

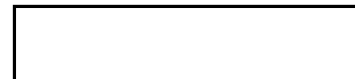
14 AUG 1975

*Donnell*

Director of Personnel  
5E58 HQ

Acting Deputy Director  
For Administration

Attached is the response  
to Review Staff 75/2289,  
dated 11 August 1975, HSC  
staffer Roeder's 8 August  
letter requesting a list  
of management reports.




F. W. M. Janney  
Director of Personnel

Dist:

- 0 & 1 - Add
- 1 - D/Pers Subject File
- 1 - D/Pers Chrono
- 1 - DD/Pers/SP
- 1 - DD/Pers/P&C
- 1 - DD/Pers/R&P
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14 August 1975

Plans and Control

(Distribution to D/Pers and DD/A  
unless otherwise noted)

Three Year Cyclical

Position Management Survey Reports

Annual

Annual Personnel Plan (DCI)

Personnel Development Program (DCI)

Report to PFIAB

Estimate of Retirements

Planning Projections of Manpower Trends in Coming Fiscal Year

DDA Records Management Report of Information Holdings

Program Call

Annual Report

Year-end Projection Reports (monthly for about last 5 months)

Semi-Annual

Report on Language Capabilities (Career Services)

Status of Implementation of New Personnel Policies

Bi-Monthly

Management by Objectives

Office of Personnel EEO and APP Status Report

Monthly

Personnel Trends

Details In and Out of the Agency

Weekly

Weekly Report of Activities

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Ad Hoc

Individual Management Survey Studies - i.e. Upward Mobility, Secretarial, Centralized Courier

Federal and Private Sector Pay Levels for Nurses Positions

Reports Concerning the Qualifications of Employees

Reports Concerning the Status of Employees

Papers Generating Recommendations for Management Action in Various Personnel Related Matters

Employee Bulletin - Progress and New Directions in Personnel Management

Responses to Investigative and Select Committees

Regulatory Revisions (Reflect Management Decisions - OPMS, OPNs, HHBs, [REDACTED] et al)

Review and Interpretation of Regulations and Regulatory Authorities

Responses to CSC, OMB, memos and letters

Review, Publication and Application of New Legislation - i.e. P.L. 93-181 (Leave Restoration) FLSA

Reviewed Draft OP Notices with Respect to Personnel Management

Development and Application of Retirement Estimator

Modeling of Manpower Flows for Selected Components

Responses to Questions from House Appropriations Committee

Age and Grade Trends

Studies in Response to OMB

Guidances on Personnel Policies

Data on the Age Distribution and Educational Levels of CIA Employees

Estimate by Directorate of Lump Sum Annual Leave Payments

Review and Evaluation of Employee Suggestions (Awards Board)

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Computer Produced Reports

1	Monitor List for Report Distribution
100	Gains and Losses by Office
101	Separations List of Agency Staff Personnel
102	Accessions Lists of Agency Personnel
103	Preliminary Strength Report
105	Alphabetical Listing of Staff Personnel
106	Listing of Staff Personnel by Office
107	Date of Grade Roster by Career Service
109	Supergrade List by Office
110	Promotion Tabulation by Grade
112	Roster of Employees Who Were Granted QSI's
113	Grade Distribution of Staff Personnel by Office
114	Tabulation of Overseas Personnel by Station
115	Name Change Roster
120	Military Detail Listing
121	Roster of Employees on Leave Without Pay
122	Date of Grade List by Office
133	Overseas Master Listing
138	PSI Notification Forms and Listing
139	Roster of Staff Personnel with Prior Military Service
151	Roster of Applicants in Process
153	Tabulation of Applicant Cancellations
154	Roster of Applicants in Process by Office
155	Roster of Applicants Who Cancelled by Office

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156	Tabulation of Applicant Activity by Grade and Office
157	Roster of Applicant Activity by Recruitment Source
160	Qualifications Register of Staff Personnel
161	Language Register
162	Tabulation of Female Staff Employees by Grade
171	Listing of Staff Agents
172	Gain and Loss Activity Listing by Career Service
173	Listing of Employees Due a Service Award
174	Tabulation by Sex and Veteran's Preference
175	Age and Grade Distribution of Staff Personnel
176	Promotions List by Career Service
177	Listing of Employees Who will Retire within Five Years
180	Career Training Program Report
184	Fitness Report Ratings Tabulation
185	Roster of Staff Personnel by Occupational Code
188	Tabulation of Gains and Losses by Career Service
200	CIA Retirement and Disability System Roster
211	Occupational Code Master List
212	Tabulation of Accessions, Separations and Promotions
214	Station Code Listings
215	Security Reinvestigation Cards
219	Retirement Projections by Career Service
222	Employees in a Not-to-Exceed Category
227	Personal Characteristics of Staff Personnel
230	SD - D, Careerists by Medical Code
231	Alphabetical Roster of SD - D Personnel by Grade

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236	Qualification Source Register
238	Separations Tabulation by Office
239	Subcategory Changes
241	Reassignments In and Out by Occupational Code
242	Promotions by Occupational Title and Grade
243	Cards of Staff Personnel Who are Granted Legislative Pay Increases
244	Medical Call-up List of GS-15 and Above Staff Personnel
248	Qualification Register by College Attended
249	Minority Study
250	Agency Staff Personnel with Their Service Dates
252	Honor and Merit Program Register
254	Non-GS Personnel by Schedule and Grade
257	Roster of Employees Due a Federal Service Award
259	Employees with National Security Classification Authority
261	Grade Distribution of Staff Personnel by Career Service and Subcategory
262	Separations of Staff Personnel by Reason and Grade
P-592	Staff and Contract Personnel Minority Study
L-001	Central Emergency and Locator Report
S-100	Staffing Complement by Office
S-102	Staffing Complement - Positions Only
S-104	Organizational Code Listing
S-106	Roster of Agency Personnel Who are Mismatched with Their Position's Career Service
S-112	Tabulation of Agency Positions and Personnel by Grade
S-114	Position Tabulation by Grade

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S-116	Tabulation of Agency Personnel and Positions by Subcategory and Grade
S-118	Tabulation of Agency Positions and Personnel by Subcategory and Office
S-120	Tabulation of Positions and Personnel within Office of Communications by Division
S-130	Tabulation of Positions and Personnel by Division and Type of Employee
S-134	Date of Grade Roster by Career Service of All Agency Personnel

Periodic Statistical Reports (Prepared Manually from Computer Reports)

002	Monthly on Duty Strength Comparisons by Directorate
005	D Career Service Grade Distribution
006	D Career Service Gains and Losses
007	Career Service Grade Authorization
013	Combined Status Report by Subcategory
014	Roster of Re-employed Staff Personnel
015	Weekly Staff Personnel Strength Report
016	DDO Over/Under Ceiling Report
018	Combined Agency Personnel Under Ceiling
019	Employees on Extended Sick Leave
021	Fitness Report Ratings by SD
022	Annual Minority Study
023	Monthly Female and Minority Study
026	Monthly Gains and Losses Tabulation
028	Placement Progress Charts
029	Tabulation of Quality Step Increases Granted
032	List of Recruiters and Their Codes
033	Tabulation of Non-D Personnel in the DDO

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035	Supergrade Changes
037	Management Assignments
039	Monthly Separations by Reason and Grade
042	Women on Duty at the GS-12 and Above Levels
043	Security Cancellations and EOD's
046	Daily Strength Report
049	Average Grade by SD Tabulation
051	Age and Grade Distribution by SD
052	FY Cumulative Promotions by Career Service
054	D/Pers Almanac
055	Language Incentive Awards Report
056	Combined Staff and Contract Status Report