

CONFIDENTIAL

26 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Office of Personnel Report - Week Ending
26 July 1974

1. Summer Interns: The briefings continue to be well received by the Summer Interns. They were briefed this week by the Deputy Director for Operations and the Director, Office of Strategic Research. This was the first time the Interns had been briefed about the Operations Directorate. Career counseling sessions were held with five more Interns. The spirit of the class is reflected by their getting together Saturday for a wine and cheese party.

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2. Minority Recruitment: [REDACTED] minority recruitment specialist, represented the Agency on 20 July at the annual Black Festival sponsored by the Berkshire County (Massachusetts) Chapter of the National Association for the Advancement of Colored People (NAACP). This affair, held at Pittsfield, Massachusetts, serves as an occasion to introduce young blacks to career possibilities that they might not otherwise consider. Also represented were the military services, HEW, SBA, the Massachusetts State Government, several church groups, the Boy Scouts, Girl Scouts, and a variety of business and industrial organizations from the New England area. Agency participation in this event was given a considerable amount of publicity by local newspapers and radio stations, all of it apparently favorable. While this activity has no immediate "pay off" in terms of recruitment, it is thought of as long-range "missionary work" that could redound to our benefit several years hence.

3. Co-op -- Office of Training: The Coordinator for Cooperative Programs briefed the Director of Training and his senior staff about cooperative education. OTR has been very pleased with its first two Interns and is exploring the co-op program as a means of having year-around student employee assistance.

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5. Briefing of DEA Representatives: Three representatives from the Drug Enforcement Administration were briefed concerning the Agency Qualifications Record System--DEA is interested in establishing a skills/mobility inventory. This briefing was cleared previously with [REDACTED] 25X1A [REDACTED] office and others.

6. Upward Mobility: Reading scores provided to us by the Civil Service Commission for our Upward Mobility people indicate the highest to be at the eighth month of the 10th grade, and the lowest at the fifth month of the 5th grade. More detailed analyses will be forthcoming.

7. Position Management:

a. A meeting was held with the DDO/Plans Staff to discuss DDO ceiling reductions.

b. A review and evaluation is being made of the NPIC planning paper.

8. FLSA: Work is continuing on the implementation of the provisions of the FLSA. Methods for reporting overtime in quarter-hour increments and for notifying employees both in Headquarters and foreign areas have, for the most part, been resolved. We expect that a dispatch will be transmitted to the field shortly on the effect of the FLSA amendments.

9. Annual Report: We reviewed the Annual Report submissions of all OP components and Directorates and completed consolidations of an initial draft of the OP Annual Report.

10. PASG: Chief, Plans Staff met with [REDACTED] 25X1A AO/DCI, to discuss PASG implementation within the E Career Service. Panels have been established, the Senior Board is operating, and evaluation systems (rating scales) are being used. [REDACTED] was supplied 25X1A copies of the guidances on evaluation, promotion and counseling.

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11. Rehired Annuitant: During the week we approved the following rehired annuitant case for the Directorate of Management and Services:

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

12. CIARDS Annuitant ID Cards: The concept of ID cards for "open" CIARDS annuitants has been approved by the Director. The order for printing is with Printing Services Division, with a completion date of 1 August.

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- * 13. Fund Drives: We have been working with representatives of OJCS and the Office of Finance in order to further streamline procedures for handling the annual fund drive pledges. Discussions have been completed regarding a revision of the CFC pledge card which will enable us to record PSAS pledges and eliminate the additional envelope which was previously required for this purpose. The revised card has been sent to Forms Management for final action.

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[REDACTED]

15. New Suggestion Awards Pamphlets: Art work has been completed on two pamphlets developed by the Incentive Awards Branch to stimulate interest of employees and supervisors in the Suggestion Awards Program. The draft pamphlets will be available for review in the next few days.

Coming Events

1. On 30 and 31 August and 1 September, the American Political Science Association will meet in Chicago. Several DDI representatives will participate in the program. [REDACTED] 25X1A
recruiter, will provide administrative support to their recruitment effort.

25X1A

2. [REDACTED] Life Sciences Division, ORD, will participate in the American Psychological Association meeting at New Orleans on 31 August and 1, 2 and 3 September. He has requested administrative support of the Recruitment Division in his search for psychologists in a highly specialized area. [REDACTED] our 25X1A
[REDACTED] recruiter, will join [REDACTED] on this occasion. 25X1A

3. Complete the FY 74 OP Annual Report.

4. Continue review of pending claims for restoration of annual leave.

5. Work will continue on ADP conversion activities, on surveys in process, and on the FLSA overtime implementation.

(Signed) F. W. M. Janney

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Director of Personnel

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