

SECRET

23 DEC 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 20 December 1968

1. Staffing Complement: Our study of the proposed reorganization of the Office of Finance continues. The majority of the grade problems have been resolved and it appears, at this time, that there will be little or no increase in average grade as a result of this reorganization. Completion in early January is expected.

The new staffing complement for the Office of Computer Services will be issued as soon as we resolve differences concerning their training and administrative positions.

2. Cooperative Education and Summer Intern Programs: Mr. [REDACTED] has been working with National Photographic Interpretation Center officials to develop a firm set of requirements for their Co-op and Summer Intern Programs. A policy paper and recruitment objectives have been developed (copy attached) which are particularly helpful as this office has the largest and most varied of such programs.

25X1A

[/s/] Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Att.

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OD/Pers [REDACTED] (23 Dec 68) Release 2001/08/31 : CIA-RDP78-05941A000100030030-7

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NPIC COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program (Co-op) of NPIC is designed to identify and aid in the development of talented college students who are interested in national security affairs and who have potential to meet long-range recruitment requirements of the Center. There are two categories of participating students as determined by the programs of individual colleges and universities. They are the Cooperative Student who alternates semesters of study and work, and the Summer Intern who is available to work only during the summer months.

It is not intended that Co-op will meet all of the professional personnel needs of NPIC since many of these are too urgent or specialized for Co-op Staffing. The Program is focused on those critical areas where there is a shortage of experienced personnel and a continuing personnel requirement.

Applicants are interviewed and screened by the Training Branch against requirements established by the major components of the Center who have final selection authority. Recruitment objectives are based upon total positions in each occupation and anticipated attrition. (Current summary of projected requirements is attached.) The respective components are responsible for developing a training plan for each student in coordination with the Training Branch, for providing meaningful on-the-job work experience and for careful evaluation of the individuals performance, attitude and growth.

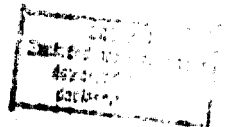
Co-op provides a means to attract and develop potential career employees who have the best possible background for Center positions. There is ample opportunity for in depth evaluation of students prior to the final staff employment decision. At the same time, participants are gaining valuable experience and can be provided assistance in selecting valuable courses of study.

Due to the nature of this Program, the investment in training and experience for each student, and the relationships with participating schools, it is imperative that every effort be made to offer staff employment to those individuals who successfully complete their planned training.

Extract from Career Service Board Meeting 22 November 1968 -

2. Review of Cooperative Education Program.

The Board reviewed the attached (above) policy statement and recruitment objectives for the NPIC Cooperative Education Program and recommends that they be approved.



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RECRUITMENT OBJECTIVES

Cooperative Education Program

Category	Total Positions	Current Vacancies	Annual Attrition	Annual Student Quota	Group Totals - 3 Year Cycle		
					IEG	TSSG	PSG
Photo Interpreter		1	12	6	16		
Mathematician		(4 over)	5	(4)			(12)
Programmer		-	2	(1)			(1)
Photo Science		1	4	2		6	
Photogrammetrist		8	5	2	3	2	2
Graphics		(1 over)	8	-			
Editor		6	4	1	3		
Intel Anal		2	11	4	6		6
Other		<u>21</u>	<u>36</u>	<u>-</u>	<u>-</u>	<u>2</u>	<u>-</u>
TOTAL		34	87	19	30	8	20

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

16 DEC 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 December 1968

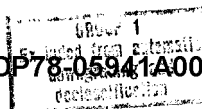
1. Contract Employee/Career Agent Inventory: The work of the task force established to inventory contract employees/career agents is proceeding in very satisfactory manner. By the end of November, [redacted] files had been reviewed and coded--representing 80% of the estimated files involved. 25X9

2. Cooperative Education Program: Mr. [redacted] asked the Office of Security for guidance on instructing certain co-ops about their travel to and from southern schools by commercial air. Security officials advised that it was not necessary to forbid them to use commercial air travel but, rather, to brief each student not to have on his person or in his luggage anything that would show any connection with the Agency. Their cover story, if needed, would be [redacted] Each Agency office with co-ops has been asked to so brief its southern co-ops. 25X1A

3. BALPA Reductions: Reduction of the Clandestine Services to BALPA ceiling is almost completed. The European Division staffing complement was issued this week. The Far East Division staffing complement is under review but will take a few weeks longer since major organizational changes are involved. 25X1C

4. Merger of [redacted] The Office of Communications proposed consolidation of [redacted] will be submitted to the Executive Director-Comptroller shortly. All problems have now been resolved. 25X1A

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5. Suggestion Awards Committee: The Clandestine Service Special Panel has recommended an award of \$7,600 for five employees.

6. Honor and Merit Awards Presentation: A new procedure has been decided upon by the Deputy Director of Central Intelligence. In the future Certificates of Merit and Certificates of Distinction will be presented by the appropriate Deputy Director. The Director and Deputy Director will continue to present Medal awards (four) to recipients.

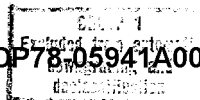
WBA Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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25X1A OD/Pers [redacted] rgs (16 December 1968)



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12 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 6 December 1968

25X1C

1. Social Security Credits: Final Agency approval has been obtained for a procedure relating to the reporting of Social Security credits through [REDACTED]. This is the culmination of over a year of co-operative development between Mr. [REDACTED] of the Contract Personnel Division, other Agency personnel, and headquarters and field officers of the Social Security Administration. The details for implementing this procedure are being worked out now with the Chief, Compensation and Tax Accounts Division, Office of Finance. 25X1A

2. Recruitment Leads on Army Officers Leaving Service: Arrangements have been made with the Department of the Army to identify officers scheduled to leave the service who have degrees and, hopefully, experience in some of the most needed critical skills areas such as chemistry, electronic engineering and computer programming (mathematicians). These arrangements were made in an effort to assist in the recruitment of suitable replacements for some of our critical skill employees for whom the Director has authorized the requesting of temporary deferments until replacements can be procured and trained.

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4. Cooperative Education: Mr. [REDACTED] with representatives from NPIC and FMSAC visited three Florida colleges: Miami-Dade Junior College, University of South Florida and University of Florida.

At Miami-Dade Junior College discussions were held with college officials concerning co-oping with their science and pre-engineering students who will transfer to the University of South Florida or the University of Florida after two years. These students would continue with us, of course, after their transfer to USF or UF from Miami-Dade.

A group meeting was conducted at South Florida with selected students and members of the Co-op Department faculty. Four students were interviewed with one being furnished with our application forms.

25X1A

While Mr. [REDACTED] saw only one candidate at the University of Florida on this trip, this candidate appears to be an outstanding applicant for the Technical Services Division.

STATSPEC

5. Position Classification: Positions designated as Engineers in the [REDACTED] have been reviewed to determine if they are true engineering positions. We have determined that many of the positions are Electronic Specialists and do not require professional engineering skill.

STATSPEC

[REDACTED] are in agreement with us and suitable staffing complement changes will be made.

The proposed reorganization of the Office of Finance is under review. Discussions have been held with the Director of Finance, the Executive Officer and most of the Division Chiefs to determine appropriate grades and resolve problems. We expect to complete our review and submit recommendations to appropriate Agency officials by early January.

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6. Honor Award Ceremonies: A heavy schedule of Honor Award Ceremonies for December has been set up. Ceremonies will be held on the following days: 10 December - two awardees, 13 December - two awardees, 18 December - three awardees, and 23 December - one awardee. Also, we plan to schedule four ceremonies in January.

7. Newspaper Advertising: As of this date, we have received 1,023 responses to our recent advertisement for contract employees for the [REDACTED] projects. A copy of the ad that appeared in the recent addition of the Army Times is attached.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Att.

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1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 29 November 1968

1. Cooperative Education and Summer Intern Programs: Mr. [REDACTED]

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interviewed five students during his recent trip to the University of West Florida, two of whom he selected for employment with us. While at the University of West Florida, he talked with Professor Littleton, Chairman, Systems Sciences Department, who asked to have a representative from the Office of Computer Services talk to certain faculty and student body members concerning some of our special computer problems. We are in the process of securing appropriate approvals for such a discussion.

The first co-op student from the American University has been placed. He is a chemistry major and will be assigned to the Technical Services Division.

We have sent letters to last year's Summer Interns in National Photographic Interpretation Center and other Intelligence Directorate components inquiring about their plans for the summer of 1969.

2. Co-op Score Card:

<u>NPIC</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	13	0
In Study Status	16	16
PHS's Received:		
In Process	4	0
Under Consideration	0	0
PHS's Given, Not Rec'd	0	0

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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<u>TSD</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	7	-
In Study Status	3	-
PIE's Received:		
In Process	3	-
Under Consideration	0	-
PIE's Given, Not Rec'd	2	-

<u>OCS</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	7	-
In Study Status	4	-
PIE's Received:		
In Process	2	-
Under Consideration	0	-
PIE's Given, Not Rec'd	2	-

<u>FMEAC</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	1	-
In Study Status	0	-
PIE's Received:		
In Process	5	-
Under Consideration	0	-
PIE's Given, Not Rec'd	3	-

<u>Area Study Summer Interns</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	-	0
In Study Status	-	0
PIE's Received:		
In Process	-	0
Under Consideration	-	0
PIE's Given, Not Rec'd	-	0

<u>Commo</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	4	-
In Study Status	5	-
In Process	2	-

7/31 Robert D. Mattles

~~SECRET~~ Robert S. Mattles  
Director of Personnel

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OD/Pers/ [REDACTED] mtw (2 Dec 68)

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25 NOV 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 22 November 1968

1. Personnel Reports: Officials to whom personnel machine reports of a statistical nature are distributed are being consulted concerning the value and use of the particular reports sent to them. Their views on the substantive content are being solicited. This survey undoubtedly will result in changes to some of our reports and reductions in the distribution lists.

2. Staffing Complements: New staffing complements reduced to BALPA ceiling continue to be processed as expeditiously as possible. We expect to receive the European Division submission shortly. It will involve a reduction of approximately 80 positions. New Western Hemisphere, Africa and [REDACTED] staffing complements have been issued.

3. [REDACTED] Officer: [REDACTED] Jr., U. S. Army, was released from the [REDACTED] program three months early to accept a Battalion Commander's position with the 1st Infantry Division, Vietnam, effective 24 November 1968. The Chief of Station Vietnam concurred in this action as this type of assignment will enhance [REDACTED] military career.

4. Reserve Affairs: Brigadier General William A. Knowlton, Secretary to the General Staff, Department of the Army, delivered an outstanding talk to the members of the Joint Military Reserve Training Command on Monday, 18 November, on the combat experiences of the 9th Infantry Division in Vietnam, where he served as the assistant Division Commander.

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5. Exhibit: Mr. [REDACTED] Personnel Officer, Soviet Bloc Division, will exhibit his national prize winning photograph and other photographs in the South D Corridor-First Floor-starting today.

6. Rate Increase: The Civil Service Commission has announced new rates, effective January 1969, for the Blue Cross and AETNA Hospitalization Plans. For comparison, we are also showing the rates for the Agency's plan, namely, the Association Benefit Plan.

BIWEEKLY RATES

	Current	New
<u>Blue Cross</u>		
Self Only	\$3.89	\$ 4.98 (+1.09)
Family	9.50	12.16 (+2.66)
<u>AETNA</u>		
Self Only	\$3.72	\$ 5.34 (+1.62)
Family	9.30	13.31 (+4.01)
<u>Association Benefit Plan</u>		
Self Only	\$2.76	\$ 3.15 (+ .39)
Family	8.34	9.39 (+1.05)

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OD/Pers, [REDACTED] mtw (25 Nov 68)

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Approved For Release 2001/08/31 : CIA-RDP78-05941A000100030030-7

18 NOV 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 15 November 1968

1. Office of Finance Staffing Complement: A new staffing complement proposal for the Office of Finance has been received and is being reviewed. It appears to involve a rather extensive reorganization. This proposal will be discussed with Office of Finance officials this week.

2. Co op Program: Mr. [REDACTED] visited the Rochester Institute of Technology last week with representatives of National Photographic Interpretation Center, Foreign Missile and Space Analysis Center, and Imagery Analysis Service. They talked to a group of 23 students and then conducted 20 individual interviews. Ten of the 20 were selected to receive Personal History Statements.

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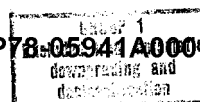
3. Civil Service Commission Liaison: Arrangements were made last week for us to have access to the list of management intern eligibles who have not received offers of employment. CSC officials have informed us that they added to this register the 200 foreign service eligibles whom State was unable to appoint.

4. Air Force Improvements in Personnel Management: Master Sergeant Paul [REDACTED] Mobilization and Military Personnel Division, is attending a two week course on Personnel Work Center Operations at Keesler Air Force Base, Biloxi, Mississippi. Classes began on 12 November 1968. The USAF is moving into a second phase of computer oriented, personnel management. By expanding the data base (primarily information on enlisted personnel); storing the information in centrally located computers, Bolling Air Force Base in this case;

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and providing a remote inquiry capability, a great deal of manual records maintenance will be eliminated. The remote keyboard device is scheduled for installation in the Air Force Branch in May 1969. The expanded data base mentioned requires six weeks of effort to code the information. This coding project will be completed about 27 December 1968. While we do not anticipate any manpower savings as a result of this improvement, we will be able to receive information on a more expeditious basis.

5. Reserve Affairs: Brigadier General William A. Knowlton, Office, Chief of Staff, United States Army, will be the guest speaker for the JMRTC meeting today. He will speak on the subject of "Challenge to Power." General Knowlton was the Assistant Division Commander of the Ninth Infantry Division in Vietnam prior to his present assignment as Secretary to the General Staff.

6. Honor Awards: Twenty-one honor award cases were reviewed and approved at the HMAS meeting last week. Nineteen of those cases were related to the Mid East Crisis of 1967.

7. Fund Drive: CFC totals reached \$231,378.68 or 106.5 percent of our goal. Total payroll deductions were \$138,746.46. EAF totals reached \$14,719.35 and PEAS totals reached \$12,685.92.

[s] Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OD/Pers [redacted] bmk (18 Nov 68)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 8 November 1968

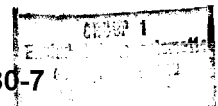
1. Cooperative Education Program: As a follow up to our recent report concerning the new co-op program at the American University, Mr. [REDACTED] has interviewed two students at A. U. majoring in chemistry. Both of these students will be considered for employment by the Technical Services Division.

Professor David Smith of the Forestry Department at Virginia Polytechnic Institute visited Mr. [REDACTED] on 7 November. While here Professor Smith visited [REDACTED] for discussions with appropriate officials on photo interpretation requirements for both co-op and summer intern jobs.

Mr. Frank Piff, Drexel University Co-op Coordinator visited Mr. [REDACTED] on 8 November and went to the National Photographic Interpretation Center to visit his co-op students and have a "Secret" briefing on the nature of their work.

2. Award: The Oak Leaf Cluster to the Air Force Commendation Medal was presented to [REDACTED] Chief, Air Force Branch, Mobilization and Military Personnel Division, for outstanding performance as [REDACTED] Colorado Springs, Colorado, during the period February 1964 to June 1968.

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3. Blood Donations: The Red Cross Bloodmobile was at Headquarters on 5 November. One hundred fifty-four persons reported to donate blood but twenty-eight of them were deferred for various reasons. One hundred twenty-six pints were donated by Agency personnel. General Services Administration personnel working in the Headquarters area gave three pints and Bureau of Public Roads employees came over to our building to donate two pints.

VSA Robert S. Wattles  
Robert S. Wattles  
Director of Personnel

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OD/Pers/ [REDACTED] mtw (12 Nov 68)

25X1A

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 1 November 1968

25X1A 1. Staffing Complement: A continued effort is being made to bring Office and Division Staffing Complements in line with new ceilings resulting from BALPA reductions. New Staffing Complements for Western Hemisphere, Africa Division and [REDACTED] have been issued. There are some problems in other components of the Clandestine Services that we are endeavoring to resolve. The revised Staffing Complement for the Office of Communications is almost complete.

25X1A 2. Cooperative Education Program: Mr. [REDACTED] will visit the University of West Florida on 26 November. University officials are making available for interviews their first class of co-ops.

25X1A Last week Mr. [REDACTED] visited Professor Doris Hadary of the Chemistry Department at American University who is in charge of their small co-op program. American University has co-op students starting in their sophomore year in the departments of Physics, Chemistry, and Biology. Professor Hadary will spread the word of our program and start referring interested candidates to us.

3. Agency Committee on Talented Youth: The Agency's Committee on Talented Youth in Federal Service has been formed, with membership as follows:

25X1A Mr. Gordon Stewart, Chairman  
Mr. [REDACTED] Office of Personnel  
Mr. [REDACTED] Office of Training  
(Director of CT Program)

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DLP: [REDACTED] DC, [REDACTED] FE  
[REDACTED] Division  
[REDACTED] Division

25X1A

DDI: James Murphy, Director of DCE

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DDS: [REDACTED]

25X1A

DDS&T: Charles Briggs, Director of OCS  
[REDACTED] FMEAC

The first meeting was held on Thursday, 31 October, at which time the guidance documents from the Civil Service Commission were reviewed and rosters were distributed of the professional employees who will be asked to participate in the questionnaire survey which is part of the Government-wide review concerning the development, utilization and participation in Government of young professionals. Particular attention was paid to the outline of the report which the Committee must prepare for delivery to the Civil Service Commission on 27 November 1968. The action expected of Committee members was discussed and a general plan outlined for the Committee's work. The next meeting will take place on 7 November 1968.

5. Fund Drive: Combined Federal Campaign totals reached \$226,826.08 or 104.1 percent of our goal. Total payroll deductions were \$136,062.36. EAF totals reached \$12,740.07 and FEAS totals reached \$12,179.80.

6. Insurance Branch: Figures for second flu shots were obtained from component representatives and furnished to the Office of Medical Services.

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25X9 A total of [REDACTED] employees have indicated that they wish the flu shot on the second round. This is more than three times the number that wanted second flu shots last year.

Vs/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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25X1A OD/Pers [REDACTED] atw (4 Nov 68)

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28 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 25 October 1968

1. Consultants: The annual consultant renewal exercise has been completed. Renewal documents for Fiscal Year 1969 were mailed to each consultant on 28 June 1968. Upon their return, the completed Statements of Employment and Financial Interest were forwarded to the Office of the General Counsel for conflict of interest approval. Approved contracts or appointment documents were forwarded then to the Office of Finance. Of the 79 consultants involved this year, all have responded now with the exception of two individuals who are temporarily unavailable.

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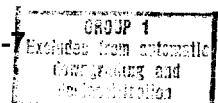
2. Visit [REDACTED] Lieutenant Colonel [REDACTED] Chief, Army Branch, Mobilization and Military Personnel Division, visited [REDACTED] on Friday, 18 October 1968, for the purpose of discussing the new Army Standardized Promotion System for Enlisted Personnel which became effective on 1 August 1968.

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3. Employment Processing: Effective 21 October 1968 responsibility for processing applicants for professional positions in National Photographic Interpretation Center was returned to our Placement Division from NPIC. During the period of build-up in NPIC, it was determined to be advantageous to all concerned to have NPIC do their own processing. Now that this period is over, it is appropriate to meld their employment processing with the processing of all other Agency professionals.

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4. Qualifications Catalogue: We have completed the design of a system whereby the qualifications of professional applicants will be catalogued in order to permit an even more meaningful analysis that will assist us further in planning recruitment/placement activities. This cataloguing will begin effective today.

5. Combined Federal Campaign Drive: Combined Federal Campaign Drive totals as of the close of business 25 October 1968 are as follows:

Total	\$205,812.23	94.5% of Goal
Payroll Deductions	124,182.86	
EAF	11,135.76	
PGAS	10,744.19	

6. Awards: Procedures are being finalized and the pins ordered for the presentation of Longevity Emblems for Federal Service.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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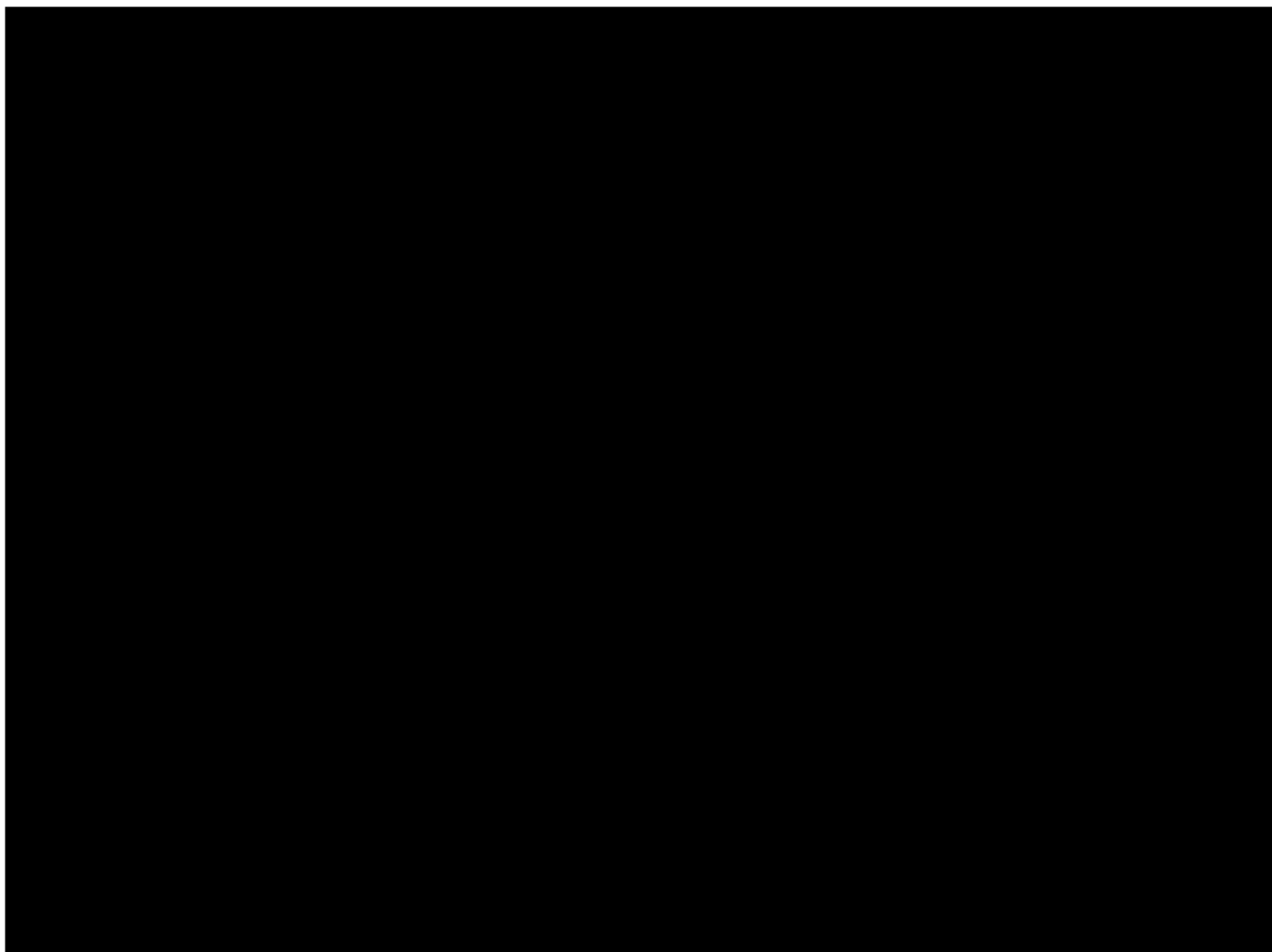
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21 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 18 October 1968

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2. Cooperative Education Program: The Rochester Institute of Technology has asked Mr. [REDACTED] to come on campus the week of 11 November to talk to co-op candidates. This is one of the schools where we talk to the students in a group before conducting interviews.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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The University of South Florida has asked us on campus sometime before 13 December. For the first time they have given us permission to have a group meeting with candidates.

3. Recruitment: The most significant item last week was the incident at Purdue University in which after a "sit-in" group of students made an agreement with officials of the University to permit Recruiter [REDACTED] to carry out his interviews without interference.

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4. Combined Federal Campaign Drive: As of the close of business 18 October, CFC totals had reached \$147,612.28 or 67.7 percent of our goal. Total payroll deductions were \$93,135.16. EAF totals were \$7,502.23 and FEAS totals were \$7,376.14.

5. Loan Change - Credit Union: The Credit Union Board of Directors recently approved adjustments to signature loan policy and the period of repayment for certain types of loans. Such adjustments were made possible by recent changes in the Federal Credit Union Law.

a. The maximum loan generally available to a member of the Credit Union on his signature (unsecured without collateral) is \$1,500.00. The only exception is for members whose Agency employment is one year or less; for them, the maximum signature loan remains at \$750.00.

b. Long term loans may be approved by the Credit Committee with a repayment period of up to ten years consistent with the statutory provisions that such loans are secured loans and are not for consumer items, such as appliances and clothing.

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Acceptable collateral for such loans does not include computers and must consist of real property, negotiable securities, or trailers, boats, and airplanes which are fully insured and have adequate value for the full term of the loan.

c. Loans for payment of vacation expenses, taxes, debt consolidation, or other one-time expenses may not exceed five years, except loans for medical or funeral expenses which, in the opinion of the Credit Committee, are of such a nature as to warrant departure from the five-year maturity limitation.

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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14 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 11 October 1968

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1. Cooperative Education: During the past week, Mr. [REDACTED] interviewed eleven co-op candidates at the University of Missouri at Rolla of whom six were selected for employment processing. At Georgia Tech fourteen students were interviewed eight of whom we are interested in considering for employment.

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While Mr. [REDACTED] was at Georgia Tech the co-op office received a letter from a student of theirs who started co-oping with FHEAC on the 29th of September 1968. The student expressed the greatest enthusiasm for his job, the people he was working with and the way the Agency had handled his whole employment process. The Georgia Tech co-op officials were as pleased at this as we were!

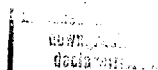
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Mr. [REDACTED] has been asked by the Cooperative Education Association, the professional society of co-oping, to serve on their Government Activities Committee, Civil Service Sub-committee. We are considering the feasibility of his accepting such an offer.

2. Combined Federal Campaign Drive: As of the close of business 19 October, Combined Federal Campaign totals had reached \$18,678.42 or 45 percent of our goal. EAF totals were \$4,739.78 and PEAS totals were \$4,737.60. Total payroll deductions were \$64,807.80.

3. Federal Service Emblems: Our proposal that the Agency adopt use of the CSC Federal Service Emblem has been approved by the Director. We are now developing implementation procedures for distribution of the emblem.

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4. Physical Fitness Room: Two employees have jogged over 800 miles in our physical fitness room.

/s/ Robert S. Wattles  
Robert S. Wattles  
Director of Personnel

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OD/Pers/ [REDACTED] (14 Oct 68)

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7 OCT 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 4 October 1968

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1. [REDACTED] As of this date,

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Mr. [REDACTED] with the assistance of the General Services Administration, has not found new permanent office space for his recruitment activities. We are planning on bringing him to Headquarters this week for consultation concerning his recruitment territory, feasibility of relocation of his office and related matters.

2. Cooperative Education Program: Mr. [REDACTED] the Co-op Program Coordinator for National Photographic Interpretation Center, interviewed four excellent candidates at Drexel for the NPIC co-op program. All four have submitted formal employment applications. In addition, Mr. [REDACTED] discussed the Agency's program with forty freshmen, majoring in physics, who plan on entering Drexel's co-op program during their sophomore year.

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3. Exercise HIGH HEELS - 68: The JCS Exercise HIGH HEELS - 68 will take place during the period 17 through 25 October 1968. Mr. [REDACTED] has been designated as the Support Services contact officer for the exercise.

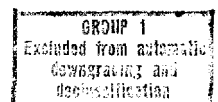
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[REDACTED] will be one of the Watch Officers with Staff Sergeant [REDACTED] serving as one of the watch team clerk-typists.

4. Consultants: The quarterly report on consultants has been forwarded to each member of the Director's Executive Committee. This report is current as of 30 September 1968. It lists all on-board consultants by name and component as well as those consultants in process.

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4. Combined Federal Campaign: As of the close of business 3 October, the CFC total reached \$90,254.45 or 23 percent of our goal. EAF totals \$2,162.70 and PSAS totals \$2,383.84.

5. Longevity Awards Ceremonies: In addition to the Support Services scheduled showing of the awards film in the Auditorium on 10 October, the following components have requested the film:

Central Reference Service	7 October 1968
Office of Basic Geographic Intelligence	14 October 1968
Technical Services Division	16 October 1968

/s/ Robert S. Wattles  
Robert S. Wattles  
Director of Personnel

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OD/Pers, [redacted] mtw (7 Oct 68)

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