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1 November 1949

MEMORANDUM FOR THE RECORD:

Subject: Personnel and Payroll Procedures to be Applied in the Conversion to the Pay Grades and Rates Covered by the Classification Act of 1949.

1. At 9:00 a.m. on 1 November 1949, there was held in the office of the undersigned a meeting of interested administrative officials of the Agency including representatives of the Employees and Finance Divisions of the Special Support Staff, the Fiscal and Personnel Divisions of the Administrative Staff, the Chief of the Administrative Staff, the Chief of the Special Support Staff and the Deputy Budget Officer for the purpose of arriving at determinations with respect to administrative mechanics regarding the conversion effected as of 30 October 1949 of all applicable employees on both vouchered and un-vouchered payrolls to the new grades and rates covered by the Classification Act of 1949. The following procedural mechanics were agreed upon:

(a) Pay Change Slips would be issued by the respective payroll branches for each individual employee involved with an extra copy being furnished the Employees Division or the Personnel Division. Eight rubber stamps showing "Classification Act of 1949" were to be procured by the Acting Chief, Finance Division, for appropriate distribution in order that this information could be shown on the Change Slips and other appropriate documents with a minimum of clerical work.

(b) Personnel Actions showing the conversion would be issued by the Personnel Division and the Employees Division for vouchered and unvouchered personnel respectively with standard terminology to be shown as follows on Standard Form #50:

Block 4 - October 28, 1949
Block 5 - Conversion - Classification Act of 1949
Block 6 - October 30, 1949
Block 7 - Letter - DCI - October 28, 1949

Removed from File labeled "CIA Retroactive Pay Increase 1955" July 1958

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- 2 -

(c) Facsimile signature stamps were to be procured through the office of [REDACTED] for use by the Acting Chiefs of the Employees and Personnel Divisions in order to expedite issuance of the Personnel Actions.

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(d) Pay Change Slips showing the change in salary rates and deductions and other pertinent information for the payroll period beginning 30 October 1949 would be dispatched with the checks which are to be issued on the pay day falling on 25 November 1949. Personnel actions would be prepared and processed as quickly as possible during the next two weeks and would be compared with the Change Slips in order to afford a double check as to the accuracy of both the Payroll action and the payment effected by the respective payroll division.

2. A review was made of the recommendation made by the Assistant General Counsel and approved by the Director of Central Intelligence on October 28, 1949, and various pertinent features thereof were discussed. It was also brought out that there would be issued an Administrative Instruction under the signature of the Executive setting forth the Agency's basic policies which would be those covered by the Classification Act of 1949 with respect to General Schedule Grades 1 through 15 inclusive. Grades 16, 17 and 18 are not to be utilized by this Agency until and/or unless the Comptroller General of the U. S. indicates that it is permissible to do so.

E. R. SAUNDERS
Budget Officer

W. B. Subsequent to the meeting held on 1 November 1949 referred to above, the Fiscal Division suggested that it would be advisable to avoid all of the work required to prepare Pay Change Slips in each case in connection with the conversion to the appropriate grades and rates of the 1949 Classification Act. In lieu of preparing Change Slips and furnishing an additional copy to the respective Personnel Offices, it was suggested that Inventory Control Sheets be prepared which could be used in the Payroll Division with an additional copy being furnished to the applicable Personnel Office for verification and assistance in the preparation of the applicable personnel actions. The suggestion presented by the Fiscal Division was concurred in by the necessary officials.

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