

SUGGESTED ITEMS FOR AGENCY REPORT ON MANAGEMENT IMPROVEMENT PROGRAM

- Date: 2 MAR 1978 By: 629
1. The recording of applicant and employee qualifications data was greatly improved by extension and refinement of machine records showing important personal data, education, experience and other qualifications data.
 14. 2. A comprehensive and integrated position analysis program was instituted. This program is designed to obtain all necessary position information (duties, responsibilities, qualifications required, physical requirements, etc.) needed for placement, training, classification and other personnel management purposes.
 15. 3. The installation of the standard personnel records system contained in Civil Service Commission Handbook S-812 ^{continues} was ~~completed~~ with the establishment of the Employee Record Card (Optional Form 4b) in the ^{many of} Agency's operating components.
 4. Great stimulation, with corresponding response, was effected in the Incentive Awards Program. Accelerated tempo of this activity and the use of positive promotional techniques produced a 1031% increase over FY 1953 in suggestions received.
 5. Detailed instructions concerning the preparation and processing of Standard Form 52, Request for Personnel Action, were prepared for publication and distribution to operating components.
 6. An improved personnel statistical reporting system was established. Statistical reviews contained important data, such as staffing status, turnover, etc., are issued on a monthly basis to key Agency officials.
 7. Increased emphasis has been placed on the use of placement follow-up interviews in connection with employee utilization and on pre- and post- exit interviews to further reduce turnover.