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ANNUAL REPORTS
FISCAL YEAR 1962

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15 AUG 1962**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Executive Officer, Office of Personnel

SUBJECT

Annual Report SA/DPER

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Activities for Fiscal Year 1962

The following activities are reported for Fiscal Year 1962 for the office of the Special Assistant to the Director of Personnel:

A. CORRECTIVE ACTIONS PROCESSED

(1) Arrangements were made for placing approximately 31 employees in a probationary status and/or delaying the granting of PSI's, and/or issuing official reprimands. This involved making thorough reviews of the cases in conjunction with the offices or Career Services concerned, advising the offices, as well as taking the necessary formal actions.

(2) Twenty-three suspensions for security infractions were processed upon recommendation of the employing offices. Arrangements were also made for processing four additional suspensions for other than security reasons.

(3) Fourteen cases were received and processed involving reduction in grade with salary retention. Approximately 100 change to lower grade cases not involving salary retention were also processed.

(4) Twenty requests for Fitness for Duty Examinations were reviewed and forwarded to the Medical Staff. Follow up actions were required in most of these cases, in some instances involving reassignment or disability retirement.

(5) Seven Notices of Levy were handled during Fiscal Year 1962.

B. INVOLUNTARY SEPARATIONS PROCESSED

(1) Statistical Summary	Sel.	Out	Other Invol.	Separations	1st Yr.	Total
Separated	2	17	4	0	23	
Resigned in Lieu	10	8	32	58	108	
Retired in Lieu	0	4	3	0	7	
TOTAL	12	29	39	58	138	

(2) An additional 46 cases referred by the Office of Security as security disqualifications were resolved by resignation.

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SUBJECT: Annual Report

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Assistant to the Director of Personnel is responsible for representing the Director of Personnel in such cases, including cases which may involve involuntary separation, reduction in grade, suspension, and the separation of personnel considered surplus to Agency requirements. The Special Assistant provides staff 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 Applicant Review Panel and the Overseas Candidate Review Panel and provides staff support to such panels, as well as to the Agency Disposition Board.

2. Responsibility for supporting Agency Career Services in regard to processing applications of employees eligible for Career Employee Status has been assigned to the staff and procedures are now being developed for handling this function.

3. The staff has been called upon to help devise procedures for filing in a central location (presumably the Office of Personnel) information concerning unsatisfactory performance or conduct on the part of Agency personnel. It is understood that the Deputy Director has determined that such a system should be established.

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Special Assistant to
the Director of Personnel

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