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29 November 1974

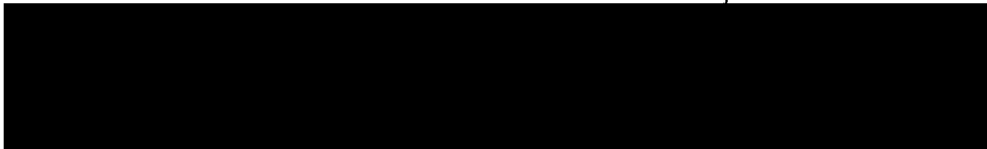
MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
29 November 1974

1. Summer Interns:

a. Twenty-five applicants for the Summer Intern Program were interviewed by our Co-op Coordinator and Associate Coordinator at the School of Advanced International Studies on 21 and 22 November. Except for one student who was married to an Italian national, all were qualified for the program. Seventeen were given application forms to complete.

b. First-year students in the Master of Science in Foreign Service Program at Georgetown University were briefed on the Summer Intern Program on 26 November. We interviewed 26 of this group for the program. Dr. Chester Crocker, Director of the program (and formerly one of Dr. Kissinger's special assistants), characterized the CIA Intern Program as the best in the Federal Government. Dr. Crocker also reported that



2. Vote of Confidence: On 18 November the Editorial Board of the Emerald, the University of Oregon daily, voted on whether to continue to accept advertising from the Agency's recruiter, [REDACTED] The vote was affirmative, 7 to 2.

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3. Special Recruitment: Recruiter [redacted] reported on his appearance at the Physicians Career Opportunity Convention at St. Louis on 23 and 24 November as follows: The general caliber of applicants was apparently poor. The two best applicants he saw were interviewed on Saturday. They indicated their intention to be available on Sunday, but were impossible to locate at that time. [redacted] though, did interview and give application forms to four individuals. [redacted] doubted that more than one would actually return the forms.

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4. Retirement Activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>TOTAL</u>
Actual Retirements 7/1/74 - 11/27/74	43	45	88
Signed to Go 11/28/74 - 12/31/74	54	86	140
Others Likely by 12/31/74	16	15	31
Disabilities Pending (not approved)	15	16	31
Requests for Estimates on Hand	54	53	107

5. Summer-Only Program -- Interest Increases: The Summer-Only Notice has generated 68 telephone inquiries to Clerical Staffing Branch and 192 returns of the tear-off response. CSB has given out or sent 205 application forms and received three completed sets of forms.

6. Orientation: At the request of the Personnel Officer, Office of the Director, all non-CIA personnel (civilian and military) assigned to the Intelligence Community Staff and the National Intelligence Office will be participants in the first day of the Office of Personnel EOD Orientation Program.

7. Assist to S&T: [redacted] Chief of our Plans Staff, met with the DDS&T Inflation Working Group and subsequently drafted a section for its report on the topic of the impact of inflation on the Agency's contractual R&D programs and appropriate measures of such impact.

8. FECA Changes: We forwarded to Chief, Regulations Control Staff, proposed Headquarters Notice announcing amendments to the Federal Employees Compensation Act.

9. CT Contracts: We have prepared 15 contracts for Career Trainees who will be entering the January Career Training Class. Two of the trainees are on board, with 13 scheduled to enter on duty. OTR will be submitting additional requests as other candidates are cleared.

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10. Awards: On 23 November the Director approved the semi-annual "Areas of Hazard" listing for award of the Certificate of Exceptional Service. A memo to each Deputy Director will now be prepared requesting that the new listing be circulated to their offices and divisions for determination of those employees eligible for the Certificate.

11. Health Insurance - Open Season: Thus far, a total of 222 enrollments and changes in enrollments in health insurance plans have been received. The open season for changes runs through 30 November 1974. These changes will reduce the Association Benefit Plan enrollment by 53 and increase the Service Benefit Plan (Blue Cross-Blue Shield) enrollment by 106.

12. Position Management: Work is continuing on the preparation of the [redacted] survey report. It is anticipated that the report will be completed within the next two weeks.

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Coming Events

1. Plans are being made for Christmas decorations and activities. These activities will be reported in an Employee Bulletin, the draft of which is complete except for information concerning the hours of operation of the cafeterias.

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2. We will complete the proposed revision of [redacted] Leave and Other Absence, for transmittal to Chief, Regulations Control Staff.

3. On 3 December the Co-op Coordinator and Associate Coordinator will interview applicants for the Intern Program at Hampton Institute, one of the finest of the traditionally black schools. The Agency's Co-op Program will also be explained to the school's new Co-op Coordinator.



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Acting Director of Personnel

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