

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200090004-1

S
A
S

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200090004-1

~~SECRET~~
EYES ONLY

14 JUL 1966

MEMORANDUM FOR: Executive Officer

SUBJECT : Annual Report - Fiscal Year 1966

I

Activities for Fiscal Year 1966

The following activities are reported for Fiscal Year 1966 for the Special Activities Staff:

A. CORRECTIVE ACTIONS PROCESSED

(1) During the year 56 employees were placed on probation for a variety of reasons involving performance and/or conduct. In all such cases, warnings or reprimands of some description were issued and in 35 cases, as delineated below, Step Increases were withheld. In assisting offices in placing employees on probation, this Staff reviews each case carefully, advises the office concerned of applicable policies and procedures, and takes the necessary formal action relating to a particular case.

(2) At some time during the year the Step Increases of 35 employees were withheld under the "acceptable level of performance" standard. At the end of the year these cases had been disposed of as follows:

- 13 - still withheld
- 13 - granted on a deferred basis after improvement
- 8 - employees resigned or retired
- 1 - employee changed to lower grade

(3) Twenty-one (21) suspensions for security infractions were processed upon recommendation of the employing offices. In addition, there were two suspensions for other than security reasons. This was the same number as for the preceding year.

(4) There was another substantial increase in the number of change to lower grade cases over the preceding year. Our records show that 97 such cases were processed, 95 of them not involving salary retention and 2 involving salary retention. This is 26 more than the number of such cases for 1965.

~~SECRET~~
EYES ONLY

~~SECRET~~
EYES ONLY

SUBJECT: Annual Report - Fiscal Year 1966

(5) During Fiscal Year 1966 thirty-five (35) requests for Fitness for Duty examinations were reviewed and forwarded to the Office of Medical Services, compared with 58 such requests for the preceding year. Most of these cases require some sort of administrative action following receipt of the medical report.

(6) Twelve (12) Notices of Levy involving delinquent Federal income taxes were handled during Fiscal Year 1966. This is two more than in 1965. In addition, there were seven (7) delinquent State tax cases involving Agency employees and five (5) inquiries regarding delinquent State taxes of former Agency employees. In line with Federal Government policy applicable to such cases, this office cooperates with State tax bodies in these matters, and assists them when delinquent employees do not take prompt action to eliminate these delinquencies.

B. INVOLUNTARY SEPARATIONS PROCESSED

(1) Statistical Summary

	Failed to Qualify First Year	Other Invol. Separations	Total
Terminated by DCI	0	0	0
Resigned in Lieu	45	96	141
Retired in Lieu	0	13	13
Total	<u>45</u>	<u>109</u>	<u>154</u>

(2) An additional 32 cases referred by the Office of Security as security disqualifications were resolved by resignation.

C. APPLICANT REVIEW PANEL

(1) During Fiscal Year 1966 the Applicant Review Panel met on an average of twice a week and reviewed a total of 407 cases, a 15% increase over the previous year. One hundred and forty (140) individuals were recommended for approval, 218 cases were rejected or withdrawn, and as of the end of the Fiscal Year 49 cases were deferred for further medical or security review.

(2) As a closely-related activity, the Staff reviewed "white envelope" information submitted by 879 applicants. As a result of this review, processing was discontinued in 54 cases.

D. OVERSEAS CANDIDATE REVIEW PANEL

(1) The Overseas Candidate Review Panel screened a total of [redacted] overseas assignment candidates during the period, an 80% increase over the previous year. Of the cases actually discussed

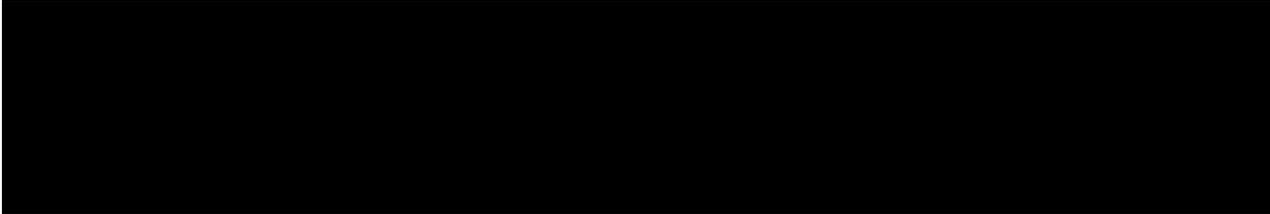
25X9A2

-2-
~~SECRET~~
EYES ONLY

~~SECRET~~
EYES ONLY

SUBJECT: Annual Report - Fiscal Year 1966

25X9



(2) The Overseas Candidate Review Panel conducted 32 "post mortems" involving employees who returned to Headquarters prior to the completion of their overseas tours. The Panel has six (6) additional cases in the process of review. The 38 cases selected for review were from a total of [redacted] cases of employees of which the Staff was aware were returning from the field short of tour completion for all reasons. A continuing problem in this area involves our getting sufficient information on such cases to base a determination as to whether or not a formal post mortem review would be useful.

25X9

E. CIA PERSONNEL EVALUATION BOARD

The CIA Personnel Evaluation Board met 7 times during the Fiscal Year and discussed 14 cases. Personnel Evaluation Board action led to the resignation of 3 employees, the reassignment of 3, disability retirement of 3, retirement of one under the CIA Retirement program, probation in 2 cases, a final warning in one case, with final action pending in one case.

F. CONVERSION TO CAREER EMPLOYEE STATUS

(1) The Staff reviewed over [redacted] files of employees who became eligible for conversion to Career Employee status during the year. In addition to reviewing the employee files, "Eyes Only" information concerning any of these candidates was also carefully reviewed and in selected cases summarized for the Head of the appropriate Career Service.

25X9A2

25X9A2

(2) As a result of the Staff's reviews and recommendations, [redacted] employees were converted from Career Provisional status to Career Employee status. Heads of Career Services deferred action pending further evaluation in the case of six (6) otherwise eligible employees.

(3) Heads of Career Services, in general, have been prompt in returning to this office their requests to convert the status of employees from Career Provisional to Career Employee following their receipt of our lists of eligible candidates and supporting documentation. The exception continues to be the CSCS, which currently

~~SECRET~~
EYES ONLY

~~SECRET~~
EYES ONLY

SUBJECT: Annual Report - Fiscal Year 1966

has a backlog of 263 cases of eligible employees on whom no recommendation has been received by this office.

G. SEPARATION COMPENSATION

During the year the Staff processed final claims for separation compensation payments from one (1) former employee separated under [REDACTED]. These claims involved a total of \$3,086.31. Future developments in this area presumably will depend on the adoption by the Agency of a more liberal policy on the payment of severance pay.

25X1A

II

Plans for Fiscal Year 1967 and Fiscal Year 1968

1. The Special Activities Staff supports Agency offices and career services in carrying out their responsibilities in the general area of involuntary separations and disciplinary actions, and provides other special support services, such as processing cases of employees eligible for conversion to Career Employee status. The Staff represents the Director of Personnel in cases which may involve involuntary separation, reduction in grade, suspension or other disciplinary action, and assists in the development and administration of policies relating to such cases. The Staff also conducts liaison with other Agency officials on these matters and approves on behalf of the Director of Personnel actions taken in connection with such cases. Support is provided to the Applicant Review Panel and the Overseas Candidate Review Panel, as well as to the CIA Personnel Evaluation Board.

2. A further effort must be made to expedite the processing of cases of conversion to Career Employee status, especially cases within the Clandestine Services Career Service which are now seriously backlogged by the Career Service. As indicated elsewhere in this report, the "backlog" now consists of approximately [REDACTED] cases and is growing.

25X9

3. An effort to expedite the handling of Fitness for Duty requests is currently being made, and must be further pursued in the interest of reducing or eliminating serious delays in the Office of Medical Services. This is especially important in cases involving psychiatric symptoms, due to the difficulty in continuing the individual in a duty status during a protracted medical evaluation.

4. Despite Mr. Helms' reminder in April of this year that offices comply with the Agency's policy on the integration of personnel information, it is obvious that compliance is still very uneven, or lacking, in

~~SECRET~~
EYES ONLY

~~SECRET~~
EYES ONLY

SUBJECT: Annual Report - Fiscal Year 1966

many instances. This becomes apparent to this office when information reaches us belatedly that was available elsewhere some time previously. Constant reminders by members of this Staff have helped, but have not solved the problem.

5. Publication of a revised Agency Regulation on involuntary separations is an item remaining on the agenda, as well as a revision of HR [REDACTED] on severance pay.

25X1A

25X1A9a

[REDACTED]

Chief, Special Activities Staff
Office of Personnel

~~SECRET~~
EYES ONLY