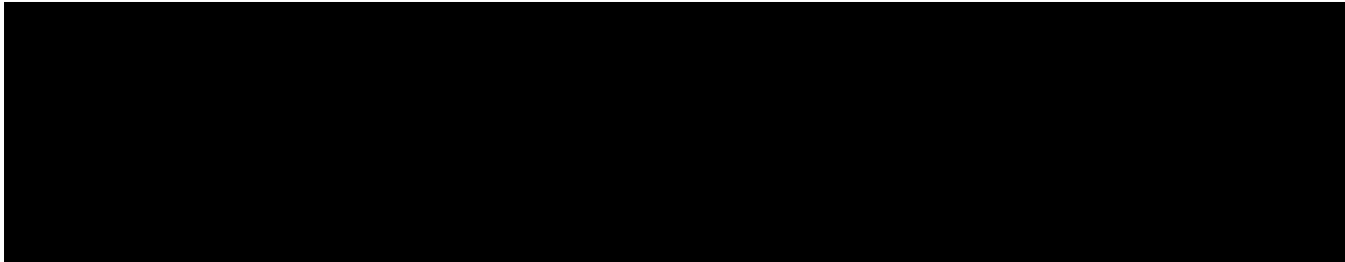


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23 AUG 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
23 August 1974



25X1A
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2. Retirement Counseling Staff: The DD/I nominated [redacted] to be the retirement counselor for the DDI. [redacted] returned recently from a short tour in Vietnam; prior to that he was the CIA Librarian. [redacted] paid a brief visit to Retirement Affairs Division on 16 August and will report for this assignment after Labor Day.

25X1A
3. Voluntary Investment Plan: The new Federal legislation on pension plans will include new responsibilities for employers. Connecticut General Life Insurance Company, which has a large pension trust department, will make an analysis of the new requirements and will advise all of their clients, including VIP. We have alerted the Chairman of the Board of Trustees, the Deputy Director of Finance for Plans and Systems, and the VIP Legal Advisor of some forthcoming developments on this subject. Preliminary discussion with the regional representative of Connecticut General has revealed that he thinks requirements on a plan of the nature of VIP will be minimal.

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5. Skills Session: Approximately 45 Personnel sub-careerists attended a Skills Session dealing with the subject "Recent Changes in Agency and Federal Regulations" on 21 August.

25X1A 6. Counseling Course: In a discussion with [REDACTED] 25X1A
Chairman, DDA Personnel Resources Committee, [REDACTED] of our
Plans Staff verified continued DDA interest in offering a counseling course
25X1A to personnel anticipating responsibilities in employee counseling. In turn, 25X1A
[REDACTED] consulted with representatives of OTR and PSS to complete
preliminary planning for the next running of the course. A formal planning
25X1A session is tentatively scheduled for the week of 16 September, and it is
expected that [REDACTED] will be in attendance. Tentative
25X1A dates have been set for the next running of the course in November.

25X1A 7. Upward Mobility: [REDACTED] has attended a briefing
by the Department of Navy on the Navy Upward Mobility Program for the
Navy Air Command in order to identify possible methods and techniques for
application in this Agency. Personnel files of employees who may be
selected for the Agency Upward Mobility Program are being reviewed.

8. FLSA: We have had delays in the automation of information for
the FLSA designations so that notifications to employees will be issued later
than originally scheduled, but possibly before the middle of September.

9. ADP Conversion: In ADP conversion, work continued on the
development of procedures and the testing of transactions. The CRT
terminal in PMCD in the Chamber of Commerce Building is now operating
and has been tested.

25X1A 10. Rehired Annuitant: During the week I approved the following
retired annuitant case for the Directorate of Administration:

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

11. Annual Awards Program: The DD/A has approved the program
for the Annual Awards Ceremony to be held on 18 September 1974.
Arrangements are now being made for printing the programs and the
ceremony tickets. The lists of eligible employees have been forwarded
to appropriate Directorate representatives with a request that they
designate individuals to attend the ceremony.

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12. Summer-Only Employees: Sixty-one summer-only employees completed their Agency assignments last Friday, 16 August, and were processed out as a group in the auditorium. There are 41 scheduled to process out in the same manner today, 23 August, and a majority of the remaining summer only's are expected to leave on 30 August.

25X1A

13. Official Bulletin Boards: Official Bulletin Boards are now in use in Chamber of Commerce Building and Printing Services Building. Boards have been installed in [REDACTED] and Ames Building and will be displaying information by 26 August. Because of defects in some of the boards which necessitated modifications, boards have not been installed in South, Key or Magazine Buildings. These are expected to be up and in use within a week. The boards currently in use feature information and photographs concerning the Agency's participation in the Presidential Classroom program.

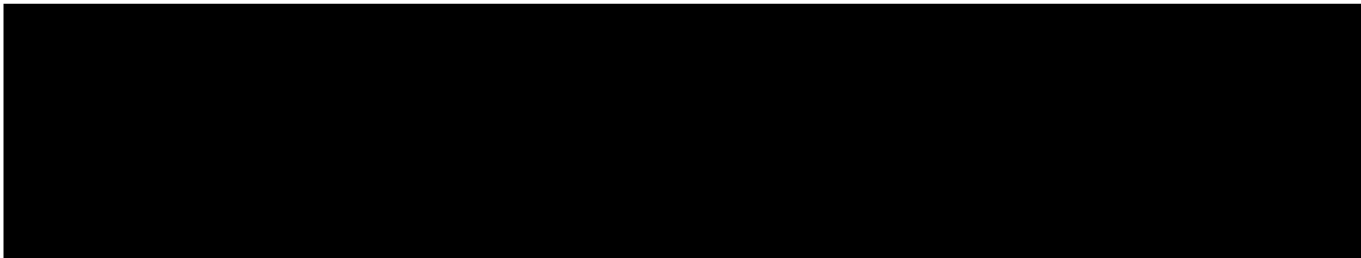
14. Suggestion Awards: The Chairman, Suggestion Awards Committee, has approved 10 awards, including nine cash awards totaling \$285 and one Certificate of Appreciation. The awards were as follows:

Directorate of Intelligence
3 awards - \$100

Directorate of Administration
5 awards - \$160
1 Certificate of Appreciation

Directorate of Operations
1 award - \$25

25X1A



Coming Events

1. We will complete preparations for distribution of FY 1975 PDP forms.

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2. Work orders must be written and coordinated to change the Directorate of "Management and Services" to "Administration." The title change was effective 19 August and end of month reports should reflect the new titles. The "M" letter designator for the Career Service will not be changed at this time. It may be changed next summer when PERSIGN is functioning.

3. Work will continue on ADP conversion activities and on position management surveys.

F. W. M. Janney

F. W. M. Janney
Director of Personnel

Distribution:

- 0 & 2 - Addressee
- 1 - DD/Pers/P&C
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - D/Pers Chrono
- X - D/Pers Subject File

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OD/Pers/ [REDACTED] :jmm (23 Aug 74)

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