

11 February 1977

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT : Office of Personnel Report -- Week Ending
11 February 1977

1. Special Recruitment: The Engineering School at the University of Puerto Rico at Mayaguez is now agreeable to establishing a Cooperative Education Program with CIA. This was confirmed during a recent recruiting visit to the college by Hispanic Coordinator, [REDACTED] and recruiters [REDACTED].

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There has been a continuous interest on the part of officials of this college to set up such a program with both industry and Government, but it was not until 1976 that a Coordinator was appointed. Ms. Emma Quinones, the Coordinator, stated that her students enter their program at the third year of engineering schooling and must have at least a 2.5 grade point average on a 4.0 scale and be recommended by the Dean of the department. This school is viewed as a good potential source for engineers. There are about 6,000 engineers enrolled here, and the program for the BSEE is five years, which ensures a good period of laboratory exposure and vocational orientation. CIA Coordinator [REDACTED] plans to discuss the program further with college officials.

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2. Retirement Activity: The following figures show total retirement activity for the period 10 January through 28 February 1977. The figures in the clear show totals. The figures in parentheses represent persons who have opted for options of discontinued service or "involuntary" retirements and are included in the total figure. Thus, of 95 persons to go by 28 February, 63 will go under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Signed to go	31(17)	38(22)	69(39)
Not signed, but appear definite	<u>15(14)</u>	<u>11(10)</u>	<u>26(24)</u>
TOTAL	46(31)	49(32)	95(63)

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3. New Clericals: During the month of January we entered on duty 80 clericals. The largest number to EOD during any one month in 1976 was 81.

4. Position Standard: Work continued on the development of a draft position standard for DDO Operations Officers. In the final analysis, this will probably be one of the most important standards projects undertaken. In addition to the Ops Officer standard, we now have the Information Control and Records standard ready for review by the directorates and are beginning to receive some initial feedback on the Reports Officer standard draft.

5. Regulations: We forwarded the following to Regulations Control Branch for publication:

- 25X1A
- a. [REDACTED] - "Verification of Employment"
(Rewrite of [REDACTED])
 - b. [REDACTED] - "Overseas Review Panel"
 - c. [REDACTED] - "CSR System"
- 25X1A

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

- 25X1A
- [REDACTED] - Independent Contractor, Office of Medical Services, one-year extension.
- 25X1A
- [REDACTED] - Contract employee, Office of Personnel, six-month extension.
- 25X1A
- [REDACTED] - Independent Contractors to be used by Office of Training under Memorandum of Oral Agreement for one-time use from 26 January - 11 February 1977.

7. Audit: The Audit Staff completed its annual audit of procedures and cash ledgers used during the 1976-77 Combined Federal Campaign with particular attention being placed on monetary control. Audits of GEHA and EAA are still in process.

8. Educational Aid Fund: A total of 220 EAF applications has been sent to requestors, 82 of which are individuals applying for the first time. Applications will continue to be received through 31 March 1977.

9. Travel Problems in Africa: We have been advised by Agency stations that East African Airways and Air Burundi have had their air services suspended. This has caused serious disruption of services between some European countries and Africa and services within Africa.

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Other international carriers have been granted temporary air rights to cover services of the above airlines. We are having to check with the airlines to determine services available on an individual basis since present flights are not included in the airline computers. The length of these suspensions is not known.

Coming Events:

1. Arrangements have been made for Lenten Services in the auditorium. Father Claes will conduct Catholic services on Ash Wednesday and Good Friday at 11:00 a.m. Reverend Lancholtz will conduct the Protestant services on Ash Wednesday and Reverend Winters on Good Friday at 12:30 p.m.
2. Mr. Gilbert L. Goff, Federal Payroll Savings Director, met at Headquarters with Chief, Benefits and Services Division, to discuss the forthcoming Savings Bonds Campaign, which is tentatively scheduled for 1 April 1977.
3. Our Personnel Skills Session to be held on 16 February on testing services has attracted great interest.
4. Plans and Control elements, including Plans Staff, Review Staff, Position Management and Compensation Division, Qualifications Analysis Branch and Statistical Reporting Branch, will relocate to the Ames Building in Rosslyn on Saturday, 12 February.
5. Arrangements have been made with the Office of Logistics to present an employee benefits briefing to approximately 35 employees of the Central Depot on 17 February. Emphasis will be placed on insurance matters and the benefits administered through the Personal Affairs Branch; i.e., casualty assistance, Federal Employees' Compensation Act, blood donor program, PSAS, EAF, etc. This is part of our continuing program to keep employees informed of the benefits they receive through Agency employment.

[REDACTED]
F. W. M. Janney

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OD/Pers, [REDACTED] :jmm (11 Feb 77)

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