

CONFIDENTIAL

11 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
11 October 1974

25X1A

1. APP -- Briefing DCI: Mr. Janney and [redacted] briefed the Director on the consolidated APP report on 9 October 1974.

2. External Placement -- Job Reductions: Several Federal agencies have reported cutbacks in hiring, temporary freezes and imminent personnel reductions. External Employment Assistance Branch has had a similar report from industrial organizations -- attributable to a reduction in Government contracts. This, of course, makes it more difficult to do our job in placing retirees and others in non-Agency jobs.

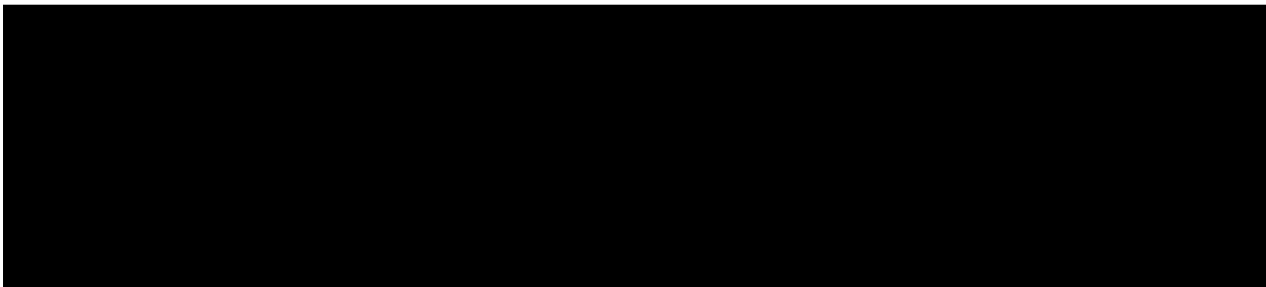
3. Retirement Policy: We are waiting for an answer from the Civil Service Commission on whether we can be given an exemption from the age discrimination provisions of the FLSA. [redacted] talked with the Assistant Executive Director, Kator, requesting an answer on an expedite basis. Mr. Kator is presently out of the country; we will have to wait until 15 October.

25X1A

25X1A

25X1A

25X9



1A

25X1A

5. Magazine Article on CIA's Retirement Services Program: Mr. Bennett, writer for the American Association of Retired Persons, met with [redacted] Chief, Retirement Affairs Division, and his counselors during the week. As previously reported, he is working on an article about the CIA Retirement System for their official publication. Mr. Bennett will meet with External Employment Assistance Branch personnel on 11 October.

CONFIDENTIAL

CONFIDENTIAL

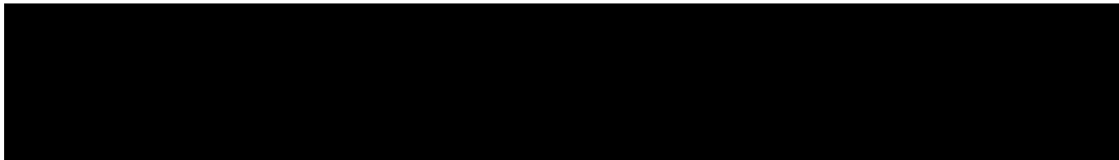
Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1

6. Supergrades: The report on Agency supergrade positions is being finalized and we hope to have it completed within the next week.

7. Vacancy Notice Report: There are 21 active vacancy notices on the list at the present time (14 professional and seven clerical).

8. Advertising Results:

a. Responses to advertising in the Family Practitioner for Medical Officers placed for OMS continue. Fifteen responses have been received to date. A considerable number of responses, though, are from doctors in their sixties and in semi-retirement.



25X1A


c. Responses to our ad for Transportation Systems Engineers for OSI continue, with 205 responses to date.

9. Duckett Honored: Mr. Carl Duckett received the National Civil Service League Award on 9 October 1974 at a ceremony held in the Benjamin Franklin Room of the State Department. He was introduced by Mr. Colby to the assembled dignitaries and guests.

10. PASG: We worked on a proposed simplified inventory form for the Directorates to report progress in implementing PASG.

11. ADP Conversion: In ADP conversion activities, testing was conducted on the block change program and redesign was made of the block change report. The block change covers the automated updating of the PERSIGN and STAFFING records.

12. Rehired Annuitant: The Director of Personnel approved the following rehired annuitant case for the Directorate of Administration:

 -- Office of Security -- Independent Contractor -- one-year extension.

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1

13. Combined Federal Campaign: The first report on the Combined Federal Campaign shows a total of \$13,515 has been donated or pledged. This is 4.8% of the Agency's goal. In addition, donations and pledges received for the Educational Aid Fund total \$1,655.50. The total for the Public Service Aid Society thus far is \$319.50.

14. Longevity Certificates: All Length-of-Service Certificates have been mailed to the Directorates for their presentation. Approximately 1,175 certificates were forwarded.

15. Special Training: [REDACTED] of the Plans Staff attended the second session this week of the "Troubled Employee Services" sponsored by the Civil Service Commission.

14. Regulations: We continued work on redraft of regulations to incorporate superior accomplishment awards.

Coming Events

1. The Coordinator for Cooperative Programs and his associate will visit Virginia Polytechnic Institute on 15 and 16 October.

2. The annual open season for enrollment under the Federal Employees Health Benefits Program will be held from 15 through 30 November. Employees will be permitted to enroll, if not already enrolled, as well as change health insurance plans.

3. The EAA will hold its Annual Activities Fair from 21 to 25 October in the first floor corridors of the Headquarters Building. Representatives of the various EAA activities will provide information and demonstrations to stimulate employee interest and participation.

4. An OP skills session will be held on 16 October dealing with the subject of CEMLOC.

5. Work will continue on ADP conversion activities.

6. We begin final typing of consolidated APP as approved by the Director.

[REDACTED]
Acting Director of Personnel

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1

CONFIDENTIAL

25X1A

25X1A

ILLEGIB

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010037-1