

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5

1
SRB

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5

~~CONFIDENTIAL~~

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5

~~CONFIDENTIAL~~

15 JUN 1965

MEMORANDUM FOR: Chief, Personnel Operations Division
FROM : Chief, Statistical Reporting Branch
SUBJECT : Annual Report, Fiscal Year 1965

I. Functions of the Statistical Reporting Branch:

- A. The Statistical Reporting Branch, acting for the Office of Personnel, makes periodic personnel statistical reports to Heads of Career Services, Heads of Independent Offices, and Operating Officials. These Officials may request additional reports to assist them in the planning, direction, and control of their personnel management activities. [REDACTED]
- B. This Branch maintains, within the Branch and at the Records Center, current and historical statistical data pertaining to Agency personnel, staffing complements, ceiling authorizations, and career service grade authorizations to be used as reference by Heads of Independent Offices, Heads of Career Services, and other Operating Officials.
- C. In order to provide the above services, this Office works with the Office of Computer Services, DDS&T, which is responsible for providing electronic data processing facilities for recording and reporting personnel information. All requests pertaining to personnel information are channelled through this Branch for review and for co-ordination with OCS, DDS&T.

25X1A

II. Staffing Complement of the Statistical Reporting Branch:

- A. Until May of this year, the office has always been fully staffed. But recently, my assistant went on authorized leave-without-pay status, thereby, creating a vacancy which has not been filled.
- B. In order to prevent disruption of our reporting system, attempt is made to have each employee become familiar with one another's duties and responsibilities. This is usually attained by having the employees verify each other's work. Also, rotation of duties between employees is periodically scheduled.

DOCUMENT NO. C. Tentative plans are being made to have two of the employees receive training in the field of Electronic Data Processing.

NO CHANGE IN CLASS.

DECLASSIFIED

CLASS. CHANGED TO: TS S(C) [REDACTED] Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5

AUTH: HR 70-2

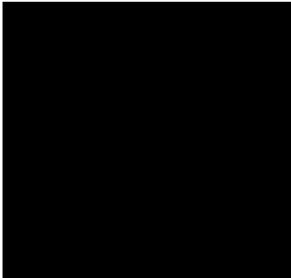
DATE: 12 MAR 1992

REVIEWER: 029 725

~~CONFIDENTIAL~~

SUBJECT: Annual Report, Fiscal Year 1965



- D. This past fiscal year did not require outside assistance in meeting requirements as was the case for previous fiscal years 1963 and 1964. Previous years the number of special requests were excessively high, especially fiscal year 1964. There was also a tremendous backlog in the coding of overseas record forms, which required outside help.
- E. The following grade distribution table compares the staff's strength by grade as of 30 June 1964 with 30 June 1965:

	Number of Employees		Employee Grade
	1964	1965	
25X9			GS-12
			GS-09
			GS-07
			GS-06
			GS-05
			GS-04
Total			

III. Production:

- A. Even though the number of special requests, which were prepared by this Branch, dropped 38% over last year, the number of special requests submitted to the Office of Computer Services only dropped 8.3%.
- B. The number of recurring reports prepared by OCS and distributed by SRB increased overall by 628 or 18.7%. The large increase in daily, weekly, and bi-weekly reports was due to the implementation of new strength reports to assist in the monitoring of ceilings.

On previous years, the Career Service Grade Authorization was prepared on a quarterly schedule, but with the new controls placed on ceilings and promotions, it was necessary to make this report available on a monthly basis, which accounts in part for the increase in monthly reports.

Other increases in monthly reports were caused by the following: two additional illustrated statistical books; the Accession and Separation Report, and Promotion Report by SD for  the Clerical Attrition Rates for  and the Cancellation and EOD Report for the Office of Security.

25X1A9a

25X1A9a

~~SECRET~~

SUBJECT: Annual Report, Fiscal Year 1965

B. Continued.

The revisions made to the Quarterly Personnel Statistical Review resulted in a decrease of 96 monthly tables. Also, the SRB work copies for the Grade Distribution, Promotion and Separation Supplements were discontinued, which created a reduction of 104 tables. The monthly Report of Separations was reduced from 2 complete copies to 1.

C. The overall office workload was increased considerably when tighter controls were implemented for the distribution and the destruction of Agency Position Control Registers and the Combined Agency Alphas. Regarding the PCR controls, the DDP Group was made "Top Secret."

D. My staff has been providing the Support Information Requirements Group (██████████ Group) with data pertaining to the number and types of reports we prepare, and the sources from which we receive the information that goes into making-up these individual reports.

E. The Agency's requirements for a quarterly reporting of Non-Staff Personnel to the Executive Director-Comptroller were placed in SRB's hands, with the exception of those assigned to the DDP Group. Initially, the DD/P was to report directly to the Executive Director-Comptroller, but as of the 30 June report the DD/P was requested to report his figures to SRB for Agency consolidation.

F. Attached are the following production tables - see Tabs A and B:

1. Statistical Tables Prepared and Distributed.
2. Machine Lists and Tabulations Distributed.
3. Annual Activity Report For Fiscal Year 1965.

IV. Problems Met and Solved:

A. The coding of overseas forms is now being done on a current basis. Machine listings are being prepared for use by the CIA Retirement Staff as well as for reference by SRB.

B. The controls recommended for the distribution and destruction of the Agency Position Control Registers and the Combined Agency Alphas were put into effect and have been working satisfactorily.

SUBJECT: Annual Report, Fiscal Year 1965

- C. The long awaited requirement for a staffing complement by Service Designation has been programmed and the staffing complements have been put into use.
 - D. Progress has been made towards setting-up the Career Service Budget Authorization by Agency and by grandfather carrer services.
 - E. The many problems that once surrounded the Agency Personnel Emergency and Locator system have decreased. This is due to tighter monitoring controls, which SRB has established.
 - F. To expedite the processing of data pertaining to special projects, I have often called upon the Status Unit of Transactions and Records Branch to assist us and they have done an excellent job.
 - G. Working with PRS, SWD, and OCS, an Occupational Code Master has been set-up on magnetic tape. This master contains all the known occupational codes and their titles plus an indicator which identifies each occupational code as to whether they are Professional, Clerical, Specialized Commo types, Technical, or non-GS types.
- V. Problems Met and Not Solved:
- A. Our office is still being shared by CSPD and the Office of Personnel. Though there is no one physically assigned to their space, this area is being used for storage and, therefore, there is a constant flow of traffic through the area. The area is not only untidy but a serious fire hazard.
 - B. The enormous amount of classified documents which have to be destroyed by hand by this office seems to be increasing and there doesn't appear to be any immediate solution to our problem.
 - C. Every year, I levy requirements with OCS for information on the minority groups and, each year this requirment changes as to the type of information required by the Agency as well as by the President's Committee on Equal Employment Opportunity. If a determination can be reached as to what is essentially needed, then this information can be programmed to be automatically listed out each 30 June, thereby, saving time and effort.

~~SECRET~~

SUBJECT: Annual Report, Fiscal Year 1965

- D. There is a pending slow down in the response to special requests which I submit to OCS/AD. I feel that this requires an immediate review before there is a serious set back in reporting.

VI. Forecast:

A. Work:

1. The establishment of the Career Service Budget Authorization will probably increase the workload of the office. I am certain that back-up data will be required by the individual career services in order that they will be able to monitor their average salaries. This will be in addition to the present monthly CSGA which SRB now provides to each career service.
2. Additional requirements will be forthcoming, regarding CIA's early retirement system.
3. It is difficult to predict ahead now that there has been so many changes in the higher echelon as well as with Plans and Review Staff, which has been one of our biggest customers.
4. In the past, special requests were handled very rapidly, but now with the many changes and losses which have occurred since ADPD became part of OCS, these requests are beginning to back-up. With this existing situation, we will not be capable of providing the service which has been provided in the past.
5. With position and employee occupational codes being identified as to professional, clerical, specialized commo types, technical, and non-GS types, I feel that there will be many requirements concerning this category of information.
6. Our staff will probably become more involved with the [REDACTED] Group as it progresses. 25X1A9a

B. Staff:

1. The loss of my most experienced employee will be felt. But I am confident that the personnel assigned to this staff will be able to carry on without too much difficulty. By the week of 12 July 1965, SRB should be at full complement.

~~SECRET~~

~~SECRET~~

SUBJECT: Annual Report, Fiscal Year 1965

2. I am fortunate to have a young group of employees as I feel that this work requires employees who are young, agile, intelligent and not afraid of work. It not only requires a liking for statistics but it also requires a good deal of physical exertion in the handling of the numerous machine listings.
3. Fiscal year 1965 did not require any outside assistance and I do not foresee any future need for assistance during fiscal year 1966.

C. Problems:

1. My main concern is the change that has been taking place within the Application Division of OCS. OCS has lost some good, experienced employees and have not found qualified replacements. This has resulted in a slow down of service pertaining to special requests. The future does not appear favorable, especially, should more employees leave.
2. The remaining problems as mentioned in Item V are not earth shaking, but their presence has caused some delay in our reporting, and have caused some physical discomfort to the staff.
3. There has been a steady turnover to the staff, mainly, due to marriages and pregnancies. Therefore, it has been difficult to build a nucleus of employees who are well versed in the office's overall operation and knowing what information is available and where it is located.

D. Recommendations:

1. I think that a review should be made concerning the responsibilities of OCS/AD to DD/S and D/Pers in the field of reporting and control of data pertaining to personnel status.
2. A limitation should be placed on the number of machine copies a requestor can ask for. This would reduce the production costs on some of these machine listings and tabulations. A recommended maximum would be 4 copies.

~~SECRET~~

SUBJECT: Annual Report, Fiscal Year 1965

3. Operating officials, who handle information that is eventually processed for the computer, should be reminded of the necessity of providing accurate data in order that the machine listings and statistical tabulations, produced from this data, reflect accurate and timely information.
4. There are many budget, administrative, and personnel officers who are not aware of the many listings and statistical tabulations that are available for reference by authorized officials. I feel that they should be asked to visit this office to review what is available for them with the hope that some duplication of reporting can be avoided.
5. Top Secret position control registers should be down graded to Secret after a selected period of time. This would reduce the amount of paper work required to handle these registers when called-up from Records Center.


Chief, Statistical Reporting Branch

25X1A9a

Attachments:

- Tab A - Reports Prepared and Distributed - Fiscal Year 1965
- Tab B - Annual Activity by Man-Hours - Fiscal Year 1965

TAB

A

~~SECRET~~
 Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5
 STATISTICAL REPORTING BRANCH

FISCAL YEAR 1965

STATISTICAL TABLES PREPARED AND DISTRIBUTED

FREQUENCY	NO. OF TABLES
Total	4256
Recurring	4096
Daily	450
Weekly	156
Bi-Weekly	26
Monthly	2644
Quarterly	312
Semi-Annually	386
Annually	100
Non-Scheduled	22
Special	160

MACHINE LISTS AND TABULATIONS DISTRIBUTED

FREQUENCY	NO. OF REPORTS	NO. OF RECIPIENTS
Total	652	3993
Recurring	552	3893
Bi-Weekly	21	63
Monthly	445	3096
Quarterly	48	556
Semi-Annually	21	124
Annually	9	46
Non-Scheduled	8	8
Special	100	100

TAB

B

25X9

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200070002-5