



PART I

FUNCTIONS OF ADMINISTRATION OF PERSONNEL PROGRAMS CARRIED OUT BY
PERSONNEL OPERATIONS DIVISION, OFFICE OF PERSONNEL

1. RECRUITMENT

25X1A Reference: [REDACTED] - Office of Personnel.
Paragraph 2 (f)

POD Organization for Implementation

There are two organizational components within POD which are engaged in implementation of the Office of Personnel responsibilities for recruitment.

(a) Field Recruitment Branch

25X9

This element consists of [REDACTED] employees, [REDACTED] of whom are engaged in recruiting in the field, 4 are clerical employees and the remaining 2 are the Chief of the Branch and a secretary. Of the [REDACTED] field recruiters, 7 are primarily engaged in the recruitment of clericals and [REDACTED] are concerned with professional recruitment. As indicated by the above staffing pattern, this Branch is responsible for all field recruitment effort (both professional and clerical) in response to requirements levied on the Office of Personnel by the operating components of the DDI, DDS and DDP.

25X9

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(b) Departmental Recruitment Branch

25X9

This Branch consists of [REDACTED] professional interviewers and 2 clericals. This component is responsible for interviewing and screening walk-in candidates in the Washington area.

2. PERSONNEL PLACEMENT SUPPORT TO THE HEADS OF CAREER SERVICES AND/OR HEADS OF OPERATING COMPONENTS

25X1A

Reference: [REDACTED] - Office of Personnel.
Paragraph 2 (g) and (q)

POD Organization for Implementation

(a) Career Services Support Branch

25X9

This Branch consists of [REDACTED] whom are professional Personnel Representatives and 5 are clericals. This component is responsible for direct, close liaison with the various Career Service

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elements of the DDI and the DDS for the purposes of supporting them in transmittal of their recruitment requests to the Field Recruitment Branch and the screening and initial selection of the new professional appointees as well as providing assistance and guidance in the rotation, development and utilization of "on-board" personnel. Certain members of this staff are delegated the authority to administer the Oath of Office to new professional appointees and handle the responsibilities of induction process. The Personnel Representatives of this component are delegated the authority from D/Pers to approve requests for personnel actions (appointments, reassignments and promotions) up to Grade GS-14 level.

(b) Clerical Assignment Branch

25X9

This Branch consists of [REDACTED] professionals and 4 clericals. The Branch is responsible for the processing and entrance on duty (including administration of the Oath of Office), as well as selection of initial assignment of clerical employees within the Agency at large. In addition, this Branch administers and supervises the clerical pool (a holding area for provisionally cleared clerical employees) which range in size from 50 to 350 individuals, depending on the season of the year. This Branch also administers the Agency Summer Employee Program (in Summer 1961, this Program handled 358 applicants to select 295 individuals to fill the 295 recruitment requirements.)

(c) Out-Placement

25X9

This staff consists of [REDACTED] are professionals and 1 clerical. This office provides assistance to separatees from Agency employment in finding employment in other governmental agencies or private industry.

3. CODING OF QUALIFICATION DATA OF EMPLOYEES AND APPLICANTS

25X1A

Reference: [REDACTED] Section VIII: Records and Reports.
Paragraph b; Paragraph c (3) and (5)

POD Organization for Implementation

Qualifications Analysis Branch

25X9

This Branch consists of [REDACTED] are professional analysts and 3 are clericals. The Branch provides a centralized

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service in the analysis and coding of qualifications data of applicants and employees. This component prepares and updates Biographic Profiles on all staff employees, Grade GS-07 through GS-16. The data computed and coded is transmitted to an IBM system for retention and retrieval for subsequent use by the other components of the Office of Personnel, the Heads of Career Services and other operating officials. They have devised a new coding system and handbook consistent with the programming plans incident to utilization of the Automatic Data Processing Machine RCA-501.

4. RETIREMENT

25X1A

Reference: ██████████ - Retirement.

POD Organization for Implementation

A Special Assistant to Chief, Personnel Operations Division, provides support to the Agency Retirement Board and counsels those individuals about to become eligible for optional retirement.

5. MANAGEMENT DEVELOPMENT COMMITTEE OF THE DIRECTOR OF PERSONNEL

25X1A

Reference: ██████████ - Office of Personnel.
Paragraph 2 (e)

POD Organization for Implementation

A Special Assistant to C/POD for Career Management (plus 1 professional and 1 clerical) provides staff support to D/Pers in preparation of employee biographic data for discussion at meetings of the committee.

6. DRAFT DEFERMENTS

25X1A

Reference: ██████████ - Military Deferment.
Paragraphs b and c

POD Organization for Implementation

The Deputy Chief, Personnel Operations Division, advises operating officials and individuals on the policies and procedures of the Selective Service System and is the focal point for receipt, transmittal and recording of requests for military deferment.

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7. REASSIGNMENT CONSIDERATION FOR INDIVIDUALS IDENTIFIED AS "SURPLUS"

UNDER

Refer [REDACTED] - Separation of Surplus Personnel.
Paragraph b (3)

POD Organization for Implementation

Upon receipt by C/POD from SA/D/Pers of notice of surplus status of an individual, C/POD obtains Biographic Profiles and the Official Personnel Folders of the individuals concerned. C/POD personally interviews each such individual to be certain that they are aware of their circumstances and to advise them of our procedures regarding attempts to reassign them. Each individual is urged to contact our Out-Placement office as soon as possible to explore "outside" applications. C/POD convenes a panel meeting whose members include a representative of the Office of the DDI, a representative for the DDP (usually C/CSPD), and the C/CSSB/POD and the Personnel Representatives of his component. The employment histories of each individual is reviewed and considered against current Agency vacancies (this includes DDI vacancy notices, Field Recruitment requests, etc.) Biographic Profiles and/or official files are provided to each representative who has a vacancy commensurate with the individual's qualifications. Interviews are arranged through C/POD. C/POD maintains close follow-up on each case to assure maximum consideration during the allowed period for internal consideration (SA/D/Pers usually requests that internal reassignment consideration be accomplished in two work weeks.)

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