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43	11	n.d.	Report	Section III: Analysis Model. Including: A. Personnel Profile Form, B. Method of Handling Names for Manpower, C. Arrangement of Appointee Positions, D. Outline for Government Transfer Organization. Part II. 5 pages.

SECTION III - ANALYSIS MODEL



PROFILE FORM FOR BASIC RECORD

Last name, First, M.I.

Address

Phone #

Present Position

Major Area of Talent

Major Field of Interest

Major Responsibility held

<u>Age</u>	<u>Sex</u>	<u>Mar.</u>	<u>Stat.</u>	<u>Pol. Pty</u>	<u>Citizenship</u>
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Foreign Languages

College - highest degree - field

Source of name and recommendation

Notes:

<u>Grid</u>				
1				
2	<u>Funct</u>	<u>Area</u>	<u>Unit</u>	<u>Position</u>
	<u>Funct</u>	<u>Issue or Area</u>		<u>Position</u>

Evaluation:

	<u>Advisory Council</u>	<u>Task Force</u>	<u>Specialist</u>	<u>Politician</u>	<u>Gene</u>
	<u>Staff</u>				
	<u>Consultant</u>				
	<u>Administration</u>				

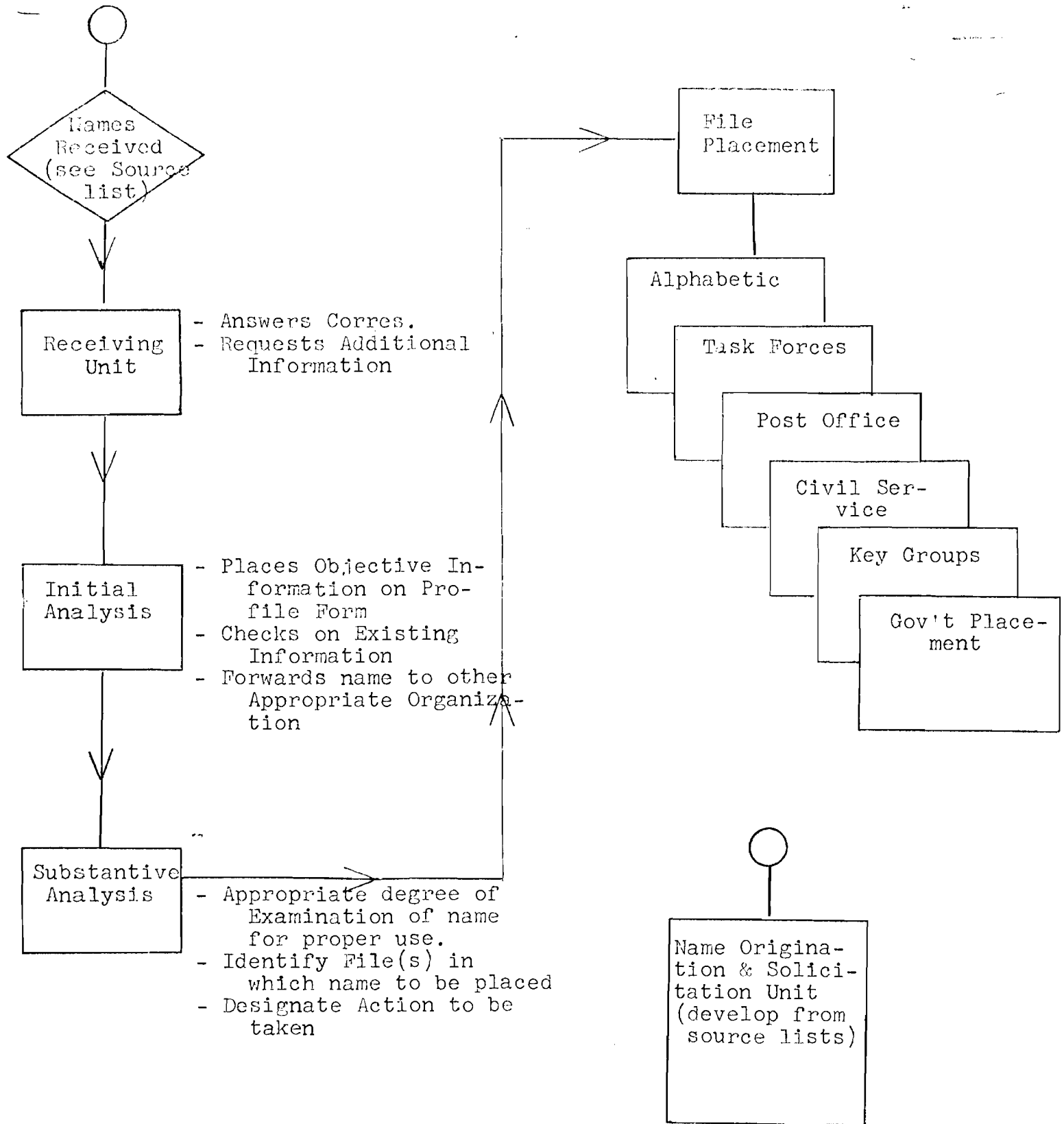
<u>Cong. Dist</u>	<u>Sec. Cl.</u>	<u>Resume</u>	<u>Other</u>
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Reviewed by

Notes:

Cross References:

HANDLING NAMES FOR HANPCOER



DEVELOPMENT OF APPOINTED GOVERNMENT POSITION FILES

SOURCES

Government Operation Committee
Civil Service Commission
White House Staff
- Charles Murphy, Coordinator
Executive Department and Offices and the Agencies and Commissions
Other

TASKS

1. Build a master file of appointive government positions
(Arranged in order by function, area, unit and position -
see example)
2. To the extent possible, analyze the key traits, talents,
skills and qualities of the respective positions.
3. Identify the 50 or so key positions in which extra care must
be taken to enlist the right man.
4. Identify the 50 or so positions that top, bright young people,
26 and under, could fill.
5. Identify the super grade civil service jobs and research and
develop the method in which the incumbents can be removed.

R.N.

Administration
Transition
Council

Administration
Transition
Director

Personnel &
Position
Director

Civil
Postal
Director

Congressional
Party Liaison

Reception
Director

Foreign Affairs
Coordinator

Domestic
Affairs
Coordinator

Fiscal &
Economic Affairs
Coordinator

Justice, Law
& Order
Coordinator

Health, Education
& Welfare
Coordinator

Administration
Coordinator

Executive Depts.	Executive Depts.	Executive Depts.	Executive Depts.	Executive Depts.
Executive Offices at White House	Executive Offices at White House	Executive Offices at White House	Executive Offices at White House	Executive Offices at White House
Agencies & Commissions	Agencies & Commissions	Agencies & Commissions	Agencies & Commissions	Agencies & Commissions