

NO CHANGE in Class.

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 170298 By: 025

CONFIDENTIAL

TO: Deputy Director (Support)

SUBJECT: Survey of Personnel Assignment Division, Office of Personnel.

1. PROBLEMS:

To define functions, propose the organizational structure and recommend adequate staffing.

2. FACTS BEHIND THE PROBLEM:

This division is the former Placement and Utilization Division, with the addition of the counselling function.

3. DISCUSSION:

- a. Division and Branch titles should reflect the functions and scope of the elements concerned. Branch structure should be established to accommodate a logical distribution of the assigned functions.
- b. Co-related functions and activities should, where practicable, be grouped together. The "counselling" activity, formerly carried on in another division, is an example. This activity is closely related to the primary functions of this Division.
- c. The functions of this Division fall into two general categories: (1) those for which the Office of Personnel has responsibility and action authority and (2) those having service and support characteristics. These include the evaluation of applicant and employee qualifications, authentication of personnel actions for compliance with regulations, staff assistance to operating officials in personnel matters, assistance in the reassignment process, the operation of a holding/training/assignment activity for clerical level applicants, the conduct of an employee counselling service, and a screening/coding/recording system to reflect the qualifications of applicants and employees.

4. CONCLUSIONS:

- a. The Division structure and the titles of its elements should be rearranged to conform to a logical distribution of its functions.
- b. The functions assigned to the Division should be written to clearly delineate the scope, responsibility and authority involved.

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- c. Adequate manpower should be allotted to the Division to perform the tasks assigned; this should be distributed to the elements in proportion to the workloads concerned; and the positions should be classified according to the relative importance of the functions of the element.

5. RECOMMENDATIONS:

It is recommended that:

- a. The proposed Division structure and titles, shown in Tab A, be approved.
- b. The proposed functional statements for the Division, shown in Tab B, be approved.
- c. The proposed staffing for the Division, detailed in Tab C, be approved.

N.B. Titles and grades reflected have been approved by Position Evaluation Division.

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 [Redacted] 27/Apr. 56
 Chief, Management Staff 25X1A

ATTACHMENTS:
Tabs A - C

CONCURRENCE:

151
 Director of Personnel
30 Apr 56
 Date

ACTION BY APPROVING AUTHORITY:

APPROVED: The recommendations in paragraph 5 are Approved:

27 June 56
 Date

Mgt/S/SM:ee (26 Apr. 1956)
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 W. K. WHITE
 Deputy Director
 (Support)

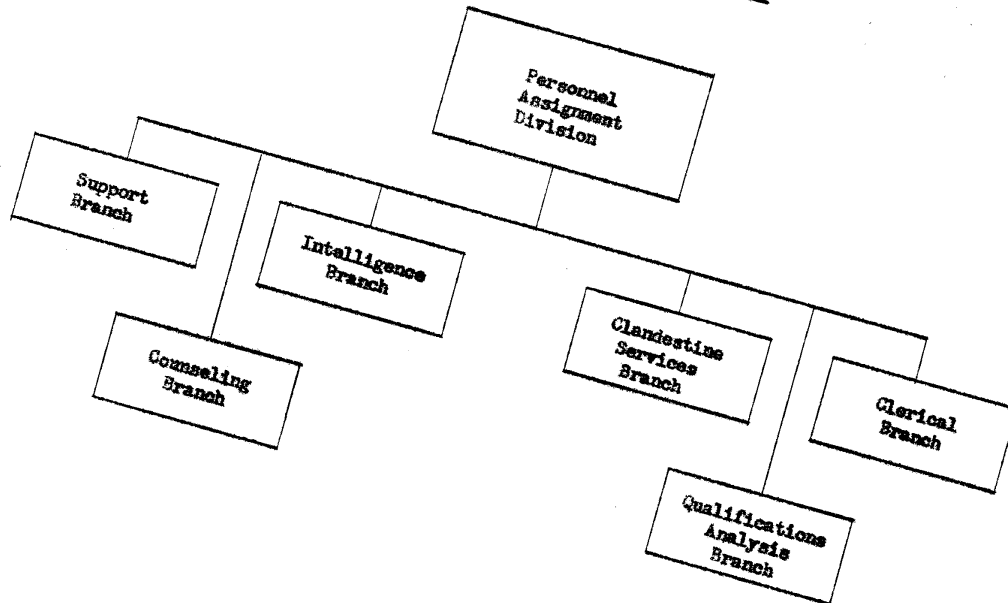
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Proposed Organization
Personnel Assignment Division

Tab A

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Tab B

Proposed
Functional Statements

Personnel Assignment Division

The Chief, Personnel Assignment Division, under the general direction of the Director of Personnel, shall:

1. Perform Agency-wide evaluation of the qualifications of applicants for appointment and employees proposed for reassignment or promotion, in accordance with approved Agency standards; and exercise approval authority thereon.
2. Authenticate personnel action documents as to their compliance with pertinent regulations, policies and procedures.
3. Assist Career Service Boards and Panels and operating officials in the selection, assignment and reassignment of personnel; furnish advice and guidance concerning approved personnel policies, regulations, standards and procedures; and provide certain administrative and secretariat support to the Clandestine Services Career Service system as agreed between the DD/S, DD/P and Director of Personnel.
4. Provide, through the distribution of senior personnel technicians, a means whereby the Director of Personnel may monitor the operation of the Agency personnel management program.
5. Conduct exit and pre-exit interviews and provide such general counseling service to employees and supervisory personnel as may be requested, including counseling in indebtedness, security risk and sub-marginal performance cases and the preparation and coordination of documentation in subsequent termination actions.
6. Perform initial examination and analysis of applicant files in terms of Agency employment requirements as related to current and potential vacancies; reject or refer files for placement action; code applicant and employee work experience to provide a comprehensive qualifications register; and select potential candidates (applicants or employees) for filling of vacancies through use of register.

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