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OPTION 5010-104

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UNITED STATES GOVERNMENT

# Memorandum

# CONFIDENTIAL

TO : Director of Training

DATE: 6 August 1965

FROM : Personnel Office, OTR

25 YEAR RE-REVIEW

SUBJECT: Weekly Activity Report #20

## I. SIGNIFICANT ITEMS:

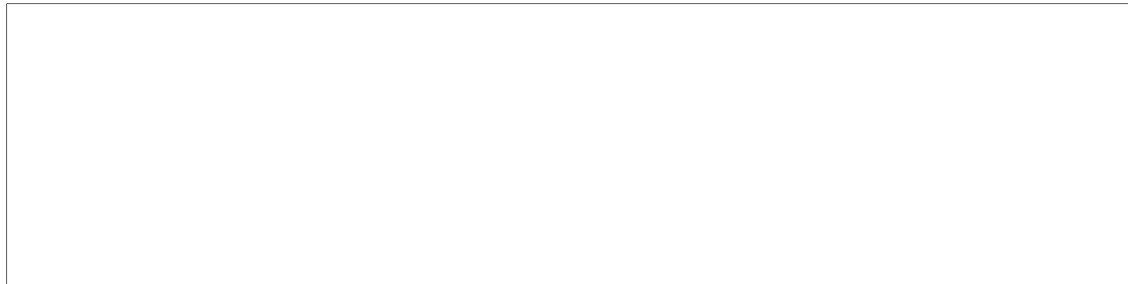
None

## II. OTHER ITEMS:

### Table of Organization Reduction

Against our recent requirement to reduce the T/O by ten positions, we have identified the following for deletion:

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The Chief, OTR/Personnel visited [redacted] on Wednesday for consultations on T/O reductions and other personnel problems. The latter included discussions with the Personnel Officer [redacted] relative to establishing a new T/O for the Faculty which would [redacted]

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[redacted] These plans are tentative and will be discussed with [redacted] discussions were held with [redacted] concerning the role that he will play in supervising TSD activities. [redacted] of Salary and Wage accompanied [redacted] and provided advice relative to the proposed T/O changes mentioned above and on particular positions to be re-evaluated.

### Extension

OTR/Personnel coordinated on a cable which extends

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[redacted] The [redacted] was approved with the understanding that [redacted]



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**Reassignment Possibilities**

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3. [redacted] visited Headquarters on Thursday, 5 August, for interviews with Mr. Esterline, DC/WH, relative to a Headquarters assignment and eventual assignment to the field. Results of this interview are not yet available.

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4. [redacted] visited Headquarters to discuss a proposed assignment [redacted] It is probable that he will be assigned to Washington in September [redacted] prior to going to the field.

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5. [redacted] was interviewed yesterday for a GS-07 position in ORR. ORR Personnel will advise OTR Personnel when a decision has been made.

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CT Requirement

The file on [redacted] has been received from the DDI for assignment consideration to the CT Program. [redacted] is currently reviewing his qualifications prior to interviews. DDI/Admin has also agreed to send the file of [redacted] for review against CT Program requirements.

Clerical Training Faculty Candidate

[redacted] will be processed for assignment to the Clerical Training Faculty as an instructor. [redacted] will fill the position that [redacted] was being considered for. [redacted] notified the Office of Personnel on 26 July that she had accepted another position.

Processing

The Office of Personnel advises the Personnel Branch that the processing on [redacted] is proceeding smoothly. Tentative clearance has been granted, subject to completion of the polygraph interview and a physical examination. This development represents a change, in that the Office of Personnel and the Security Office had initially indicated that the processing would require 60 to 70 days. [redacted] CI Staff, called yesterday to ask for the latest developments in connection with [redacted] processing. [redacted] had apparently talked with [redacted] and somehow understood that [redacted] was to remain [redacted] was advised that as far as was known in the Office of Training to date, [redacted] was still coming back to this Office and that OTR had just been informed by the Office of Personnel that clearance procedures were progressing nicely. [redacted] OP/Placement, the unit handling processing details on [redacted] states that he has heard nothing to the effect that [redacted] It is possible that [redacted] has requested a short extension of [redacted] tour for leave purposes, as well as to permit this Agency to complete clearances. According to [redacted] [redacted] reemployment rights are valid through February 1966.

Illness

[redacted]

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Promotion

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The Medical Office advises OTR that a recommendation for [redacted] promotion to GS-14, is being processed and that it will come to OTR for coordination. [redacted], the Personnel Officer, also stated that a field assignment [redacted] is being planned for [redacted] beginning o/a 1 November 1965. [redacted] has been advised.

Retirement

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Processing

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[redacted] the new GS-06 instructor on the Clerical Training Faculty, has been scheduled for her polygraph and medical examination on 12 and 13 August, respectively. Subject to final approval of the security and medical offices she will be fully cleared and able to assume all the responsibilities of her position.

EODs

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1. [redacted] reported for duty on Monday, 2 August, from the Pool. [redacted] is replacing [redacted] who resigned on 30 July, from the Clerical Training Faculty. We are planning for [redacted] to check-in officially with the Personnel Branch for the customary briefings and introductions to the DTR and other staff personnel next week.

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2. [redacted] GS-04 Clerk-Typist, will report to OTR from the Pool on Monday, 9 August. [redacted] a college graduate, will be detailed to ETB/RS until we are able to assign a GS-03 typist to that Office. [redacted] will then be assigned as a replacement for [redacted] Operations Support Faculty.

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3. [redacted] will be available for assignment to [redacted] on or about 30 August. [redacted] is the GS-05 secretary from DODS who will fill the third job [redacted]

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**White House Seminar**

Five Office of Training summer employees were selected to attend the meeting held on the White House lawn Wednesday, 4 August. The Misses [redacted] who attended the first session in July, were again selected. The others were [redacted] and [redacted] who is on LWOP this week, was unable to attend, and we were not allowed to have a substitute for him. [redacted] reported that it was very difficult to hear the President's 15 minute speech, given on the lawn, because of the very large number of people attending.

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**Resignation Cancellation**

[redacted] has advised the Personnel Branch that she will not be resigning on 6 August since she did not obtain the desired position ('baby-sitter') on Cape Cod as reported in last week's Activity Report.

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