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MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
1 June 1973

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Significant Events

1. Executive Development: [REDACTED] Chief, Plans Staff, attended an all-day session at American University on Executive Development sponsored by the Interagency Advisory Group (Federal Personnel Directors). Executive development appears to be the most common problem confronting Federal agencies, as perceived by the IAG Standing Committee on Common Problems. Half of the day was devoted to HEW's experience in designing and launching an Executive Development Program after an extensive survey of its needs. During the afternoon session a CSC official discussed devices for measuring managerial potential.

2. Voluntary Investment Plan: Orders to liquidate investments in the Fidelity Capital Fund and Everest Fund were sent to the broker on 21 and 22 May respectively. Holdings in Fidelity have now been liquidated and have been invested in the T. Rowe Price and Johnston Funds. The check from Everest has not been received as of this date.

3. Summer Only Program: As of 31 May 1973 seventy summer only employees have entered on duty. So far we have had thirty declinations. The reasons for declining are many including marriage, trips to Europe, necessity of attending summer school and other job preferences.

4. Summer Interns: Of the thirty summer interns in process, twenty-five, including six returnees, have been fully cleared.

5. Position Management:

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a. A meeting has been held with [REDACTED] Special Assistant for Information Control, and [REDACTED] Chief, Records Management Branch, to discuss the proposed survey of Records Management positions.

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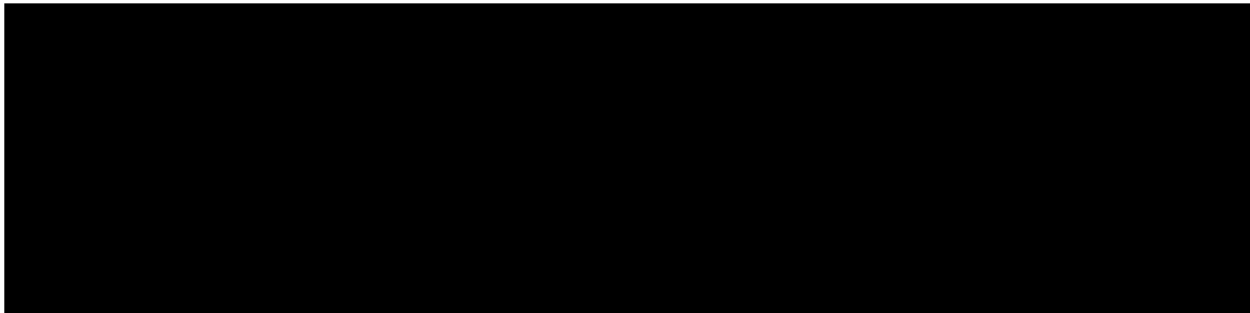
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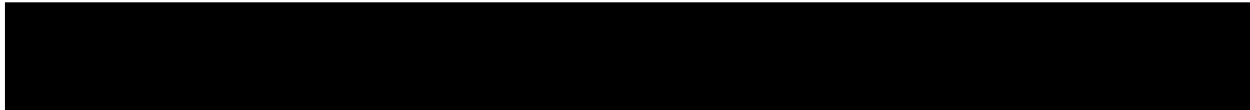
Comparisons will be made with positions in other agencies, i. e., AEC, the Adjutant General of the Army, National Archives, State Department, etc.

b. The Civil Service Commission has authorized advance pay rates for accountant positions in grades GS-05 and GS-07. The Office of Finance is now conducting a review to determine what positions, if any, should receive the new pay rate. We will then review their recommendation and make a final determination.

6. Cost-of-Living Allowances: The Civil Service Commission recently announced its decision to continue cost-of-living allowances for Federal employees in Alaska, Hawaii and the Virgin Islands, at the same levels as last year. These rates are: Alaska - 25%; Hawaii - 15%; and the Virgin Islands - 5%. The cost-of-living allowance for Federal employees in Puerto Rico has been increased from 5% to 7.5%, effective 26 May 1973. Surveys are conducted to compare living costs of Government employees in the areas concerned with living costs of comparable workers in Washington, D. C. as required by law. The statute authorizing cost-of-living allowances for these areas limits the allowance to a maximum of 25% of base pay.



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9. New Military Retirement System Proposal: [redacted] Chief, Military Detail Branch, is on TDY [redacted] where he will brief all assigned military personnel on the new military retirement system which has been proposed to Congress by the Department of Defense.

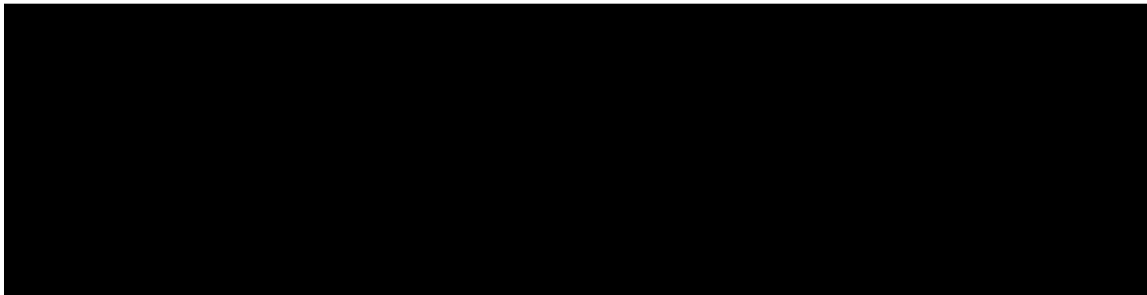
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Coming Events

1. Position Management: We expect to continue work on the classification surveys of EUR, OTS, OSR, FMSAC, SPS and the Office of Communications. Also, we will continue to review the FY 1974 Staffing Complements for the S&T Directorate, the Intelligence Directorate and the Management and Services Directorate. Further contact will be made with the Bureau of Engraving and Printing in the Government Printing Office to ascertain wage schedule changes at that installation which impact on Agency jobs.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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