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Executive Registry
80-6002/2

29 MAY 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: : Deputy Director of Central Intelligence

SUBJECT : FY 1980 DDA Annual Personnel Plan (APP) Analysis

1. I have read with interest your analysis of your FY 80 APP. I am pleased to note the success you report in the increased numbers of female and Black professionals. You are urged to continue your efforts with additional emphasis on the recruitment of Asian Americans, Hispanic professionals and minority technicals. Of course, the accomplishments of your Career Service pursuant to our Affirmative Action and EEO goals will be measured in greater detail in the context of the Annual Report of the Director, EEO.

2. There has been a significant increase in Personal Rank Assignments (PRAs) in your Career Service, and I share the concern expressed by the Director about the numbers of PRAs in the Agency, particularly those which have been extended beyond a period of two years. While the new SIS places a different focus on traditional slotting of individuals at that level, the fact still remains that Career Services reported a total of [redacted] at the GS-15 level and below. I recognize that you require a certain degree of flexibility in the assignment of your personnel, but this flexibility should be exercised sparingly and only for limited periods of time. I am therefore asking that you reduce significantly the number of PRAs in your Career Service during this FY. I further ask that you concentrate on eliminating PRAs which have been in effect in excess of two years and that you insure your staffing complement accurately reflects your personnel assignments.

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3. Although the number of reported counseling cases declined during the FY, the Director and I wish to be reassured that such cases have actually been rehabilitated and that significant improvement has taken place. I therefore ask that you personally satisfy yourself that problem cases are being dealt with effectively, and not ignored.

4. In order to improve the accuracy of projections of retirements and resignations, you are encouraged to make better use of OPPPM's resources which are available to assist you in making these projections.

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5. As the new Senior Officer Development Program becomes formalized, I urge you to continue to emphasize rotational assignments for developmental purposes.

6. At the time of our regularly scheduled quarterly CIA Goals meetings, please be prepared to discuss the progress concerning each of these topics.

Signed

Frank C. Carlucci

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Originator: [redacted]
Director of Personnel Policy, Planning, and Management

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STAT OPPPM/PMES/[redacted]jw (5/9/80)
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