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16 January 1953

OPM 20-380-4
PERSONNEL DIRECTOR MEMORANDUM NO. 3-53

SUBJECT: Qualifications Analysis Program

RESCISSION: PDM No. 51-52, Employee Qualifications Coding Project,
dated 31 October 1952

REFERENCE: PDM No. 37-52, Maintenance and Utilization of Applicant
Register, dated 5 August 1952

1. The Research and Planning Staff is now completing the analysis and codification of the education, experience, and other qualifications of Agency personnel. This project, which has involved an expenditure of considerable time and effort on the part of personnel throughout the Agency, has resulted in the preparation of machine records containing comprehensive qualifications data which will be used constantly in connection with the planning of operational programs, satisfying requirements of the career service boards, facilitating placement and promotion programs, filling the requirements of unusual Agency projects, and providing assistance to management planning. It is imperative that this system be maintained in a current manner and that all offices having responsibility for its operation and maintenance exert maximum cooperation to ensure operational effectiveness.

2. The following assignments are now in effect regarding the Qualifications Analysis Program:

a. Transactions and Records Branches are responsible for having each new employee complete two copies of the qualifications questionnaire (Form No. 37-152). (Applicant Data Form No. 37-49 will no longer be used in connection with collecting qualifications data.) One copy of the questionnaire will be forwarded to the appropriate Placement Branch for coding and subsequent return for filing in the employee's official Personnel Folder; the other will be transmitted to the office of assignment. With regard to those employees who enter on duty with provisional clearance, Transactions and Records Branches will wait until such employees obtain full clearance and receive a permanent office assignment before distributing questionnaires to them. In order to maintain current applicant records, Transactions and Records Branches will advise Personnel Procurement Division whenever security action is initiated on a person from the applicant register.

b. Placement Branches will analyze and code the qualifications of new personnel upon receipt of qualifications questionnaires from Transactions and Records Branches. After the coding is completed,

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questionnaires will be returned to the appropriate Transactions and Records Branch for filing in Official Personnel Folders, and the code sheets will be transmitted to the Machine Records Branch. Periodically each Placement Branch will be furnished an Employee Qualifications Register showing the qualifications of Agency personnel in such categories as education and training, language proficiency, area knowledge, and occupational experience and skills. This Register may be used by Placement Officers for selection and other placement purposes.

c. Central Processing Branch will continue to have employees returning from overseas complete two copies of the questionnaire. One copy will be forwarded to the appropriate Placement Branch and the other to the individual's office of assignment.

d. Personnel Procurement Division will continue its functions as outlined in FDM 37-52.

e. The Research and Planning Staff will be responsible for monitoring and coordinating the program. This responsibility will include but will not be limited to: periodic spot checking of coded qualifications to ensure accurate interpretation; preparing, coordinating, and disseminating changes to coding manuals; preparing training materials on coding; and negotiating with Machine Records Branch for special machine runs that cannot be satisfied from the Employee Qualifications Register referred to in b. above. (Special requests for machine listings involving the Applicant Register will be processed by PPD.)

3. To ensure that qualifications records of Agency personnel are maintained on a current basis, a CIA Notice will be published annually to advise all personnel of their responsibility to inform the Personnel Office of significant changes in their qualifications, such as, a new degree, different type position within the Agency, or new language proficiency. A form will be devised to accompany this annual CIA Notice.

/s/
GEORGE E. MELOON
Personnel Director

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