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EYES ONLY

SECRET

DD/M&S Registry File Personnel 5

DD/M&S 73-1396

11 APR 1973

MEMORANDUM FOR: Executive Secretary, CIA Management Committee

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Your Memo of 22 Mar 73, same subj

1. As requested in referent memorandum a review of current key personnel assignments and planned appointments within the Management and Services Directorate has been made. The attachments A through I present the results of this review by career services within the Management and Services Directorate. Biographic profiles are included for each employee listed on the key personnel assignment listing.

2. Also attached (Tabs J through R) are listings of senior personnel (GS-14 through GS-18) who are suitable for appointment to key assignments outside the career services to which they are presently assigned together with recommendations concerning the type of assignment. All of the officers listed have been rated in the top 20 per cent of personnel in their career service and have at least ten years of Agency service remaining before planned or mandatory retirement. A biographic profile and a copy of the two most recent fitness reports are also attached.

3. As a result of this review, 261 positions within the Management and Services Directorate career services have been identified as key personnel assignments. Of this number 56 are available to components other than the career service concerned. Thirteen of the 56 positions require a degree of technical competence normally found only within the Management and Services Directorate career services. The remaining 43 could be filled by officers not under the career cognizance of the Management and Services Directorate. The number of officers identified who are suitable for appointment to key assignments outside of their career service is 78.

ILLEGIB

[redacted]

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachments

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CONFIDENTIAL

EYES ALONE

OC-M-73-211

5 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Mr. Colby's Memorandum, dtd 22 Mar 73, Same Subject

1. The Office of Communications has reviewed all current and planned assignments of senior personnel per the reference. Since I plan to retire April 14, 1973, and a successor has not been named for my position, two lists are attached. The first shows replacement from within the Office and is the one I recommend. The second list shows the line-up of senior officers if someone from outside the Office is selected to succeed me.

2. Paragraph 2 of the referent has been answered separately.

SIGNED

[redacted] 25X1

Director of Communications

Attachments
1. OC Assignments from within
2. OC Assignments from outside
3. Bio Profiles

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[redacted]

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5 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Memo from Ex. Sec. CIA Mgmt. Committee dtd 22 Mar 73, same subject

1. In accordance with the request in referent memorandum, I have included in Attachment A a schedule of all current key personnel assignments and planned appointments within the Office of Finance during the remainder of calendar year 1973. Biographic profiles of all the individuals named in this list are also included as a part of Attachment A; most recent fitness reports are also included for planned appointments.

2. In Attachment B, I am submitting a separate list of senior personnel (GS-14 to GS-18) regardless of component of assignment who have at least ten years of service remaining before planned or mandatory retirement and are suited for appointment to an assignment outside the Office of Finance. These individuals are rated in the top 20 percent of personnel in their respective categories. Biographic profiles and the most recent fitness reports for these individuals are also included as a part of Attachment B.

(signed) Thomas B. Yale

Thomas B. Yale
Director of Finance

Atts

This document becomes UNCLASSIFIED when separated from the attachments.

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3 APR 1973

MEMORANDUM FOR: Executive Secretary, CIA Management Committee

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Multiple Adse memo dtd 22 Mar 73 fm Adse, same subject

1. This memorandum transmits that information requested on 22 March 1973 concerning key assignments and appointments within the Office of Logistics. Enclosure 1 gives information on "key personnel assignments and planned appointments," and Enclosure 2 contains information on senior personnel suitable for assignment outside the Office of Logistics.

2. It appears reasonable to assume that the purpose of this exercise is to establish a data base from which plans can be developed to insure greater mobility within the Agency for qualified senior personnel. This Office subscribes to this technique of personnel development. We do, concomitantly, have the duty to carry on those responsibilities assigned to us by Agency regulations. We would hope, accordingly, that consultation would take place so that the equities of either removing from us or assigning to us a senior officer could be discussed and reasonable judgments on the matters be reached.

Signed: John F. Blake

John F. Blake
Director of Logistics

2 Encs.

cc: DD/M&S

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4 APR 1973

MEMORANDUM FOR: Executive Secretary, CIA Management Committee

SUBJECT : Memorandum from Executive Secretary, CIA Management Committee, dated 22 March 1973, "Review of Key Assignments and Appointments"

The Review of Key Assignments and Appointments has been accomplished as requested. The results of that review are described in two separate attachments.

SIGNED
JOHN R. TIETJEN M.D.

JOHN R. TIETJEN, M.D.
Director of Medical Services

Attachments

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3 APR 1973

MEMORANDUM FOR: Executive Secretary, CIA Management Committee

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Memo fr Ex Sec, CIA Mgmt Comm, dtd 22 Mar 73, same subj

1. This memorandum is for your information.

2. Attached are:

a. Key assignments and planned replacements of personnel in the Office of Personnel.

b. Listing of senior personnel (GS-14 through GS-18) suitable for appointment to key assignments outside the Office of Personnel.

c. Biographic profiles and copies of the two most recent Fitness Reports on each of the senior personnel listed in b. above.

3. I certify that the senior personnel identified as suitable for appointment to key assignments outside the Office of Personnel are in the top twenty percent of their grade level on the current competitive evaluation listing.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:
Orig & 1 - Addressee, w/atts
1 - DD/M&S, w/atts
1 - D/Pers Chrono
1 - CMO Chrono

25X1 OD/Pers/[redacted]:jac (3 Apr 73)

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DD/M&S 73-1285

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3 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : DD/M&S 73-1134 dtd 22 Mar 73, same subject

1. This memorandum is for your information only.

2. In response to your referenced request, the Office of Security has prepared a listing of all key Office assignments and incumbents with projected replacements for Calendar Year 1973 noted. This report, along with the requested updated biographic profiles, is under Attachment A. In reviewing this report, you will note that four assignments have no planned replacement indicated and this is because several candidates are presently being considered by the Security Career Service Board. Additionally, in the "Appointment Open to Another Component" section of this report, only the positions of Chief and Deputy Chief, Administration and Training Staff are considered to be open for other Agency components to fill. It is our belief that the remainder of these key assignments are too specialized or require extensive experience in Agency security work to qualify as open to other components.

3. Under Attachment B you will find a listing of Security careerists (GS-14 through GS-18) who meet the suitability requirements for assignment to other components as outlined in the reference, together with biographic profiles and copies of their two most recent Fitness Reports. While this

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Office would not relish losing any of the individuals listed for long tours in other components, we certainly will cooperate if such external assignments serve the purpose of broadening the individual's scope of Agency experience and increase his overall worth to the organization.

4. I will be glad to discuss the attached reports with you and add any additional information you may desire.

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Howard J. Osborn
Director of Security

Atts

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DD/M&S 73-1339

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05 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Memo dtd 22 Mar 73 to Office Heads fm ES/MC, same subject

1. Attached, per referent, is a report of key positions in the Office of Training, showing present incumbents (with their biographic profiles) and planned changes during Calendar Year 1973.

2. Attached also is a list of senior personnel - GS-14 and 15 - who, I believe, are suitable for rotation to key assignments in other Agency components. Each of these officers, based on current performance, is in the top 20 percent of his grade group in the ST Career Service, and is expected to continue in the Agency at least 10 years before his planned retirement. A biographic profile of each officer is included along with copies of his two most recent fitness reports.

[redacted] 25X1

HUGH T. CUNNINGHAM
Director of Training

Atts

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[redacted]

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OJCS #404-73

4 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Review of Key Assignments and Appointments

REFERENCE : Memorandum from Executive Secretary, CIA Management Committee, Same Subject

Attached are listings of Key Assignments in OCS and Senior Personnel Suitable for Key Assignments Outside OCS.

STAT

JOHN D. IAMS
Director of Joint Computer Services

Attachments: a/s

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ADMINISTRATIVE - INTERNAL USE ONLY

Executive Registry
73/3361

DD/S 73-1134

22 MAR 1973

DD/M&S Registry
File Personnel 5

MEMORANDUM FOR: See Distribution

SUBJECT : Review of Key Assignments and Appointments

1. Addressees will review all current key personnel assignments and planned appointments within their components. Utilizing the attached format, they will present a report, together with biographic profiles, for Management Committee consideration. Where there are no plans to replace an incumbent of a key assignment, the report will so state, with a negative response under "Planned Replacement." In all instances, key assignments open to personnel from other components will be noted, whether a replacement from within the component is planned or no replacement for the incumbent is being considered. The report should cover all replacement planning which will be required through Calendar Year 1973. If appointments to key assignments are necessary within this time frame and no candidate has been determined, the report will so indicate. Key assignments will include Office/Division Chiefs, their Deputies, and Chiefs and Deputies of the next subordinate echelon (Divisions, Branches, Stations, as appropriate).

2. Each addressee will also submit a separate list of senior personnel (GS-14 through GS-18) who are suitable for appointment to key assignments outside his component, together with a recommendation concerning the type of assignment. These officers must be certified to have been rated in the top twenty percent of personnel in their categories and shall have at least ten years of service remaining before planned or mandatory retirement. A biographic profile and a copy of the two most recent Fitness Reports will be attached.

3. The above reports will be submitted to the Executive Secretary by 10 April 1973.

STATINTL

W. E. Colby
Executive Secretary
CIA Management Committee

Attachment

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Key Assignment	Incumbent	Planned Replacement	Date of Replacement	Incumbent Move to	Appointment Open to another Component	Remarks

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3/22/73

[redacted]

STAT

OK - [redacted]

Obviously we must get this to the Offices ASAP (we can handout at tomorrow's 0840 session) (copies attached) in view of the tight suspense date.

STAT

[redacted] should coordinate and compile our final Directorate report.

If you agree, return this to me and I'll set all in motion. P

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Review of Key Assignments and Appointments

1. Tight suspense - 10 Apr to Ex Sec. We need by COB 5 Apr.

STAT

2. [redacted] will Coordinate and Collect Directorate responses. Suggest you send "Eyes Only" to him.

3. Para 1 seems to be directed at Component Chiefs rather than Chiefs of Career Services.

4. Para 2 seems to be directed at Heads of Career Services - your other hat

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