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MEMORANDUM TO:

FROM   : Acting Personnel Director

SUBJECT   : Revised T/O Format

1. The new T/O for **GENERAL COUNSEL** will be published in a somewhat different form from that used in the past. This new format will provide additional information which should be of value to your Office as well as to the Personnel Office in facilitating the keeping of accurate personnel records and processing of personnel actions.

2. At such time as T/O's for all CIA offices have been converted to the new system, revised procedures for the use of T/O data for initiating personnel actions will be published on an Agency-wide basis. In the interim, the following instructions will apply specifically to your Office:

  a. Organizational Structure: No change of form or use.

  b. Position Titles: The position title appearing on the T/O will be the Official Classification title to be used on all personnel records and documents. Abbreviations are used for the longer titles in order that space requirements on various personnel records and forms may be met. Use the abbreviated titles as listed on the T/O when preparing Personnel Action Requests, Form 37-3; and Confidential Funds Personnel Action, Form 37-1. Substitute parentheses for the dash wherever the latter appears in a T/O title; for example: use Secretary (Steno), not Secretary-Steno. The use of parentheses in such cases is required by the Civil Service Commission; however, this symbol cannot be printed by available tabulating equipment.

  c. Grade: The Grade column has been expanded to include the numerical Civil Service series code applicable to the type of work performed by incumbent of each position. For example, the position of Educational Specialist will be coded to the GS-1710 series (Education and Training Series). The series code will precede the numerical grade of each position on the T/O and, in the future, on all personnel action requests, e.g., GS-1710 14.

  d. Position Number:

  (1) Form: (a) A single series of numbers beginning with one will be assigned by the Personnel Office for each organizational component equivalent to or higher than the office level; (b) Within this series, numbers will be assigned in consecutive order to individual positions authorized on the new T/O without

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regard as to whether the positions are departmental or field, domestic or foreign, vouchered or unvouchered; (c) A code letter has been assigned to each office to identify the position numbers with that office. This code letter will prefix the position number as follows:

If the letter "Z" is assigned as code letter for a particular office, the first position on the T/O will have the position number Z1, the second position Z2, the twenty-third position Z23.
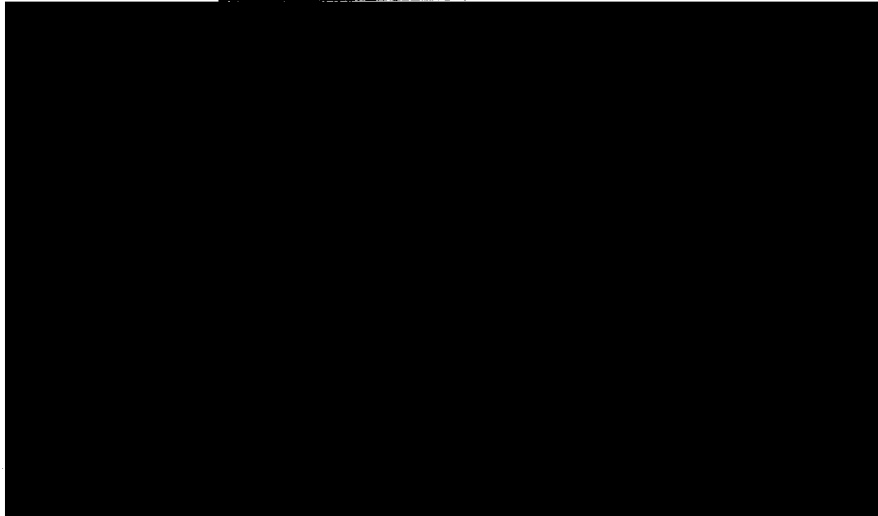
(2) Method: The position number (formally referred to as "slot" number) will henceforth serve a variety of purposes:

(a) It will continue to serve as "slot" number for budget purposes.

(b) It will identify each position as to office or staff location by means of the following alphabetical code:

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POSITION NUMBERING CODE

(c) It will be used as the classification "bureau" number or job description number for the position. Position numbers listed on the new T/O will be assigned to appropriate approved and valid position descriptions now in use and to new descriptions prepared.

(d) It will identify "additional identical" positions on the new T/O. This means that all positions in the same organizational unit which are substantially identical in

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terms of duties performed and qualifications required
will be keyed together on the T/O. This is accomplished
by assigning a regular position number to the first such
position on the T/O and assigning this same number plus
decimals beginning with .01, .02, etc., to following addi-
tional identical positions. For example:

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Sample T/O
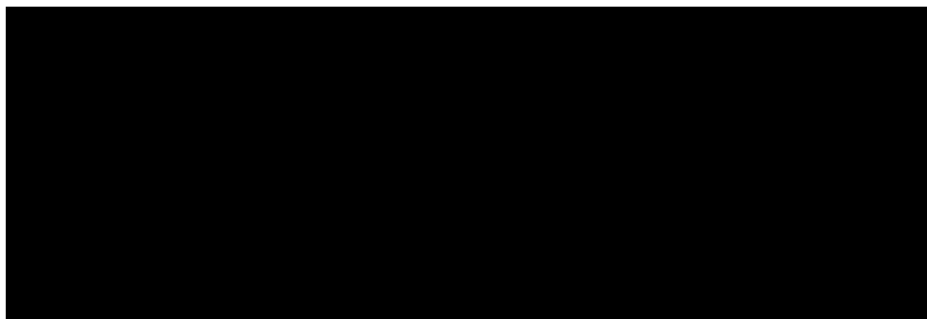
Z125 are identical to each other. Position Z126 is not
identical to Z125 or decimals thereto and is, therefore,
assigned a separate number. When preparing personnel docu-
ments, indicate position numbers of "A.I." positions by
using a decimal point in lieu of the space appearing on
the machine run; (i.e., use Z125.01 instead of Z125 01).

(e) The position number will be used in the following
manner to identify "block" jobs (jobs at lower grade than
T/O authorization used temporarily for training purposes,
for hiring new employees on a trial basis, or for assignment
of present employees when their qualifications or performance
are not sufficient for official assignment to the T/O grade):

(1) The T/O will indicate only the full grade
authorized for each position as, for example:

Title	Grade	Code Z	Pos. No.
Intel. Officer	GS-132 13		. 37

If recruitment or transfer action to this position is
effected at GS-12, the position number applicable for
personnel documentation is Z37-12. Note that the basic
position number is followed by a dash and the GS or
CPC grade which the incumbent will hold. When the in-
cumbent qualifies for and is performing the full job,
he may be promoted to GS-13 to position number Z37.

(2) Similarly, if the foregoing position is filled at GS-11, the position number 237-11 is used.

(3) If position to be blocked is listed on the T/O as an additional identical position, for example:

Title	Grade	Code Z	Pos. No.
Intel. Officer	GS-132 14		38.01

The proper position number to be used for occupancy at GS-13 is Z38.01-13.

(4) A block job normally is in the same classification series as the basic job. (A list of certain exceptions for lower-graded clerical positions will be provided. See Attachment 1). If a lower-grade block job is required in a different series, the basic job should be changed on the T/O to correspond.

(f) It will be used in numbering positions approved on the T/O at multiple grades, for example:

T/O Title	Grade	Code Z	Pos. No.
Intel. Officer	GS-132 5/14		123

This situation is comparable to the block job problem just discussed and will be handled in the same manner. The highest grade level recognized in the T/O will be considered to be identified by the position number assigned. Any lower-grade levels utilized within the range provided will be identified on personnel documents by the basic job number followed by the grade used, for example:

Intel. Officer   GS-132 7   USE   Pos. No. Z123-7

T/O designation for this position will require no change from GS-132 5/14 listed above.

(g) The position number will be used at a later date also as the recruitment request number to identify and control personnel action requests involving direct recruitment. However, no change will be made in existing procedures for preparing and processing recruitment requests at this time.

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3. To effect proper assignment and slotting of personnel now on duty, a position listing will be prepared by each Office. Meetings will be arranged by the Personnel Office with each of the Operating Offices to discuss this procedure in detail. A sample copy of the form (Attachment 2) to be used is submitted for advanced review.

4. In preparing personnel action requests subsequent to initial slotting of personnel as in paragraph 3 above, follow format set forth in Attachment 2, Sample Copy of Form 37-3 as attached.

5. A representative of this Office will be available to assist your Administrative Office in installing the interim procedures and in converting existing position description files and other personnel records to the new numbering system. Any problems occurring in the "slotting" of personnel on duty against the new T/O can be discussed and proper course of action determined.

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GEORGE E. MELOON

Encl:
  Att.#1 Position Blocking Procedure
  Att.#2 1 Sample Listing #1
          1 Sample Copy #2

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