

UNITED STATES GOVERNMENT

Memorandum



TO : Director of Training

DATE: 17 December 1965

FROM : Personnel Officer, OTR

SUBJECT: Weekly Activity Report #39

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Career Counselling

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A. The OTR Personnel officer counselled [redacted] this past week on his career outlook in the Office of Training and the Agency in general. He was advised that there has been no change in OTR's position nor is one expected in the future. He was further advised that he should seriously consider the pending offer from the Clandestine Services to join that Career Service.

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[redacted] reported that upon receipt of the proposal he would probably request an interview with Mr. Richardson. The tone of this rather lengthy interview was cordial and constructive.

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B. [redacted] advised OTR Personnel that her husband has accepted a PCS assignment to [redacted] [redacted] provided she could join him. She further advised that after discussions with Chief, WH/Support, it will not be possible to go there as a staff employee. [redacted] is due back from a TDY assignment in that country by mid-January. A final decision will be made at that time. It is likely that [redacted] will elect to remain here and retain her staff employment.

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2. Reassignment Possibilities

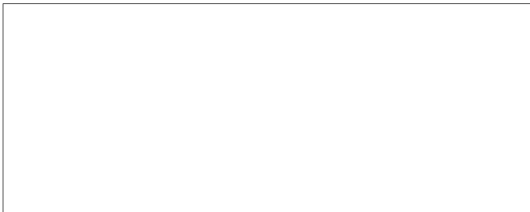
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A. [redacted] formerly the secretary to General Carter, the DDCI, has again been made available for assignment. [redacted] grade is GS-11. [redacted], Deputy Director Personnel, has asked OTR to reconsider her for current requirements. [redacted] now on a temporary

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25 YEAR RE-REVIEW



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assignment with the Office of Personnel, was accepted approximately six months ago for an assignment as an instructor with the Clerical Faculty. However, at that time she rejected the assignment because of anticipated transportation difficulties to the Rosslyn area. Apparently this problem has now been solved. In view of the projected loss of [redacted] and consequent personnel adjustments within the Faculty, there may be a space available. [redacted] has advised the Personnel Branch that he would enthusiastically accept [redacted] for assignment to the Clerical Training Faculty if slotting problems can be resolved. [redacted] concurs in this proposal.

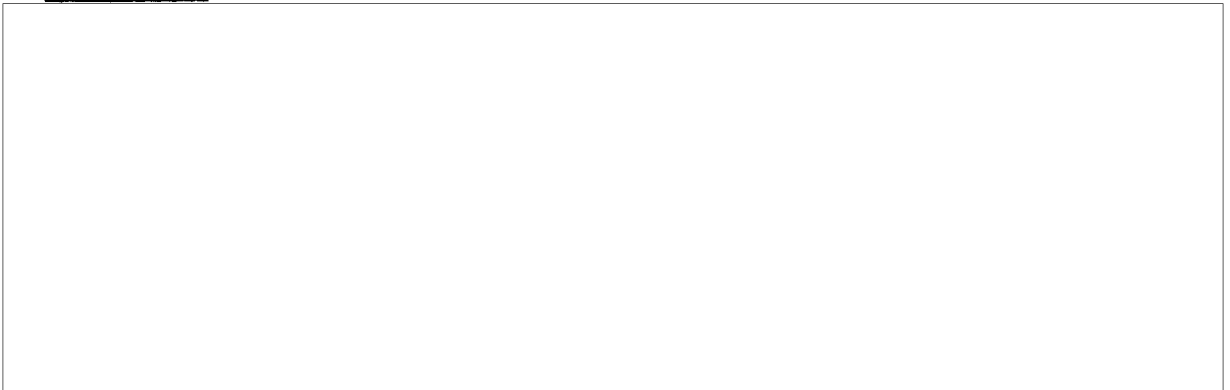
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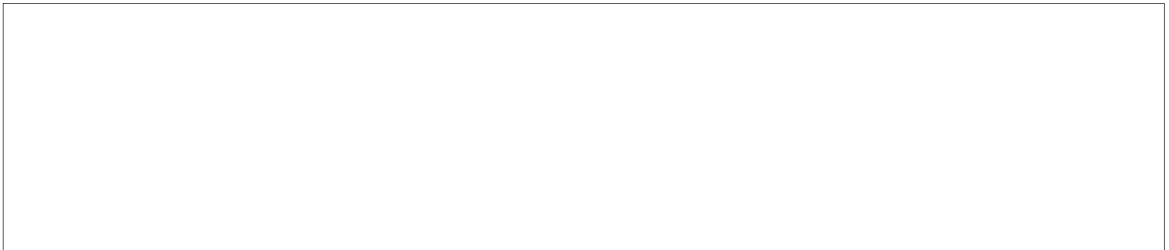
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3. Applicants



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4. Retirement Notification



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5. Military Details

As you are aware, OTR has had a standing request with the Military Personnel Division for three military officers to be assigned to the Agency as [redacted] instructors [redacted]. To date, recruitment efforts have resulted in the acceptance of one officer. As a result of recent discussions with [redacted] officials, the two remaining recruitment requests have been cancelled. The basic reason underlying the cancellation is [redacted] dissatisfaction with the qualifications of the candidates nominated. If future developments indicate, these recruitment requests can be reactivated.

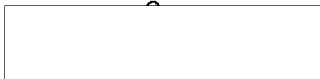
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6. NIPA

OTR Personnel has made a review of possible candidates for the National Institute of Public Affairs scholarships for the school year, 1966-67. No suitable candidates were identified from among the nine schools and faculties of OTR [redacted]. The DDS will be notified accordingly via the OTR Training Officer.

7. DDS Monthly Report

OTR Personnel made a contribution to the "dry run" DDS Monthly Report for November.

8. DDP Requirement

At the request of the DDP Panel, a review was made of OTR Personnel records to identify individuals who might have [redacted] experience. The Clandestine Services is trying to fill a position in [redacted] requiring this background. To date no qualified candidate has been identified among the various OTR schools and faculties, including [redacted].

9. Promotion of Clandestine Services Officers

The Personnel Branch has been advised by the Clandestine Services Personnel Office that Section A of the Clandestine Services Promotion Panel has completed its review of candidates nominated for promotion to GS-14. The two OTR nominees, [redacted] were not approved for promotion by the Panel. [redacted] is assigned to the [redacted] Training. [redacted] is assigned to the [redacted] Training Staff [redacted] Chief, [redacted] have been informed accordingly.

10. TDY for Faculty Advisor

[redacted] Advisor to the National Inter-departmental Seminar, advises that he may go to South America with the Director of NIS, former Ambassador Kidder, on or about 1 February 1966. The trip will probably cover a two week period, and while the itinerary is not completed, it is likely that such countries as [redacted] will be visited. When the proposed travel plan becomes firm, [redacted] has been asked to stop by the Personnel Branch to arrange for processing with Central Personnel at Headquarters.



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11. Placement Problems

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A. Placement effort on behalf of [redacted] an illustrator in the Visual Aids Section, is continuing. Except for the Clandestine Services, [redacted] official file has been reviewed in appropriate components of the other directorates, but without success. [redacted] stopped by the Personnel Branch on Monday, 13 December to inquire about the progress being made in her case. She was advised of the above information. [redacted] expressed her dismay at not being accepted for another position and, as she has frequently done during past interviews, indicated her dissatisfaction with her assignment and the fact that placement efforts via official channels rarely produce results. She voiced her dissatisfaction with her associates, her supervisor, and the type of work she was required to perform. [redacted] feels that she would be qualified to work in the Clandestine Services as a translator, a research-analyst or a reports officer. She has been advised that the Personnel Branch will continue to explore all possibilities for placement as an artist-illustrator but that her reassignment to another position, such as those suggested by her, was most unlikely. On at least one previous occasion [redacted] has consulted the Inspector General concerning a matter that did not meet with her approval.

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12. Engineering Tech Vacancy [redacted]

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Contrary to an item appearing in the Weekly Activity Report of 3 December, it now appears that [redacted] may receive the approval of the Logistics Office to fill the GS-09 Engineering Tech position vacated by [redacted] who recently replaced [redacted]. [redacted] as Deputy Chief of the Public Works Branch. OTR Personnel had been advised a few weeks ago that this position would most likely be filled by a Career Trainee from the Support Career Service. There is a good chance also that [redacted] may be accepted for entrance into the Logistics Career Service. It is still possible that a Support Career Trainee may be assigned to [redacted], but the officer would be carried on the Logistics Headquarters T/O. A decision is expected within a few weeks.

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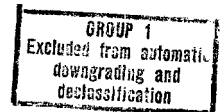
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13. CS Personnel Officer Meeting

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[redacted] attended the monthly meeting of the Clandestine Services Personnel Officers at Headquarters Wednesday. [redacted] the DDP for Organization and Personnel, spoke briefly. [redacted] stated that the Clandestine Services Personnel Office,

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presently on the T/O of the Office of Personnel, will shortly be transferred to the Office of the DDP/OP where it would function as a staff to

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noted that the Clandestine Services Personnel Management Committee was playing an increasingly important role in the assignment of Clandestine Services Officers. This committee is composed of all Clandestine Services Division and Staff Chiefs. A PMC sub-committee, headed by (Chief, NE), has been established recently to review personnel management practices and procedures in the Clandestine Services.

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, Secretary to the Personnel Management Committee, also spoke briefly. reminded the personnel officers that divisions who had designated officers for Viet Nam service will not necessarily get replacements for the departing officers. In response to a question on directed assignments, particularly as applied to the Viet Nam situation, indicated that only three or four cases had been presented to the Personnel Management Committee and that the decisions in each instance were pending, subject to further investigation of the officers reasons for rejecting the proposed assignments.

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reported that personnel requirements for Viet Nam operations are well on target and that Mr. Helms and Mr. FitzGerald are satisfied with the results thus far.

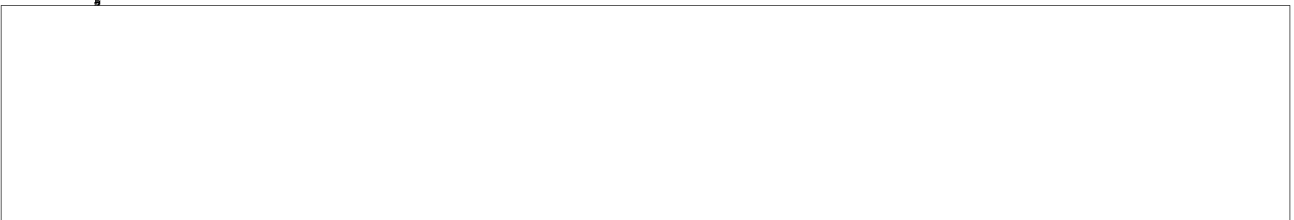
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referred briefly to retirement problems under the new Agency system and noted that the Office of the General Counsel was presently reviewing the question of what constitutes domestic qualifying service. Further information on this retirement prerequisite should be available soon.

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passed along the views of the Director, Mr. Raborn, concerning Fitness Reports. It is Mr. Raborn's firm conviction that a Fitness Report should not contain any surprises. The Director feels that weaknesses should be discussed between the supervisor and the employee throughout the rating period and not hit the officer cold at the time the annual report is prepared.

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15. Award

25X1 The Honor and Merit Awards Board has notified this office that
25X1 [redacted] has been awarded the Agency's Intelligence Staff
25X1 in recognition of excellent service in the field. Specifically, the
25X1 award cited [redacted] for exhibiting "unusual calmness and effectiveness"
25X1 while engaging the enemy and rallying friendly forces during an enemy
25X1 attack near [redacted] on 21 May 1965. Although he lacks a college
25X1 degree, [redacted] was accepted for the Career Training Program last
25X1 October. Currently he is [redacted] in the Operations Course.

16. Processing of [redacted] 25X1

25X1 [redacted] processing for Thursday, 16 December has been
rescheduled for Thursday, 30 December. PO/[redacted] has been advised. 25X1
FE Division requested the change.

17. OTR Christmas Social 25X1

25X1 25X1 Arrangements are being made to have [redacted] picked up at
Walter Reed Hospital on 22 December at 3 p.m. in order that he may attend
the OTR Christmas Social on Little Falls Road. [redacted] has requested that
he be allowed to accompany the [redacted] group back to [redacted] after 25X1
the party to join his family who still reside in the area. Arrangements
25X1 have been made with [redacted] office and [redacted] to provide for
25X1 25X1 [redacted] transportation [redacted]
25X1 [redacted] to his home.

18. Candidate 25X1

25X1 [redacted] (SS) referred [redacted] to OTR Personnel
as a possible candidate for any available vacancies. [redacted] a 25X1
GS-05 Clerk Typist in the Office of Logistics, lives across the street
25X1 from this building and is most eager to transfer [redacted] During
interviews on Wednesday, 15 December, [redacted] stated that she would 25X1
be willing to consider any GS-05 position. Her file has been requested
25X1 and will be reviewed against a current vacancy [redacted]

19. Resignation

25X1 The Office of Personnel is preparing a letter to be sent to
[redacted] former secretary) relative to her
resignation from LWOP. Carol was granted three months LWOP to seek
employment in Florida after her marriage and subsequent move there in
October. The LWOP grant expires on 5 January 1966.

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20. Clerical Placement Problem

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The file of [redacted] GS-07 Training Assistant in Language Training School, has been returned by the Placement Branch of the Office of Personnel. Reassignment possibilities in NPIC, Security, DDS&T, OCR, and OBI have been explored without any interest being generated.

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[redacted] of the OP/Placement Branch will interview [redacted] in the very near future to make certain that no information or interests have been overlooked which might facilitate reassignment. [redacted] is currently assigned to a GS-06 position.

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21. MERRY CHRISTMAS AND A HAPPY NEW YEAR!

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