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Subj

23 May 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
23 May 1975

1. Refreshing Approach: We were pleased to receive an information copy of a letter from Congressman Barry M. Goldwater, Jr. The letter was sent to an applicant on the West Coast who has been rejected by our recruiter because he lacked the necessary qualifications. After we rejected the applicant, he appealed to Congressman Goldwater's office and the reply from the latter stated that Congressman Goldwater agreed with President Ford that Federal jobs should be offered to people on a strictly competitive basis, not because of pressure being applied from political figures in Government. He further explained to the applicant that he did check with CIA's Personnel Office and found out that "you did not meet their educational requirements, and you were reluctant to relocate in Washington, D. C."

2. Recruiting by Other Government Agencies: College placement publications report that the National Security Agency expects to hire 75 electronic and 10 mechanical engineers in the next year; Atomic Energy Commission is increasing its technical intern program and plans to hire 100 chemical, mechanical, nuclear and electrical engineers, with opportunities best for electronic, electrical and mechanical majors. Opportunities will also be good for aerospace, civil, industrial and nuclear engineers, and naval architects. In this regard, the Engineering Manpower Commission has noted that freshman enrollments in engineering may be 15 percent higher this year than last, reversing a long downward trend. The 1973 freshman class in engineering was the smallest since 1952. This suggests that 1977 will be a tough year indeed for recruiting engineers.

3. Handicapped Program: NPIC advises us that they have interviewed our referral to them of a man with cerebral palsy who was sent to us by the Maryland Rehabilitation Center. NPIC plans to place him in a job concerned with the running of reproduction equipment and other duties.

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4. Disabled Vets Affirmative Action Plan: The Affirmative Action Plan for the Employment and Advancement of Disabled Veterans for FY 1976 was handcarried to the Civil Service Commission on 20 May, and a copy has been forwarded to Regulations Control Branch for publication.

5. Regulations:

a. We drafted a revision to [REDACTED] to include a new provision for taking annual leave during the initial 90 days of employment.

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b. We began revising [REDACTED] (Conflicts of Interest).

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6. New Per Diem Travel Rates: The Chief, Review Staff/OP, [REDACTED] chaired the Travel Policy Committee Meeting this week to approve a Headquarters Notice which publishes new travel reimbursement rates established by GSA on authority of PL 94-22.

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7. Interns: Forty-nine Summer Interns remain in the program. One candidate was disqualified on security grounds. Forty-one are fully cleared. Twelve have reported for duty and three are reporting on 27 May.

8. Incentive Awards:

a. The Deputy Director for Science and Technology made a series of presentations to 13 of his Directorate personnel on 19 May. The awards comprised Exceptional Accomplishment, Special Achievement and Suggestion cases and totaled \$5,740. Ten of the employees recognized are assigned to NPIC, one to OEL, one to OTS and one to OWI. Awards ranged from a high of \$2,500 to a low of \$25.

b. The Chief of our Incentive Awards Branch visited the National Association of Suggestion Systems Exhibit at the American Society for Performance Improvement Forum. Two key speakers at the forum covered subjects of motivation, incentives and methods to gain greater productivity.


9. Single Ceiling: Implementation of the single ceiling with regard to staffing is proceeding well on schedule.

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10. Rehired Annuitant: The following rehired annuitant case was approved for the Administration Directorate:

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 -- Office of Personnel --
Independent Contractor -- six-month extension.

11. Co-op Program:

a. Mr. Leonard Watts, Co-op Coordinator for Wilberforce University, Wilberforce, Ohio, visited with us on 22 May.

b. Our Associate Co-op Coordinator visited with three Co-op students and three Summer Interns who entered on duty on 12 and 19 May. All were enthusiastic about their assignments and the attention given to them by their supervisors.

Coming Events:

1. We will continue redrafting PDP formats and drafting FY 1976 APP/PDP transmittal memorandum and instructions.

2. The deadline for applications for regular season tickets for Redskin home games is 13 June 1975. Drawing for the tickets will be held on 17 June and winners will be notified of their right to purchase tickets the following day.

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Acting Director of Personnel

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