

Approved For Release 2008/04/17 : CIA-RDP86B00154R000100070017-2

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D/Pers
83-0676

24 March 1983

INSPECTOR GENERAL
83-245

MEMORANDUM FOR: Senior Directorate and Component
Personnel Officers

FROM:

[Redacted]

Deputy Director for Recruitment and Placement
Office of Personnel

STAT

SUBJECT: Applicant Processing System

REFERENCE: Memorandum to Senior Directorate and Component
Personnel Officers from D/Pers dated 15 October
1980, Same Subject

1. The referenced memorandum stressed the importance of prompt office responses to the success of our applicant processing system. In recent weeks the Inspector General's office and the Executive Committee have expressed concern over the length of the applicant processing system. These inquiries have led us to review the total system and we find that some pre-established deadlines are too frequently overlooked and the processing time is being unnecessarily delayed. Most offices are working hard to comply with the 14 calendar day response time; however, there are enough isolated incidences of non-compliance to raise our concern.

2. Beginning immediately, Staff Personnel Division will adopt a more rigid stance in adhering to processing deadlines. We strongly urge that all components respond within 14 calendar days or we will assume there is no interest and will advise the applicant accordingly. If it is necessary, additional time can be arranged on a case by case basis by a telephone call to your placement officer. If your system involves panels or boards and early decisions can not be reached within the 14 day time period, you may want to consider a change in your system.

3. Your continued support in this effort is appreciated.

[Redacted]

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15 October 1980

MEMORANDUM FOR: Senior Directorate and Component Personnel Officers

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : New Applicant Processing System

REFERENCE : Memo to Senior Directorate and Component Personnel
Officers from D/PPPM, dated 22 May 1980, Same Subject

1. In the reference, I commented on the need for your help to make the new processing system succeed. I want to emphasize that I am looking to you to be assertive in obtaining the timely cooperation of the substantive offices you serve. Without a mutual effort, the new system will fall short of achieving the optimum reduction in hiring time that is envisioned. The purpose of this memorandum is to ensure that personnel officers understand the new system well enough to explain it to their component managers and to provide Recruitment and Placement with the rapid response that is vital to the success of the new system. To assist you, attached are informal, abbreviated information sheets that spell out the procedural steps we are now using for:

- a. Professional/Technical "Resume" Cases
- b. Professional/Technical "Recruiter" Cases
- c. Out-of-Area Clerical Cases
- d. Local Clerical Regular Cases
- e. Local Clerical "Fast-Track" Cases

Regarding the professional/technical sheets, I urge you to give particular attention to the prompt responses required from your office both at the time of review of an applicant's file and subsequent to the office pre-processing interview.

2. The consequence of a past due response on an applicant file is an automatic rejection, even if your office should want to invite the applicant for an interview. I do not expect exceptions to this policy, and I would hope you do not ask for any. The fourteen calendar days deadline is more than sufficient time to make a decision on interest in an applicant.

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3. We also expect a prompt response subsequent to the office interview of an applicant. In this instance, your office decision is normally due within ten calendar days. If certain test results (e.g., PAT/B) are prerequisite to a hiring decision, response is due within seven calendar days after receipt of the test results.

4. I am certain that you appreciate the importance of timely action at each step of the new processing system. Accordingly, it is my hope that one specific responsibility of the Expediter Group--to follow up on delinquent office actions--will not need to be exercised.

5. I am pleased with the progress of the new system and the attendant reduction in processing time, especially when problems created by the hiring freeze are taken into consideration. We have yet to obtain our full objective, however. This can be achieved only with the full cooperation of you and your component managers. In this regard, I look forward to your sustained support.

6. I am monitoring the new system closely through periodic Task Force meetings with the Directors of Security and Medical Services and other key officers. Should you have any problems or suggestions that might be appropriate for the attention of the Task Force, please call Staff Personnel Division.


Harry E. Fitzwater

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Attachment:
As Stated

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