

U.S. CIVIL SERVICE COMMISSION

PROGRAM CATEGORY C.—PROVIDING PERSONNEL MANAGEMENT LEADERSHIP

A. PROGRAM AUTHORITY

The statutory and administrative authorities for this program are included in such laws and Executive orders as the following:

Title 5, United States Code, "Government Organization and Employees."

Section 3502 of title 39, United States Code, "Appeals to the Civil Service Commission."

Executive Order 10987, "Agency Systems for Appeals from Adverse Action."

Executive Order 9830, part I, "Organization for Personnel Management."

Executive Order 10988, "Employee-Management Cooperation in the Federal Service."

Executive Order 11073, "Providing for Federal Salary Administration."

Executive Order 11246, "Equal Employment Opportunity."

Executive Order 11315, "Executive Assignment System."

Executive Order 11348, "Providing for the Further Training of Government Employees."

B. PROGRAM STATEMENT

In the subcategory Policy Development and Review, the Commission (1) helped develop 22 administration legislative proposals during the 90th Congress, reported on 222 other bills during the first session of that Congress, and did other legislative work; (2) develops annually a joint report with the Budget Bureau to the President as a basis for his annual pay report and recommendations to the Congress; (3) sets special salary ranges (now applying to some 75,000 positions) where Government recruitment is handicapped by higher pay in private employment; (4) is now developing a coordinated Federal wage system for the Government's 800,000 workers in trades, crafts, and labor occupations; (5) makes special studies of a variety of personnel matters, e.g., the position classification system, veterans preference, nepotism, merit promotion plans, performance evaluation, impact of automation, manpower planning and forecasts, employment practices, employee benefits, national emergency readiness, the Federal women's program, career system for attorneys, travel expenses, probationary periods, general personnel management objectives, and so on; and (6) maintains an adequate level of technical service to Congress, Federal agencies, and the public by answering inquiries and giving technical advice and assistance in nearly every phase of the Commission's work.

In a second subcategory, that of Developing and Maintaining Systems and Instructions, the end-products are regulations, directives, and instructions for the implementation and administration of programs, policies, legislation, and judicial decisions affecting nearly every phase of Federal personnel management. These products are essential to the effective and equitable personnel management in the agencies, as well as in the Commission. They must be constantly adjusted to meet changing conditions and the impact of new legislation, executive directives, and judicial decisions. Frequent advice on the application of these instructions to novel and complex situations is given to agencies.

In a third subcategory, Assessing Agency Personnel Management, the Commission (1) determines the effectiveness of agency management in carrying out the intent of legislation and executive directives on the use of manpower; (2) determines the degree of agency compliance with legal requirements; and (3) assists agencies in improving the management of their manpower resources. (For fiscal year 1968, 675 inspections of various kinds are programmed.) In those program areas of especially high interest, the Commission keeps key Government officials aware of the significant trends and provides current information. (For fiscal year 1968 consolidated Government-wide reports of inspection findings will be issued for four such programs of high interest.) The Commission also responds—through consultative services, oral discussion, and correspondence—to requests from Congress, agencies, and the general public for technical guidance, advice, and assistance relevant to this subcategory.

In a subcategory titled Position Classification Administration, the Commission plans an output of about 25 white-collar and 60 blue-collar classifications and job grading standards which govern agencies in classifying over 1 million white-col-