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80 DEC 1981

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM: James N. Glerum
Director of Personnel

SUBJECT: Position Management Survey of the FBIS Engineering Staff and Staff Positions at Six Foreign Field Bureaus

1. The purpose of this survey was to make a position classification and position management review of the FBIS Engineering Staff at Headquarters and in the field, as well as a number of staff positions at six specific field bureaus. Comments on the status of FSNs at these bureaus are also provided.

2. The survey included a review of [] positions ([]) in the Engineering Staff and the six field bureaus visited. The fact-finding consisted of briefings from Chiefs and Deputy Bureau Chiefs, Staff Chiefs, Branch Chiefs, formal and informal meetings with FSN employees and independent audits. The grade determinations, as reflected on the attached table, were based on comparisons with internal Agency positions, as well as evaluation against the Office of Personnel Management occupational standards. These determinations were discussed during the informal feedback session between you and the Position Management Compensation Division (PMCD) staff representatives.

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3. Current Agency policy requires implementation of title and grade determinations after 30 days from receipt of this memorandum unless specific classification determinations are appealed. The appeal procedure is outlined in []

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4. We appreciate the cooperation given by the management and employees of FBIS. Representatives of PMCD will be available, at your convenience, to discuss the survey report with you or designated members of your staff.

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✓ James N. Glerum

Attachment

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