

CONFIDENTIAL

Answers
Subject

21 February 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
21 February 1975

1. PASG: I met with representatives of the DDI, DDO and DDS&T to review their plans and actions relative to the implementation of PASG recommendations. Meetings with officials from the Administration Directorate and the Office of the Director will take place in the next two working days. (Item to be considered for forwarding.)

2. Premium Increase in Government Life Insurance (FEGLI): A Headquarters Notice is being prepared to announce an 8 cents biweekly increase for the employee in the premium for regular life insurance under the FEGLI Program. The increase will become effective on the first day of the first pay period beginning after 28 February 1975. The employee's biweekly cost increases from 27.5 cents to 35.5 cents per \$1,000 of insurance. The Government's contribution increases from 13.75 cents to 17.75 cents biweekly per \$1,000 of insurance.

3. Summer Intern First: For the first time the Office of the Legislative Counsel has selected a Summer Intern.

4. Co-op Success: After only four weeks on her first assignment in OCI's co-op program, a student employee from Spelman College has had an article published. The Director of Current Intelligence, impressed by her performance, called the co-op in to congratulate her.

5. Spanish-Speaking Recruitment: In connection with our Spanish-speaking recruitment program, an exploratory phone call was made by Deputy Chief, Recruitment Division, [REDACTED], to the University of Puerto Rico at Mayaguez to assess their recruitment activity. The Director of Placement, Mr. Andrew Maymi, was most cordial and he explained that his University has about 10,000 students and that they have

25X1A

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a large engineering department as well as language programs in the College of Arts and Sciences. He would welcome our recruiting on campus and would look forward to a future relationship. When the inquiry was made as to possible problems with CIA recruiting on campus, he explained that NSA experienced a demonstration last fall when they attempted to test 45 students. He stated that the FBI advised NSA to cancel its visit. It was agreed that any anticipated visit to the campus on the part of CIA representatives would have to be on a low-key basis at the present time. He explained further that the University of Puerto Rico at San Juan, which is much larger, does not have a Placement Officer as far as he knows, nor are they listed in the College Placement Directory. (Previously reported at 8:30 Meeting.)

6. Fast Conversion: A Grambling co-op is being converted to staff status by NPIC before he even begins his first co-op work period. It appears that the Registrar's Office at Grambling discovered he has enough credits to graduate in June rather than December.

7. Position Management:

a. The survey report for [redacted] field components has STATSPEC been completed in final form.

b. A preliminary discussion was held with the Chief, NE Personnel on the survey of NE/Headquarters which is scheduled to begin 1 April 1975.

c. A Position Management and Compensation Division Orientation Course has been conducted this week.

8. Regulation Changes: We forwarded to Regulations Control 25X1A Branch the proposed revision of [redacted] on the administration of suspended leave accounts.

9. Rehired Annuitants: I approved the following rehired annuitant cases for the Directorate of Administration:

25X1A

[redacted] Office of Training --
[redacted] -- one-time service.
[redacted] -- Office of Training --
[redacted] -- one-time service.
[redacted] Office of Training --
Independent Contractor -- one-time service.

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10. Suggestion Awards: The Chairman, Suggestion Awards Committee recently approved a total of 17 Minimal Awards, 14 cash awards totaling \$1,895 and three Certificates of Appreciation. The awards were distributed among Directorates as follows:

Directorate of Administration: 4 cash awards -- \$850

Directorate of Operations: 5 cash awards -- \$320
and 2 Certificates of Appreciation

Directorate of Intelligence: 3 cash awards -- \$500
and one Certificate of Appreciation

Directorate of Science and Technology: 2 cash awards --
\$225

Coming Events

25X1A

1. [REDACTED] of our Staff Personnel Division and our Hire the Handicapped Program will meet with Mr. John Fales, Blind Veterans' Association, and Mr. Paul Liniak of Telesensory Systems, Inc., for a briefing on OPTACOM Training Systems (reading systems for the blind). Mr. Liniak had previously sent us a collection of information on this subject at our request.
2. The Coordinator for Cooperative Programs will be recruiting at the University of Louisville on 26 February.
3. We will continue to evaluate PASG implementation and a report to the Director will be drafted.
4. We plan to complete the consolidation and review of the FY 1975 Personnel Development Program.

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[REDACTED]
for F. W. M. Janney
Director of Personnel

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