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13 December 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending 13 December 1974

1. Retirement Activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Actual Retirements 7/01/74 - 12/11/74	49	51	100
Signed to Go 12/12/74 - 12/31/74	65	104	169
Others Likely by 12/31/74	11	9	20
Disabilities Pending (not approved)	17	15	32
Requests for Estimates on Hand	6	21	27

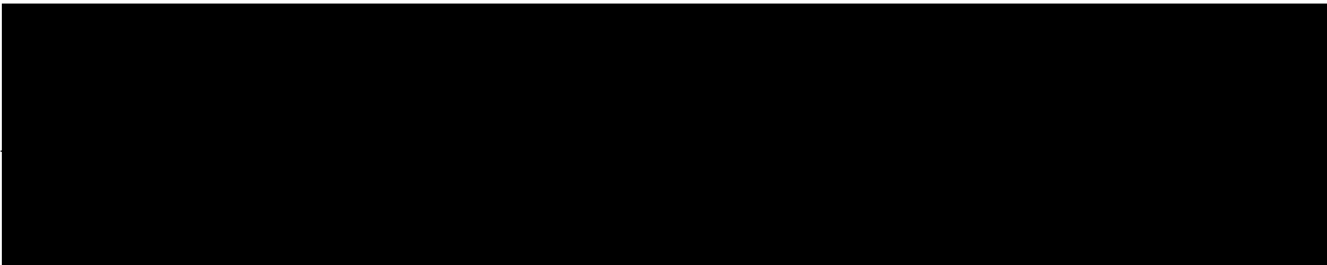
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2. Information for MAG:

Chief, Review Staff, and [redacted] met with four representatives of a sub-committee of the Agency Management Advisory Group to provide them with more detailed information concerning the APP and PDP. The interchange was profitable and the sub-committee members expressed appreciation and a feeling of a better understanding of the intent and details of these mechanisms.

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4. Clerical Skills Session: About 100 OP clerical employees attended the Skills Development Session given on 10 and 11 December 1974.

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5. ADP Conversion: In ADP conversion activities, STAFFING specifications were proofed and reviewed and revision was made of error message descriptions. The parallel running of the STAFFING and 501 systems continues. The parallel running is planned for termination at the end of January.

6. Rehired Annuitants: During the week I approved the following rehired annuitant case for the Directorate of Administration:

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██████████ -- Office of Security -- Independent Contractor --
Confidential Correspondence Program -- ██████████
Office -- one-year extension.

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7. Vacancy Notices: There are currently 14 vacancy notices in circulation -- 10 professional and four clerical.

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8. Language Recruitment: Recruitment Division has been working closely with officials of the OTR Language Learning Center, ██████████ and DDO ██████████ to stimulate applications in hard-to-get language skills. One of the more difficult languages for recruitment purposes is Arabic, where it is necessary for the applicant to have native-level skill and yet be capable of receiving Agency clearance. For this reason, we are pleased to report that as a result of these efforts ██████████ who is fluent in Arabic, and holds his MA in Middle Eastern Studies, has been approved to EOD on 6 January 1975 with ██████████ Our efforts in other language areas, particularly Russian, are generally encouraging. (An 0830 meeting item.)

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9. Agency Flyer: A new Agency flyer, "Language Careers in CIA," has been prepared by ██████████ and OTR officials and has been sent out to field recruiters to use to encourage qualified applicants interested in foreign affairs and in the use and cultivation of foreign languages.

10. Suggestion Awards: On 10 December 1974 the Chairman, Suggestion and Achievement Awards Committee approved 15 awards totalling \$1,595. The awards were as follows:

DDS&T	six awards	\$740
DDI	one award	\$100
DDA	seven awards	\$755

11. Christmas Activities: The Employee Bulletin on 1974 Christmas Activities was approved this week and is being distributed. Restrictions on Christmas decorations were mentioned and we asked that electrical decorations be discouraged as part of the Government energy conservation program.

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Coming Events

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1. The Modern Language Association will conduct its annual convention at the Americana Hotel from 26-29 December. [REDACTED] [REDACTED]-based recruiter, will assist representatives from OTR, [REDACTED] and the DDO in their attempts to attract applicants qualified in a variety of languages.

2. The Photo Club will have a display in "D" Corridor beginning next week and running for one month. Participants from all outlying buildings will be included.

3. The Keynotes will sing carols in the Headquarters Auditorium at 12:15 p.m. on Wednesday, 18 December, and at 12:45 p.m. on Thursday, 19 December.

4. A Christmas Greens Show featuring many attractive holiday season arrangements will be presented by the Garden Club on Monday and Tuesday, 16 and 17 December in the "J" Corridor.

5. Next week we plan to contact those offices utilizing co-op students to determine their co-op requirements for next year's summer and fall work periods.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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