

20 APR 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of PersonnelSUBJECT : Office of Personnel Report --
Week Ending 21 April 1978

- 25X1A 1. (U) Women Engineers: Recruiter [redacted] of our [redacted] office reports that he addressed the Society of Women Engineers at Texas A&M University on 18 April. About 150 women attended his briefing. This is the second such presentation that he has made this spring; the other was made at Oklahoma State University. 25X1A
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25X1A 2. (U/AIUO) Possible Legal Action Against CIA: Recruiter [redacted] of our [redacted] office sent us an article from the Bergen, New Jersey Record which stated that a suit is being filed against the CIA relative to files on Fairleigh Dickinson University students. The editor of the school paper is seeking to learn if there were agreements with university staff members or students to spy on or recruit foreign nationals, or perform services for the CIA. Reportedly, the CIA was interested in students [redacted]. Fairleigh Dickinson has about [redacted] students on campus, more than any other college in the state. 25X1A
- 25X1A 3. (U) Minority Recruitment: During the period 4-6 April, Recruiter [redacted] (DDA/EEO), and four other Agency representatives attended Career Awareness conferences held at North Carolina A&T State University and at Winston-Salem State University. These conferences were sponsored by the National Urban League in conjunction with the respective career planning and placement offices of the universities. Agency officials were well received and were able to speak with Department Heads and Administrative Staff as well as the large numbers of minority students who were in attendance. 25X1A

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4. (U) Talk With Sex Discrimination Task Force: Messrs. [redacted] addressed the Agency's Task Force on Sex Discrimination on 14 April concerning the general subject of recruitment selection and processing. The specific topics addressed were recruitment literature, interview reports, recruitment sources, the question of employing female college graduates as secretaries, the matter of fully informing female professional applicants about available positions, and the efforts made to hire female Career Trainees.

5. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 166 persons to go by 30 June, 62 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	32 (8)	49 (10)	81 (18)
Signed to go	19 (10)	66 (34)	85 (44)
Totals	51 (18)	115 (44)	166 (62)

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6. (U) External Placement: [redacted]

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met with members of the Retirement Counselling and Employee Assistance Branch (RCEAB) on Friday, 14 April. RCEAB has been in contact with and has referred clients to this executive search firm since 1974. [redacted] is currently on an extensive East Coast recruiting trip, and while in Washington, plans to interview two of RCEAB's clients for specific vacancies.

7. (U/AIUO) New Clerical Employees: On 17 April 1978, 24 new clerical employees entered on duty. Of this number, seven were former employees and eight were either Agency dependents or relatives. These figures certainly indicate an inclination to return to the Agency as a place of employment. Also, they appear to indicate that our present employees are having a good influence on their dependents and relatives when it comes to recommending the Agency as a good place to be employed.

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8. (U) Supervising the Handicapped: The Coordinator for the Handicapped program met with OTR representatives [REDACTED] to review the "Successful Supervision of the Handicapped" kit recently purchased from the Civil Service Commission. We are working together to determine if we should present this one-day workshop in the Agency rather than sending Agency employees to the Civil Service Commission at a cost of \$75.00 per student.

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9. (C) Information on Insurance Plans: In support of Agency overseas Stations and Bases, we have sent, in the last eight weeks, more than 100 packets concerning our insurance plans to East Asia, Near East, European and Latin America Division Stations and Bases. This recent and significant flurry of interest in securing updated insurance information stems partly from an increase in administrative briefings provided by members of the Insurance Branch, but to a greater degree, attributable to a recent cable sent to all overseas facilities by the SSA-DD/A drawing attention to the November 1977 [REDACTED] health benefits and changes in the Association Benefit Plan. The cable also advised of the availability of current insurance information and applications from the Insurance Branch. 25X1A

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10. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 49.

11. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

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(1). (C) On 20 April, [REDACTED] will give two briefings at the Air Force Security Service Headquarters in San Antonio. These briefings will describe career opportunities in the Office of Communications and in the SIGINT field. The audience will consist of enlisted personnel who have used Morse Code skills in the Air Force Security Service. [REDACTED] Recruiter)

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(2). (U) We plan to complete typing of the FY 78 consolidated APP and the analysis of the individual Career Service PDP submissions.

F. W. M. Janney

Att

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EA-D/Pers/ [REDACTED] rj (20 April 78)

S E C R E T

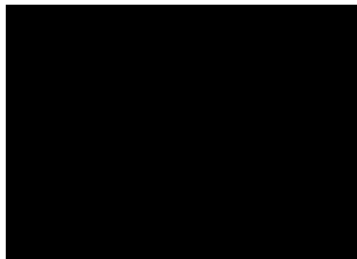
19 April 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (13-19 April 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Director of Personnel:

DDO

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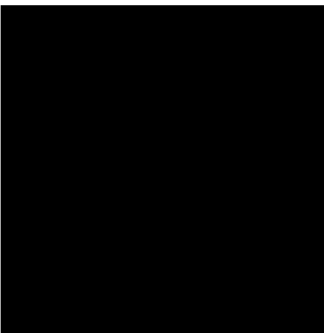


- Independent Contractor, IMS, one-year extension.
- Independent Contractor, IMS one-year extension.
- Independent Contractor, IMS one-year extension.

2. (S) The following rehired civilian annuitant cases were approved for extension by the Deputy Director for Administration:

DDA

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- Independent Contractor, OTR, one-year extension.
- Independent Contractor, NE Division, one-year extension.
- Independent Contractor, EUR Division, one-year extension.

DDO

S E C R E T