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MEMORANDUM FOR: Deputy Executive Officer, Office of Personnel
SUBJECT : Annual Report

I

Activities for Fiscal Year 1960

The following activities are reported for Fiscal Year 1960 for the office of the Special Assistant to the Director of Personnel:

A. INVOLUNTARY SEPARATIONS PROCESSED

(1) Summary

	<u>Sel. Out</u>	<u>Other Invol. Separations</u>	<u>Failed 1st Yr.</u>	<u>Total</u>
Separated	8	1	0	9
Resigned in Lieu	17	59	58	134
Retired in Lieu	2	14	0	16
TOTAL	27	71	58	159

(2) An additional 41 cases referred by the Office of Security as security disqualifications were resolved by resignation.

B. ADVERSE ACTIONS OTHER THAN SEPARATIONS

(1) Three (3) selection out cases were resolved through reassignment and/or downgrading.

(2) Fifteen (15) non-selection out cases were resolved through reassignment and/or downgrading.

(3) Arrangements were made for placing approximately sixty-four (64) employees in a probationary status and/or delaying the granting of PSI's.

C. DISPOSITION BOARD ACTIVITIES

The Agency Disposition Board met twice and discussed two cases. Disposition Board action led to the disability retirement of one employee.

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D. MEDICAL, SECURITY, PERSONNEL REVIEW PANEL ACTIVITIES

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During Fiscal Year 1960 the MSP Panel reviewed a total of [REDACTED] cases. Of the cases actually discussed by the Panel, [REDACTED] individuals were recommended for approval, [REDACTED] for disapproval, and [REDACTED] were temporarily deferred.

E. OVERSEAS EVALUATION PANEL ACTIVITIES

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During Fiscal Year 1960 the Overseas Evaluation Panel screened a total of [REDACTED] candidates. Of the cases actually discussed by the Panel, [REDACTED] persons were considered to be of questionable suitability for overseas assignment. Upon further evaluation of the [REDACTED] employees, the Panel recommended approval of [REDACTED] and [REDACTED] were temporarily deferred.

F. OTHER RELATED ACTIVITIES

- (1) Eight (8) Salary Retention cases were received and processed.
- (2) Twenty-five (25) suspensions for security infractions were processed upon recommendation of the employing offices.
- (3) Twenty-one (21) Notices of Levy were handled during Fiscal Year 1960.
- (4) Twenty-seven (27) Requests for Fitness for Duty Examinations were reviewed and forwarded to the Medical Staff.

II

Plans for Fiscal Year 1961 and Fiscal Year 1962

1. The office of the Special Assistant to the Director of Personnel supports Agency offices and career services in carrying out their responsibilities in the general area of disciplinary actions and separations. The Special Assistant to the Director of Personnel is responsible for representing the Director of Personnel in employee disciplinary and suitability cases, including all cases which may involve actions having an adverse effect on an employee's status or pay, such as separations, reductions in grade and suspensions. The Special Assistant provides staff

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support to the Director of Personnel in the development and administration of policies relating to such cases. He conducts liaison with other Agency officials on these matters and approves on behalf of the Director of Personnel personnel actions taken in connection with such cases. He also represents the Director of Personnel on the Medical, Security, Personnel Review Panel and the Overseas Evaluation Panel and provides staff support to such panels.

2. Upon publication of pending draft regulations relating to the separation of surplus Agency personnel, the office of Special Assistant would anticipate increased activity in regard to this category of personnel. Although procedures for handling such cases have been discussed in a preliminary way, the establishment of definite procedures and responsibilities has yet to be worked out.

3. It is contemplated that the functioning of the Overseas Evaluation Panel will be intensively reviewed during the coming months with a view to proposing methods of increasing its usefulness to the Agency, and more particularly, to reduce the number of personnel problem cases arising at overseas stations.

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Special Assistant to
the Director of Personnel

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