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Approved For Release 2001/03/04 : CIA-RDP81-00314R000600140001-5

7 August 1972

25X1A

MEMORANDUM FOR : ██████████ Historical Officer, OP  
SUBJECT : Personnel Records and Reports, 1947-71

1. The subject history has been approved for publication by the CIA Historical Staff. The final copy is being returned for correction of the indicated typographical errors and other minor revisions as noted.

2. When the corrections have been made, the report should be forwarded to Mr. Fisher for his signature on the attached title page.

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3. If Mr. Fisher approves the report, it should then be sent to ██████████, Chairman, Support Services Historical Board, Room 7-D-02 Headquarters.

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4. If he concurs, ██████████ will return the history to this Staff for reproduction, binding, and numbering. The history will then be disseminated as follows: copy 1 to OP, copy 2 to the DDS, and copy 3 to the HS document files.

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5. Incidentally, Mrs. ██████████ produced the cleanest typing job that this Staff has yet received on a DDS history. Despite our efforts, we could find less than half a dozen typos -- a remarkable performance, particularly considering the numerous statistical data in the report.

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Support Services Historical Officer

Distrib.

O&I - Adse

1 - ██████████ 25X1A

1 - ChHS

1 - JBP

1 - Chron

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HISTORICAL OUTLINE OF THE DEVELOPMENT OF CIA

RECORDS AND REPORTS

1. Initial Period (1947-1950)

- Organizational Structure
- Official Personnel File System
- Applicant File System
- On Duty Strength
- Authorized Positions
- Ceilings
- Military Details
- Accessions
- Separations

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2. First Expansion Period (1951-1955)

- Qualifications Inventory
- Consultants
- Staff Agents
- Tables of Organization
- Details In-Out
- Promotions
- Gains and Losses By Office
- Military Staff Employees and Staff Agents
- Grade Distribution
- Report Requirements Resulting from Development of Agency Regulatory System
- Clarke Committee

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**3. First Stabilization Period (1956-1962)**

- Hull Committee
- Career Service Grade Authorization
- Age and Grade Distribution
- Computerization
- Automation of Personnel Status Records
- Summer Employee Program
- Overseas Service Records
- Career Service Statistics

**4. Second Expansion Period (1963- )**

- Manpower Analysis Numbering System
- Invitee Travel Record
- Recruitment Requirement Record
- Computerization of CT Records
- Participation in Development of Integrated Support ADP Program

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