

JUL 30 1951

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MEMORANDUM FOR: Deputy Director (Administration)

THROUGH: Advisor for Management
Acting Personnel Director

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Date: _____ By: _____

FROM: Joint Survey Team

SUBJECT: Procedural Flow of Personnel Actions

1. Findings:

a. The present procedural flow of actions through the Personnel Office, attached as Exhibit I, illustrates the number of steps, in sequence, required for personnel processing from the request stage through entrance on duty.

b. Considerable man-hours are expended in the maintenance of this existing procedure, that can through streamlining be effectively saved.

c. Full utilization has not been made of the recommendations of the Civil Service Commission and the Bureau of the Budget for the establishment and maintenance of basic personnel records and files systems for Federal agencies.

d. Uneven distribution of work-loads, duplications of files, controls and records have contributed to delays in personnel processing.

2. Recommendations:

a. Implementation of the proposed procedure, attached as Exhibit II, would have many advantages, including:

- (1) Reduction in procedural steps.
- (2) Consolidation of existing forms.
- (3) Provision for adequate controls through use of position inventory.
- (4) Elimination of duplicate and continuous reviews.
- (5) Provision for in-service placement activity.
- (6) Placement of proper responsibility within organizational components.
- (7) Introduction and operation of this procedure can be accomplished effectively under either the present organizational pattern or consolidations of components therein.

b. It is recommended that installation of the procedure be initiated at the earliest possible time.

Concurrences:
Advisor for Management

Survey Team:
Management Office

25X1A

Acting Personnel Director

Personnel Office

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