

Headquarters
EMPLOYEE BULLETIN

342

26 March 1973

PERSONNEL REDUCTIONS

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1. The Agency is presently declaring approximately [] employees excess. This activity is necessary to supplement the normal attrition to achieve the required personnel levels in FY 74. Employees have been selected to be declared excess because their functions or skills in the Agency are no longer applicable. Further, it will continue to be Agency policy to declare excess those employees whose skills are no longer required if such employees cannot be retrained to perform other duties.

2. Employees declared excess will be instructed to report to the Office of Personnel where their appeal rights in accordance with [] will be fully explained. At this time their entitlement to voluntary or involuntary retirement or separation compensation, as the case may be, will also be covered in detail. Each case will be reviewed by the Director of Personnel with a view towards placing the individual elsewhere in the Agency at the same or lower grade. Every effort will also be made to help the employee find outside employment.

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DISTRIBUTION: ALL EMPLOYEES

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HAROLD L. BROWMAN
Deputy Director
for
Management and Services

Registry
73-1336//

22 MAR 1973

MEMORANDUM FOR: See Distribution

SUBJECT : Review of Key Assignments and Appointments

1. Addressees will review all current key personnel assignments and planned appointments within their components. Utilizing the attached format, they will present a report, together with biographic profiles, for Management Committee consideration. Where there are no plans to replace an incumbent of a key assignment, the report will so state, with a negative response under "Planned Replacement." In all instances, key assignments open to personnel from other components will be noted, whether a replacement from within the component is planned or no replacement for the incumbent is being considered. The report should cover all replacement planning which will be required through Calendar Year 1973. If appointments to key assignments are necessary within this time frame and no candidate has been determined, the report will so indicate. Key assignments will include Office/Division Chiefs, their Deputies, and Chiefs and Deputies of the next subordinate echelon (Divisions, Branches, Stations, as appropriate).

2. Each addressee will also submit a separate list of senior personnel (GS-14 through GS-18) who are suitable for appointment to key assignments outside his component, together with a recommendation concerning the type of assignment. These officers must be certified to have been rated in the top twenty percent of personnel in their categories and shall have at least ten years of service remaining before planned or mandatory retirement. A biographic profile and a copy of the two most recent Fitness Reports will be attached.

3. The above reports will be submitted to the Executive Secretary by 10 April 1973.

[Redacted Signature Box]

W. E. Colby
Executive Secretary
CIA Management Committee

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Attachment

~~ADMINISTRATIVE—INTERNAL USE ONLY~~

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<u>Key Assignment</u>	<u>Incumbent</u>	<u>Planned Replacement</u>	<u>Date of Replacement</u>	<u>Incumbent Move to</u>	<u>Appointment Open to another Component</u>	<u>Remarks</u>
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