

General Areas of Responsibility

Director of Personnel

Executive direction
Program planning and policy matters
Disapprovals and controversies
Significant precedent, sensitive, or urgent cases
SG, SPS, and Executive pay matters
Head of the Personnel Career Service
Chairs Personnel Advisory Board, Personnel Evaluation Board, and CIA Retirement Board regularly; chairs other Boards on special occasions

Executive Officer

Control of "correspondence" flow, directing incoming paper to appropriate element with additional information or guidance when pertinent
Control and monitoring of activity and project records, reporting, deadlines
Congressional and VIP cases and correspondence
Substantive and editorial review of all external and higher echelon correspondence
Agency-sponsored personnel legislation; review of non-Agency personnel legislative proposals
Personal staff assistant to the Director of Personnel regarding matters requiring his personal attention
Relaying instructions from or on behalf of the Director of Personnel
Supervision of Administrative Staff
Acts for Director of Personnel in absence of Director of Personnel and his principal Deputy

Deputy Director for Operations

Records and control functions: recordkeeping, ADP applications, monitoring, details in and out (excluding White House, NSC, etc.)
Employment references and credit checks
Military personnel administration
Military and civilian reserve matters
Selective Service matters
Contract personnel, staff agents, allowances
Benefits and Services: counseling, employee relations and welfare, insurance and medical claims, employee emergencies, casualty planning, retirement, Central Processing service for travelers, honor and merit awards, suggestion awards, public service awards, fund drives, etc.
Monitors routine operations of Special Activities Staff
Chairs Honor and Merit Awards Board, GEHA, and Suggestion Awards Committee regularly
Chairs Personnel Career Service Board

Deputy Director of Personnel for Planning and Research

- Requirements forecasting
- Long range planning
- Miscellaneous studies
- Instruction and briefing
- Regulatory materials (Agency and internal OP)
- Secretariat for Personnel Advisory Board
- Position Management and Compensation

Deputy Director of Personnel for Recruitment and Placement

- Field recruitment
- Washington Recruitment Office
- Cooperative work-study programs
- External (including "retiree") placement
- Internal placement, including initial assignment, reassignments, promotions, Fitness Reports, Quality Step Increases, etc.
- Applicant processing and correspondence
- Marriage to alien cases
- Clerical Assignment, including Interim Assignment Section

Administrative Staff

- Career Management Officer for Personnel Career Service
- Personnel Officer for Office of Personnel
- Budget and Finance
- Logistics: procurement, space, parking, etc.
- Records administration and forms management
- Training Officer for Office of Personnel
- Security Officer for Office of Personnel
- Top Secret Control