Administrative - Internal Use Only
Approved For Release 2005/07/12 : CIA-RDP82-00357R000300090027-5

ILLEGIB

77-1301

24 AUG 1977

MEMORANDUM FOR: Comptroller

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Additional Ceiling for the Office of Personnel

REFERENCE : (a) Memo for Comp fr A/DDA, dtd 10 Aug 77, Subj: Additional Ceiling for the Office of Personnel

(b) Memo for A/DDA fr Comp, dtd 17 Aug 77, Same Subj

1. I welcome your agreement as to the "need to augment the Agency's position management and classification program". Your suggestion that this be done by reallocation within the Directorate after review of DDA staffing requirements for FY 1978 and FY 1979 poses a serious problem of timing, however.

STAT

2. In his [redacted] dated 10 August 1977, the DDO stated that he is currently working out a new table of organization which he plans to present to the Director in September for his final review and approval. The Director of Personnel has recommended that the proposed position and grade structure for the DDO be reviewed by the Office of Personnel. Thus we anticipate an immediate increase in workload for the Office. Similarly, other aspects of the plans for reorganization of the intelligence community will probably require position and grade review by the Office of Personnel. The new National Intelligence Tasking Center is an example. Considering these factors, I see immediate increases in workload for the position management and classification program, which is already undermanned according to the case load measures I described in my earlier memo.

3. It is quite a different issue, which should be separate to attempt to evaluate overall DDA staffing requirements for FY 1978/79.

Approved For Release 2005/07/12 : CIA-RDP82-00357R000300090027-5
Administrative - Internal Use Only

Approved For Release 2005/07/12 : CIA-RDP82-00357R000300090027-5

These requirements will be affected by the pace and scope of DDO reorganization and of community reorganization. The Director has already stated that he envisages enlarged roles and staffing requirements for the Offices of Security and Communications. It would be premature to judge now the outcome of a review of the Directorate's future staffing requirements. Of course, I intend to review such staffing needs as soon as it becomes more clear what is expected of the Offices comprising this Directorate. I appreciate your offer of assistance but doubt that you have any more information than I do concerning the requirements and responsibilities of the Directorate for Administration.

4. I recommend that an additional 12 ceiling slots be allocated immediately to the Office of Personnel to permit expansion of the Position Management and Compensation Division adequate to meet an increased workload expected immediately.

/s/ Michael J. Malanick

Michael J. Malanick

APPROVED:

Comptroller Date

DISAPPROVED:

Comptroller Date

COORDINATOR: [redacted] STAT

Acting Director of Personnel

24 AUG 1977

Distribution:
Orig. & 1 - addse (Orig. ret. to AD/Pers)
2 - AD/DDA
2 - AD/Pers
1 - OP/PS

STAT OP/PGC/PS/[redacted] kj (25 Aug 77)

Approved For Release 2005/07/12 : CIA-RDP82-00357R000300090027-5