employees hired without compensation may be excluded from the determinations and reports required by this section.

(f) Until the cessation of hostilities in the present war as proclaimed by the President, the provisions of this section shall not be applicable to (1) employees of the War and Navy Departments except those who are subject to the provisions of titles II and III of this Act; or (2) individuals employed or paid by or through the War Shipping Administration (A) who are outside the United States, (B) to whom the provisions of section 1 (a) of the Act of March 24, 1943 (Public Law Numbered 17, Seventy-eighth Congress), are applicable, (C) who are undergoing a course of training under the United States Maritime Service or who have completed such training and are awaiting assignment to ships, or (D) who are on stand-by wages awaiting assignment to ships. As used in this subsection the term "United States" means the several States and the District of Columbia.

EXEMPTION FOR PURPOSES OF VETERANS LAWS AND REGULATIONS

SEC. 608. Amounts payable under the provisions of this Act, other than increases under sections 405, 501, 521, and 602, shall not be considered in determining the amount of a person's annual income or annual rate of compensation for the purposes of paragraph II (a) of part III of Veterans Regulation Numbered 1 (a), as amended, or section 212 of title II of the Act entitled "An Act making appropriations for the legislative branch of the Government for the fiscal year ending June 30 1933, and for other purposes", approved June 30, 1932, as amended (U. S. C., 1940 edition, title 5, sec. 59a; Supp. IV, title 5, sec. 59b).

APPROPRIATION AUTHORIZED

SEC. 609. There are hereby authorized to be appropriated such sums as may be necessary to carry out the provisions of this Act.

EFFECTIVE DATE

SEC. 610. This Act shall take effect on July 1, 1945.

Approved June 30, 1945.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

31 December 1948

ADMINISTRATIVE INSTRUCTION
NUMBER [redacted]

STATINTL

SUBJECT: Reward for Superior Accomplishment

STATINTL

Paragraph 2, Administrative Instruction [redacted] dated 14 June 1948, is amended by deleting the Executive for Administration and Management from committee membership.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL
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[redacted]
Captain, USN
Executive Director

Recorded by
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

1 November 1950

SUBJECT: Reward for Superior Accomplishment.

STATINTL

1. The membership of the CIA Committee on Superior Accomplishment as shown in Paragraph 2, Administrative Instruction [redacted] dated 14 June 1948, is changed as follows:

Executive or Deputy Executive	-	Chairman
Management Officer	-	Member
Personnel Director	-	Member and Recorder
One representative designated by Assistant Director or Staff Chief concerned.	-	Member

STATINTL

2. In the aforementioned Administrative Instruction [redacted] wherever reference is made to the Chief, Personnel Branch, A&M, substitute Personnel Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted]

STATINTL

Executive

STATINTL

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