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8 November 1974

MEMORANDUM FOR: Deputy Director for Administration

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

25X1A 1. Recruiter Meets Director [redacted] 25X1A
[redacted] clerical recruiter, had a rare opportunity to meet
with the Director [redacted] 25X1A

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2. Co-op -- NVCC: [redacted], our Coordinator for
Cooperative Programs, and his associate, [redacted] visited 25X1A
Northern Virginia Community College (a two-year college) on
4 November. Arrangements were made with [redacted] the 25X1A
NVCC Co-op Coordinator, to refer engineering and computer
science students to us. Only those students who plan to continue
their education at a four-year school with whom we co-op will
be referred to us.

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3. Summer Interns: [redacted] and our recruiter,
[redacted], visited Brown University this week to inter-
view applicants for the Intern program. There should be a good
selection of black students there.

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4. Tempo of Retirement Activity:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Requests for estimates pending	76	59	135
Signed to retire through 31 December	41	56	97
Requests for disability (not yet approved)	17	17	34
Other retirements likely	11	16	27

5. Health Benefits Open Season Notices to Annuitants: On
1 November 1974 the Annuitant Section of Retirement Affairs Division
mailed approximately 1800 notices to annuitants and survivor annuitants
advising them of the Health Benefits Open Season scheduled for 15-30
November 1974. During this time, retirees already enrolled may
change from one plan or option to another, or from self-only to self-
and-family coverage. The notices included changes in premium rates
and benefits effective 1 January 1975.

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6. Visit by Officer from Civil Service Commission: On 5 November Mr. Kenneth Glass, Staff Assistant to the Director of the Bureau of Retirement at the Commission, was guest of Chief, Retirement Affairs Division. Mr. Glass has been very helpful and cooperative in his relationship with us. He was given a description of our "package" of retirement services, a tour of the first floor at Headquarters and lunch at the Rendezvous Room.

7. Responses from Retirees: Some months ago, Retirement Affairs Division ceased sending six and 12-month follow-up letters to open retirees and instead switched to a single letter follow-up at the tenth month after retirement. Responses to the 10-month letters are now being received, and it is apparent that the quality of the substance of such responses is much better than those received previously in the six-month letters. Apparently, the retirees are more settled after 10 months and have a better perspective on retirement than was possible after only six months.

8. Interest in Possibility of Change in Mandatory Retirement Age for Civil Service: Retirement Affairs Division has received a number of inquiries regarding the likelihood of the age for mandatory retirement being raised beyond 60. A cable from Saigon Station also raised this point. Apparently, knowledge that such a possibility exists is known to many employees.

9. Budget Hearing: A great deal of time was devoted to preparing for the hearing with the Agency examiner on 6 November 1974.

10. New EOD's: There are 14 professional applicants scheduled to enter on duty Monday, 11 November 1974.

11. Vacancy Notices: There are 19 active vacancy notices currently in circulation (10 professional and nine clerical).

12. New Retirement Benefit: Under the provisions of a law signed by President Ford on 26 October, a Federal civil service annuitant who has had his or her annuity reduced in order to provide survivor coverage will have the reduced amount restored if the marriage is dissolved by death, divorce or annulment.

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13. Special Recruitment: The October 1974 issue of Industrial Arts Magazine featured a story concerning young artists in the Northern California area and pictures of their prize-winning drawings. Over one-third of the winners were students at the College of San Mateo.

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[REDACTED] Office of Technical Services, contacted Chief, Recruitment Division to report how excellent was the quality of the workmanship of these students and inquired as to how we might contact the school. By coincidence, [REDACTED]

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[REDACTED] was in the Bay Area this week. Arrangements have been made for [REDACTED] to be joined at San Mateo by a senior West Coast OTS officer (himself formerly a [REDACTED]) to discuss employment opportunities for these students with faculty members.

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14. Minority Recruitment: [REDACTED], Minority Recruitment Specialist, was accompanied by NPIC employee, Mr. [REDACTED], at recruitment visits on 5 November at Hampton Institute. [REDACTED] will also join [REDACTED] on 7 November at Virginia State College and on 11 November at Morgan State College.

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15. Allowances: On 5 November 1974 the Administrative Allowance Committee completed its first annual review of the fixed administrative allowance of EUR non-official cover personnel overseas.

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[REDACTED]

16. Certificates Signed by Director: All of the photographs of recipients of Length-of-Service Certificates taken at the Annual Awards Ceremony have now been forwarded to the individuals. Each photograph was personally autographed by the Director. While photos of Honor and Merit Awards recipients are signed by the presenter, to our knowledge this is the first time a Director has signed photos taken at the Annual Awards Ceremony.

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18. Personal Affairs Briefing: Chief, Personal Affairs Branch, briefed 34 employees and wives at [REDACTED] on matters relating to Overseas Medical, FEC, FEGLI and Casualty Assistance.

19. Personnel Officers' Meeting: We had our monthly Personnel Officers' Meeting in the auditorium on 6 November at 10:30 a. m., at which time the Longevity Award Certificates were presented to members of the Personnel Career Sub-Group. In addition, [REDACTED] our Chief, Benefits and Services Division, discussed the 1974 amendments to the Federal Employees' Compensation Act. One of the items of importance was that if a job-related traumatic injury occurs, an individual can be paid his regular salary for 45 days without charged leave.

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20. ADP: In ADP conversion activities, review has been made of various STAFFING reports, queries made of the STAFFING system, and review made of dictionary changes.

21. Forfeited Annual Leave: We discussed with OGC, SSA/DDA, and Regulations Control Staff the issuance of Headquarters and Field guidance on restoration of annual leave forfeited due to illness or exigencies of the public business. A Headquarters Notice has been authenticated and will be distributed next week. SSA/DDA arranged issuance of a book cable to the field based on the content of the HN as drafted.

22. Rehired Annuitants: The Director of Personnel approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] -- Office of Logistics --
Independent Contractor -- one-year extension.

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

23. Blood Donors: Blood donation day on 5 November was highly successful -- 198 pints of blood were donated. This exceeds the collection total of one year ago by 24 pints.

Coming Events

1. We will prepare a draft notice on the single ceiling.

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2. Forward bi-monthly MBO reports to DDA/Plans Staff.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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