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2 AUG 1974

MEMORANDUM FOR: Deputy Director for Management and Services

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

25X1A 1. Hire the Handicapped: The Handicap Program is moving along  
 25X1A on schedule. The OP Coordinator has met with senior Directorate coordi- 25X1A  
 nators; i. e., [redacted] in the DDM&S; [redacted]  
 [redacted] in the DDS&T; [redacted] in the DDO; and [redacted]  
 25X1A and [redacted] in the DDI. In addition, he has met with or talked to some 40 25X1A  
 25X1A personnel and support officers to explain the program. So far, the interest  
 and cooperation has been good. We have also distributed handicap literature  
 to all the components. OJCS has placed two people in process as computer  
 programmers, one blind and one deaf. We are also considering a deaf  
 person for a clerical position and another blind person for an analyst position  
 in DDI.

25X1A 2. New Briefing Technique: The interns had a very interesting  
 orientation session at NPIC on 30 July. Unlike last year when the presenta-  
 tions were restricted to briefings, this year the Director of NPIC spoke and  
 answered questions for two hours. Then the interns were divided into small  
 groups to observe the photographic interpreters and photogrammetrists at  
 work.

3. Co-op Visit: [redacted] our Coordinator for Cooperative  
 Programs, was visited this week by his counterpart from Virginia State  
 College. We have two co-ops from there, one of whom is graduating in  
 August and will be picked up by his office as a staff employee. Virginia  
 State has expanded its co-op program to include liberal arts majors,  
 which will be of interest to [redacted] OER and OCI for their minority co-op  
 programs.

4. Lecture: [redacted] Chief, Review Staff, presented a  
 review of current developments in the Agency's personnel management  
 program to the participants in the Intelligence and World Affairs Course  
 conducted by OTR.

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\* 5. Cost-of-Living Increase: We forwarded to Regulations Control for publication an Employee Bulletin announcing a pending cost-of-living increase.

6. Annual Report: The FY 1974 OP Annual Report was completed and forwarded to DDM&S.

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7. Economists Meet: [REDACTED] recruiter, will join [REDACTED], Office of Economic Research, at a national convention of Agricultural Economists to be held on 19 and 20 August at Texas A&M University.

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8. Counseling Course: A three-day course on counseling began on 31 July for a class of 13 M&S officers, including several members of the Directorate's Personnel Resources Committee. Introductory presentations made by our Plans Staff officer related counseling requirements to PASG policies and drew out the class on the different approaches to counseling currently being practiced. [REDACTED] Chairman of the Personnel Resources Committee, stated that he was finding the course and the discussions most helpful.

9. Position Management:

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a. Discussions were held with OC Administrative Officers on a review of field staffing complements to determine the need for shifting and realigning certain telecommunications specialists, electronic technicians and other positions. A discussion was also held on the proposal for conversion of telecommunications specialist-crypto to telecommunications-generalist positions in certain components. A meeting was also held with the OC operations and administrative officers concerning the establishment of a utility specialist team for [REDACTED]

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b. A draft of the report on the review of some 40 GS and Wage Board positions at [REDACTED] was developed. The study includes various determinations of organizational structure, placement of functions and position grades.

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[REDACTED]

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10. FLSA: Work is continuing on the implementation of the provisions of the Fair Labor Standards Act. We now expect that the card notifications to all employees will be issued in the latter part of August. The dispatch notifying field components of the effect of the FLSA amendments has been cleared for transmission to the field.

11. CEMLOC:

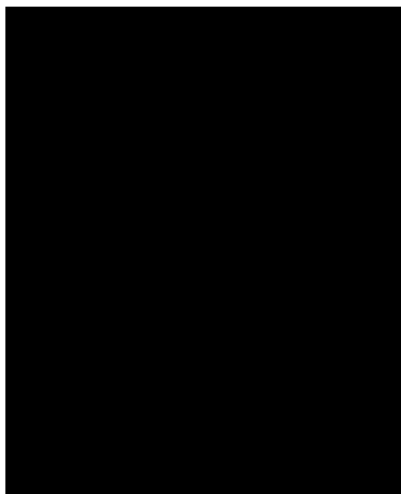
a. A paper is being prepared to show the specific scheduling and work requirements which should be met by the various task forces to ensure smooth conversion of the Agency to the new CEMLOC system. Several preliminary tasks concerning error detection and correction in existing locator record systems will begin in the next few weeks.

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b. A meeting was held at the request of OC [REDACTED] officers to discuss the capability of CEMLOC handling locator information for the new secure telephone system planned for installation in the Agency beginning in the next 18 to 24 months and to check the feasibility of CEMLOC recording a limited number of secure line subscribers which the Agency now services in the Department of State and the Pentagon. CIA operators in the Telephone Facilities Branch are assuming increasing responsibility for servicing secure line facilities and related information requests.

12. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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Office of Logistics -- Independent extension.

Office of Security -- Independent extension.

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

Office of Security -- Independent contract.

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

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\* Also, the following retired annuitant was terminated:

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██████████ -- Office of Security -- Independent Contractor -- deceased.

### Coming Events

1. Test the application of converted April PERCON transactions against the PERSIGN master.
2. Work will continue on ADP conversion activities, on surveys in progress and on the FLSA overtime implementation.
3. ██████████ OP/Review Staff, will accompany the Director of Personnel to brief the Director on a proposed Personnel Development Program for FY 1975.
4. We will prepare a memorandum of comment from the Director of Personnel to the Deputy Director for Management and Services on the proposed Executive Personnel System.
5. The Red Cross Bloodmobile will visit the Agency on Tuesday, 6 August.

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(Signed) F. W. M. Janney

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Director of Personnel

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