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18 March 1977

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT : Office of Personnel Report --
Week Ending 18 March 1977

1. Regional Recruitment Conference: The Director of Personnel, Deputy Director for Recruitment and Placement, and Chief/Recruitment Division, traveled to San Francisco for a regional "Mini-Conference" on 14 and 15 March.

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2. Special Recruitment: Recruitment officers met recently with representatives of General Electric to discuss a forthcoming reduction in force at a major installation in Philadelphia. The Re-entry and Environmental Systems Division will be phased out in the near future due to continual loss of contracts. This is the third phase of the RIF and involves about 435 engineers and support staff. On 9 March a follow-up visit by Recruiters [REDACTED]

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and [REDACTED] was made to the Washington, D. C. Headquarters of General Electric to meet with Messrs. Debs and Waldman of their Executive Placement Staff to review resumes of engineers. From 130 resumes reviewed, about 14 were selected for further evaluation by Agency components and possible interviews in Philadelphia depending upon our interest and the availability of the candidate. While at G.E. it was noted that [REDACTED] former of our [REDACTED], and several other CIA officials (names not known) are now associated with the Public Relations Staff of G.E.

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3. NSCA Designations: We met with [REDACTED] DDA Information and Privacy Staff, to complete arrangements for a simplified system of recording and changing NSCA designations on the PCR. The revised procedures should reduce paperwork and needless coordination.

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4. Zero-Base Budgeting: [REDACTED] Chief, Plans Staff, briefed all senior officers in the Office of Personnel on 17 March on the subject of Zero-Base Budgeting. He recently attended an all-day conference sponsored by the Association of Government Accountants.

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5. Reports Officer Standard: The writing of the draft standard for Reports Officers continues, with the development of six benchmark position descriptions. Our initial outline of this draft standard was reviewed by several senior Reports people in DDO and some initial suggestions received from them.

6. Regulations: The following were forwarded to Regulations Control Branch during the week for publication:

- a. [REDACTED] - Personnel Records and Reports
- b. [REDACTED] - Management of SPS

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7. Special Briefings: Preparations are being made for a briefing of NPIC personnel regarding the various benefits programs provided to Agency employees. This follows a retirement briefing given to this group.

8. Physical Fitness: A meeting was held with Doctors [REDACTED] of the Office of Medical Services and Mr. Tom [REDACTED] of the Office of Logistics regarding the Fitness Room. A representative of Benefits and Services Division will tour the fitness facilities of the FBI next Tuesday morning in connection with our MBO to upgrade our own facilities.

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9. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED] -- Independent Contractor,
Office of Security, new hire for four-month period.

COMING EVENTS:

1. A conference for Eastern recruiters is scheduled for 4 and 5 April in [REDACTED].

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2. Hispanic Coordinator [REDACTED] has asked for recruiter support at a large Hispanic Conference of Government officials at San Antonio from 2-5 May.

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[REDACTED] has been alerted to this requirement, which will take place at the San Antonio Convention Center.

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3. The Savings Bonds Campaign will be held from 4 through 29 April.

[REDACTED]
F. W. M. Janney

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