

JUN 2 1981

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MEMORANDUM FOR: [REDACTED]  
DCI Area Building Planning Subcommittee Chairman

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FROM : [REDACTED]  
Office of Personnel

SUBJECT : Building Project Organization

REFERENCE : Memorandum from Chief, Building Planning Staff, OL  
dtd 7 May 1981, same subject

Per your request, attached is the Office of Personnel's  
input for the building project organization keyed to the  
questions posed in paragraph 4 of the reference memorandum.

If any further information is required, please contact me on

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extension [REDACTED]



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Attachment

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- 4 a (1) With the exception of the Credit Union which will be moving to the newly-constructed [ ] site shortly, the only Office of Personnel component which should not be relocated to Langley is the Washington Area Recruitment Office (WARO). It is necessary that an office serving the general public as WARO does be located in a more convenient locale which is easily accessible to public transportation. With the opening of the Metro station in the Rosslyn area, there has been a noticeable increase in WARO activity. It is felt that the Agency would experience a significant fall-off in interviews/inquiries if it were necessary for applicants to visit the Headquarters compound. It should also be noted that movement away from the downtown WDC/metro area would have a negative impact on minority recruiting.

Another significant reason for excluding WARO from the Langley facility involves cover considerations. Although WARO visitors occasionally may see a covert Agency employee at Ames Building, the problem would be greatly compounded through increased accessibility to the Headquarters complex. It would not only invite the casual compromise of identity of covert employees but would also encourage foreign intelligence service operations for that purpose.

—WARO staffing would range from [ ] employees.

- 4 a (2) Non-applicable

- 4 b Based on statistical data received from the Human Resources Planning Staff, it is anticipated that the 1983 Agency ceiling will reach an approximate [ ] Allowing for a five percent margin for growth, total ceiling could reach [ ] by 1987. It is expected at this point that the ceiling would level off.

The percentage of Office of Personnel ceiling as compared to Agency ceiling over the past seventeen years averages [ ] Using these calculations, it is anticipated that OP's ceiling would reach [ ] by the year 1987 plus part-time and reimbursable employees as listed below:

|     |  |
|-----|--|
| [ ] | Anticipated 1987 ceiling                             |
|     | Part-time employees                                  |
|     | Reimbursable employees (not counted against ceiling) |
|     | Projected 1987 Office of Personnel Total             |

*Other components now outside compound:*

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*STAT present  
managing at Hqs.*

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|  |  |
|--|--|
|  | Projected 1987 Office of Personnel Total                         |
|  | Assigned to WARO (excluded from Headquarters compound)           |
|  | Credit Union Reimbursables (excluded from Headquarters compound) |
|  |  |
|  | Projected Total Headquarters Personnel - 1987                    |

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Because of the type of services provided by the Office of Personnel the growth/reduction rate of this office depends largely upon total Agency strength. Provided that Agency ceiling remains fairly constant during the next several years, that areas of growth will be offset by areas of reduction, and allowing for a five percent growth rate, the OP ceiling projections for the year 2000 are as follows:

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|  |  |
|--|--|
|  | Anticipated 2000 ceiling   |
|  | Part-time employees  |
|  | Reimbursable employees (not counted against ceiling)             |
|  | Projected 2000 Office of Personnel Total                         |
|  | Assigned to WARO (excluded from Headquarters compound)           |
|  | Credit Union Reimbursables (excluded from Headquarters compound) |
|  |  |
|  | Projected Total Headquarters Personnel - 2000                    |

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- 4 c Office of Personnel Headquarters machine support projections are as follows:

Terminals

Support is required for the currently installed and planned 44 terminals and approximately 12 unplanned terminals, for a total support level of 56 terminals by 1987, and two Design 100 printers and GE Terminet.

Barring any new major ADP projects in the Office of Personnel, the growth rate for terminals is about two per year. This means the total support requirement for the year 2000 should run about 82 terminals, with perhaps one additional printer.

This figure, however, could be considerably larger if a move is made towards the use of terminals as word processing equipment (paperless environment). In this case, it would be expected that at least one additional terminal for each Office of Personnel component would be required or approximately 20 additional terminals by the year 2000. Thus, the total terminal support requirements would run to at least 102 terminals for the Office of Personnel.

#### Processors

Currently, the Office of Personnel is using a mini computer in Ames Building to support the Applicant Processing System (CAPER) and is currently developing an Insurance System PERINSUR. A move in the near future would require that this mini computer also be moved to the Headquarters facility. In late 1981 a larger mini computer will be installed in the Ames Building and the current machine will be used as a backup. These two mini computers would have to be moved to Headquarters when these two OP components relocate there. Given a several year lead time (for software development), it would be optionally possible to move both the CAPER and PERINSUR systems to the Headquarters computer system. Such a decision would have to be made on response time and availability requirements for these two systems.

Additional processor support can be expected by the year 2000 through the gradual automation of the numerous manual personnel control systems in the Office of Personnel.

#### New Equipment

Currently a look is being taken at the possibility of converting the paper-based personnel file system to a microfilm-based system. While such a system could ultimately reduce the space requirements for the central file room, it would require upgraded environmental controls.

#### Additional Storage Requirements

There are presently no major projects planned which will call for large increases in on-line computer storage requirements for the Office of Personnel. However, it can be expected that storage requirements will continue to grow at a nominal rate.

- 4 d The Office of Personnel would have no unique requirements beyond those necessary to support current computer and communications technology. However, the use of a microfilm-based personnel file system could increase the localized floor loading in the central file room area. Such a system would also require upgraded environmental controls. Also, the mini computers which would be relocated to the Headquarters facility would require environmental controls as heat and the lack of humidity will effect the reliable operation of such equipment.

OFFICE OF PERSONNEL COMPONENTS PRESENTLY LOCATED OUTSIDE THE  
HEADQUARTERS FACILITY

Deputy for Recruitment and Placement

Coordinator for Student Programs

Minority Employment Coordinator

Recruitment Division

✓ Washington Area Recruitment Office (should remain outside Hqs facility)

Staff Personnel Division

Professional Placement Branch

Professional Staffing Branch

Clerical Staffing Branch

Correspondence and Applicant Record Branch

Career Training Staff

Military Personnel Branch

Deputy for Special Programs

Family Employee Liaison Office

Benefits and Services Division Components

Incentive Awards Branch - Suggestion and Achievement Awards Committee

Insurance Branch

Retirement Affairs Division

Retirement Board Secretariat

Retirement Counseling and Employee Assistance Branch

Retirement Operations Branch

VIP Administrative Branch

Deputy Director for Policy Analysis and Evaluation

Policy and Programs Staff

Human Resources Planning Staff

SIS Support Staff

Position Management and Compensation Division

Information Division

Information and Analysis Branch

OFFICE OF PERSONNEL CURRENT CEILING/STRENGTH

Office of Personnel 1981 Ceiling

Part-time Employees

Reimbursable Employees (non-ceiling count)

Total Office of Personnel Strength - 1981

OP Personnel Assigned to the Headquarters Building

OP Personnel Assigned to [redacted]

OP Personnel Presently Assigned to Outlying Buildings —

[redacted] to come to Hqs.

JUN 4 1981