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10 June 1977

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week
Ending 10 June 1977 (U)

STATSPEC

1. (U) Language Conference: We have received very favorable feedback from Fairleigh Dickinson University officials in New Jersey as a result of Agency participation in their recent language conference. [REDACTED] of [REDACTED] was a featured speaker on the subject of the use of foreign languages in careers. His talk was well received by the audience, and there was an unexpectedly high number of questions from participants. He was seated next to the University President, Dr. Jerome M. Pollack. Of particular interest to us was the fact that Professor Rosenzweig, chairman of the event, was interviewed by Mr. Walt Wheeler, CBS-AM Bureau Chief in the state of New Jersey, and stated that the CIA speaker had received a very friendly reception. This information was broadcast repeatedly on Wednesday, 20 April, the date of the conference.

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2. (U) Upward Mobility: Of the 74 Upward Mobility applicants (hire the disadvantaged program) who are being processed, 57 are still in process, 26 of whom are fully cleared. We will select 20 individuals for the program, which begins at the Civil Service Commission on 11 July 1977.

3. (U) Hire the Handicapped: The Executive Director of MAINSTREAM, a non-profit organization providing public information on the progress of affirmative action programs for the handicapped, invited the Coordinator of our program to attend one of their two-day Human Relations Training Programs in New York without charge (normally \$300). We had called for information on their training program and the invitation was extended to allow us an opportunity to observe the course. Regretfully, we had to decline because of the timing.

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4. (U/AIUO) Position Management: A survey of the Office of Public Affairs is being conducted, and comparability studies are being made with the Department of State and the FBI.

5. (U) Flexitime: [REDACTED] of our Position Management and Compensation Division visited Mr. Thomas Cowley at the Civil Service Commission for discussion on the status of Congressional bills on Flexitime and four-day workweek, and on Flexitime in general.

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6. (U) Personnel Officers' Meeting: Our monthly Personnel Officers' Meeting was held on 8 June in the auditorium. I briefed the group on the 3 June EAG meeting; [REDACTED] discussed the role of the MP Career Sub-Group Career Management Office; [REDACTED] updated the group on the Voluntary Investment Plan; and [REDACTED] talked about discount car rentals.

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7. (U) Regulations: We forwarded [REDACTED] "Promotions," to Records Control Branch for publication.

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8. (U) Seminar on Creativity: The National Capital Chapter of the National Association of Suggestions Systems sponsored a seminar on creativity on 7 June 1977. [REDACTED] Deputy Director of Personnel for Special Programs, two members of the OP Incentive Awards Branch, and 15 other Agency employees attended the seminar which was conducted by Professor Robert Schwarz of Purdue University.

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9. (U) EAA Store: The EAA Store recently sold its first diamond, not as a stock item but as a special order from a catalog. When notified of the delivery, the employee came to the store, produced his own "jeweler's loop," examined the stone and pronounced it a good buy.

10. (U) Blood Day: Blood Donor Day, held on 7 June, resulted in 146 donations. The total suffered because of a rather large number of deferrals (26). No one cause was responsible, but several involved low iron. One of the Red Cross representatives indicated that this is currently a common cause for deferral in all donation centers. Total donations were increased by 19 employees of the Bureau of Public Roads participating.

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Coming Events:

1. (U) The Keynotes will present a Spring Concert on 15 and 16 June in the auditorium, at 12:15 p.m. on the 15th and at 12:45 p.m. on the 16th.

2. (U) We have reserved the auditorium for the mornings of 1, 3, 8, 10 and 15 November 1976 (from 0830 to 1200) for our annual Retirement Seminar.

3. (U) Approximately 95 persons are scheduled to attend the OP Skills Session on 15 June concerning "Updating Personnel Matters."


F. W. M. Janney

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