

13 January 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

25X1A FROM : [REDACTED] Acting Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending 13 January 1978

1. (U) External Placement:

25X1A a. [REDACTED] of  
25X1A the Staff Personnel Division met on 11 January with Messrs. [REDACTED] of DIA to acquire further details on assignment possibilities and other administrative information in connection with our efforts to place the Operations Directorate employees involved in the reduction. We hope to be able to refer some resumes within the next two weeks. As the meeting was concluding, [REDACTED] mentioned that 25X1A DIA had six surplus GS-05 guards. The Office of Development and Engineering (OD&E) is looking for guards and arrangements will be made to review the resumes of the DIA surplus.

25X1A b. On Wednesday, January 11, 1978, Messrs. [REDACTED] and 25X1A [REDACTED] of the Retirement Counseling and Employee Assistance Branch met with [REDACTED], a representative of [REDACTED] a private firm with its headquarters in [REDACTED]. They discussed potential employment opportunities with [REDACTED] firm for those involved in the current Operations Directorate reductions.

2. (U) Unusually Talented Applicant: We received an application from an individual with fluency in 16 languages, half of them at the native level.

claimed

E 2 IMPDET  
CL BY 012752  
May be downgraded to  
U/AIUO when separated  
from attachment

3. (U/AIUO) Reaffirmation of Retirement System Status:  
The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

- Memoranda sent
- Returned
- Elected to return to CSRS



25X9

9

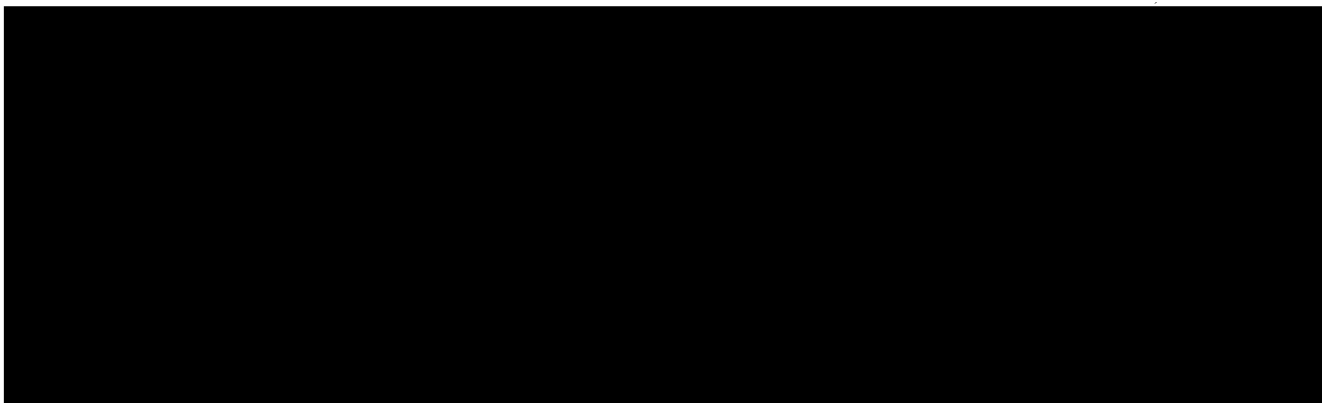
4. (U/AIUO) Summer-Only Program: The deadline for summer employment applications was COB 27 December 1977. Clerical Staffing Branch answered requests for 497 applications. Of the 497 requests sent out, we received 380 applications, compared to 427 received last year. Eleven of the 380 applications received have been rejected or cancelled for various reasons, leaving a total of 369. Our total requirements for summer employees for FY-78 number 224 as compared to 229 requirements last year.

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5. (U) Special Recruitment: Recruiter [redacted] reports that [redacted] of the Office of Technical Services recently interviewed two paper chemists in Chicago and was pleased with the qualifications of the candidates. They had responded to advertisements which were placed recently by Recruitment Division.

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25X1C



7. (U) Educational Aid Fund: To date, we have distributed 85 EAF applications. Seventy of them are first-time applications.

8. (U/AIUO) Public Service Aid Society: The Public Service Aid Society loan disbursements for the year 1977 were the highest since 1967. In 1977, \$60,107.01 was disbursed against 29 loans compared to 1967 when \$63,222.00 was disbursed against 40 loans. During the same period, 1967-77, 1977 showed the second highest loan repayment rate of \$26,892.90 compared to \$27,454.00 in 1968.

9. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June is 45.

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

COMING EVENTS:

(1). (U) Placement officials at the University of Puerto Rico at Mayaguez have agreed to the date of 31 January for the recruitment of co-op students. As a result of our recruiting there we now have three candidates on board from Puerto Rico and the Office of Logistics has recently placed [REDACTED] 25X1A [REDACTED], a mechanical engineer in process. Two additional candidates are also in various stages of processing. Recruiting there has been productive and has certainly exceeded our initial expectations. [REDACTED] will interview co-op students and [REDACTED] will run two additional interview schedules for electrical engineers for regular staff positions. AD/Pers has asked the Office of Security to assess terrorist activity in Puerto Pico before final arrangements are completed.

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(2). (U/AIUO) We are preparing for a ceremony for 20 January 1978 in the auditorium which involves 129 DDS&T awardees, their families, and numerous outside guests. It is anticipated that the Director will address the group and present the awards.



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Att

Distribution:

- |                      |   |
|----------------------|---|
| Orig & 2 - Addressee | 1 - DD/Pers/R&P                           |
| 1 - Chief, SAS       | 1 - AD/Pers/Chrono                        |
| 1 - DD/Pers/P&C      | 1 - Subject File                          |
| 1 - DD/Pers/SP       | EA-D/Pers/[REDACTED]:rj (13 Jan 78) 25X1A |

S E C R E T

12 January 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (9-13 January 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was processed as a new hire:

DDA

25X1A



- Independent Contractor, Office of Training, effective 10 January 1978.

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

DDO

25X1A



- Independent Contractor, Covert Action Staff, one-year extension.
- Independent Contractor, CI Staff, one-year extension.
- Independent Contractor, EUR Division, one-year extension.

3. (S) The following rehired civilian annuitant case was terminated:

25X1A



- Independent Contractor, EUR Division terminated 1 January 1978.

S E C R E T