

4 March 1977

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT : Office of Personnel Report --
Week Ending 4 March 1977

1. Co-op Program: Twenty electrical engineering co-op students, including two females, were interviewed at the University of Akron on 23 and 24 February. The overall quality of this group was very good.

2. National Consortium at Atlanta: Preliminary arrangements have been made to attend the Second Annual Consortium for Black Scientists and Engineers, to be held at the Atlanta Internationale Hotel during the period 2 through 6 May 1977. The purpose of this event is to encourage an increase in the pool of Black scientists and engineers by dramatizing the achievements of the science-gifted Black students at the elementary and secondary levels.

3. Upward Mobility: Recruiter [REDACTED] of our Washington Area Recruitment Office reports considerable success in his efforts to satisfy requirements for the Upward Mobility Program (hire the disadvantaged). This year 78 applications have been submitted, which represents an increase of 22 over the previous year.

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4. Retirement Highlights: The figures shown below reflect the total retirement activity for the period 10 January through 28 February. The figures in the clear show totals; the figures in parentheses represent persons who opted for options of discontinued service or "involuntary" retirement and are included in the total figure. Thus, of the 130 persons who retired by 28 February, 94 went under the "liberal" options.

Civil Service	71	(55)
CIARDS	<u>59</u>	<u>(39)</u>
Total	130*	(94)

* Of these, 22 opted for retirement in the last three workdays (24, 25 and 28 February).

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5. Summer-Only Program: Full clearances have been received for 40 Summer-Only applicants.

6. Correspondence: Correspondence and Applicant Records Branch prepared a total of 3,496 letters in February, the busiest month since September 1976 when 3,666 letters were prepared.

7. Evangeline Hotel: We have been advised that the Evangeline Hotel, where some of our new women employees stay, has announced that it will close on 29 May 1977, at which time all residents will be required to move.

8. Zero-Base Budgeting: [REDACTED], Chief, Plans Staff, and two other Personnel Officers attended the Association of Government Accountants session on Zero-Base Budgeting which featured presentations by Mr. Peter Pyhrr, author of a book on the subject, and Mr. Jim McIntyre, Deputy Director of OMB. OMB expects to have its guidelines out by the end of March.

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9. Classification Standard: Work continued on drafting factor level descriptions for the Intelligence Operations Series position classification standard.

10. Travel Processing: Some problems have developed in the shipment of automobiles manufactured after March 1976. The problem arises from the removal of catalytic converters on these late-model vehicles, as it may not be possible for drive-away services to arrange for removal of these converters at the port. It may therefore be necessary for the owners of the vehicles to make personal delivery to the ports. This applies to [REDACTED] at the present time. More information will be available in the near future.

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11. Regulations: We sent the following to Regulations Control Branch during the past week for coordination and publication:

- a. [REDACTED] - Special Consideration in Hiring Certain Individuals
- b. [REDACTED] - Recruitment and Appointment
- c. [REDACTED] - Separations, et al.
- d. [REDACTED] - Public Service Awards
- e. [REDACTED] - The Career Services
- f. Memo proposing amendment to [REDACTED] clarifying wording confusing to DDO.

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12. Blood Donor Day: On Blood Donor Day held on 1 March, a total of 162 units was donated.

13. Out-Processing: A total of 106 employees was processed out on 25 and 28 February. Of this total, 93 were retirees.

14. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

25X1A [REDACTED] - Independent Contractor,
Confidential Correspondent, Office of
Security, one-year extension.

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Confidential Correspondent, Office of
Security, one-year extension.

25X1A [REDACTED] - Independent Contractor,
Confidential Correspondent, Office of
Security, one-year extension.

Coming Events:

1. Preparations are being finalized for the forthcoming Savings Bonds Campaign which will extend from 4 through 29 April 1977.

2. The February Skills Session on "Psychological Testings Services" (PATB, etc.) was so well received and oversubscribed that we have persuaded [REDACTED] and his staff to give a second presentation, to be held on 16 March from 9:30 to 11:30 a.m. in Room GA-13 Headquarters.

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3. Chief, Plans Staff [REDACTED] will attend the Human Resources Conference (AMA) in New York from 9-11 March 1977.

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4. We will continue with the APP analysis; at this time, it is about two-thirds complete.

[REDACTED]
F. W. M. Janney

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1 - DD/Pers/P&C

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