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UNITED STATES GOVERNMENT

Memorandum

**CONFIDENTIAL**

TO : Director of Training

DATE: 30 July 1965

FROM : Personnel Office, OTR

SUBJECT: Weekly Activity Report #19

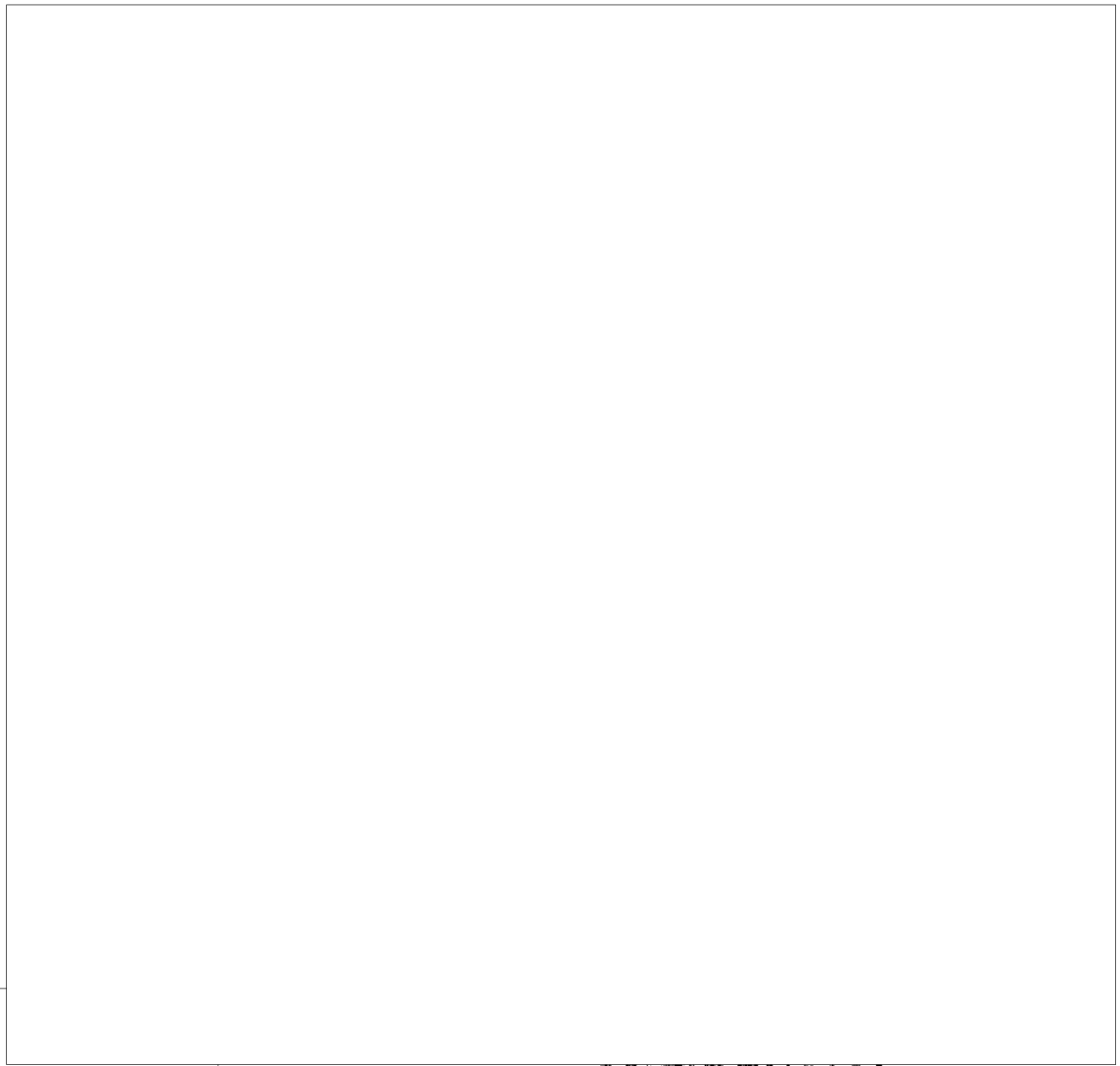
25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

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5. [redacted] has been detailed to the Historical Staff, DDP, prior to assuming a permanent assignment in NE Division.

Personnel Review

Yesterday OTR Personnel reviewed the total instructor personnel situation [redacted] Rotations in and out of the Station were fully discussed. It was concluded that the instructor personnel scheduled for assignment [redacted] will more than satisfy their training requirements.

Plans Staff

OTR Personnel is currently rewriting job descriptions which are now entitled Educational Specialists for the third and fourth positions. Since the Educational Specialist's responsibility has been placed with the School Chiefs, the rewrite is to change the jobs into regular plans staff officers.

Reassignments

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Language Testing

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Based on a request from the DDP, Messrs.   
 will be tested to establish their level of competence in  
spoken Spanish. The testing is being conducted next week by   
 

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Applicant

[redacted], a candidate for the remaining vacancy in the Clerical Training Faculty, notified the Office of Personnel on Monday, 26 July 1965, that she is no longer interested in the offer because she has accepted another position. We had expected [redacted] to report for interviews on Tuesday and Wednesday, 26 and 27 July. [redacted] was advised immediately, and is now considering [redacted] whose file has also been under active consideration.

Resignations

1. [redacted] Personnel Branch, has submitted her resignation to be effective, 13 August 1965. [redacted] will return to her home in Minneapolis, Minnesota, to locate a position in private industry. We have requested a replacement from the Pool.

2. [redacted] a summer employee in [redacted] office, has tentatively submitted her resignation to be effective, 6 August. Judy responded to a newspaper add for a "baby-sitter" to work during the month of August for a family on Cape Cod. She will accept the position if an offer is received. Judy will have worked the required 60 days. [redacted] will complete her leave on 9 August 1965.

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