

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030066-7

4 February 1977

MEMORANDUM FOR: Deputy Director for Administration

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

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

1. Campus Unrest: Following in the wake of the aborted demonstration against ██████████ presence on the campus of the University of Kentucky last week, Mr. William ██████████ has been notified by the Director of Placement at the University of Washington, Seattle, that his office was stormed last week by a group protesting an announcement that CIA would be on campus to interview on 15 and 16 February. The protestors numbered about 20 and apparently were led by an associate professor of the Political Science Department. The Placement Director advised the group that the University believes in equal opportunity for all students to avail themselves of the employment prospects offered by all organizations of Government and industry who think enough of the University to come on campus and that all such employers would be offered the facilities and assistance of his office. The protestors responded by burning a supply of blank application forms which had been furnished by us for those wishing to be interviewed. ██████████ has sent an additional supply but will conduct his interviews off campus with the cooperation of the Placement Director who will handle arrangements as discreetly as possible.

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2. Retirement Activity: The following figures show 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 have opted for options of discontinued service or "involuntary" retirement and are included in the total figures. Thus, of 84 persons to go by 28 February, 55 will go under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Signed to go	24(12)	34(19)	58(31)
Not signed, but appear definite	<u>13(12)</u>	<u>13(12)</u>	<u>26(24)</u>
TOTAL	37(24)	47(31)	84(55)

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3. Pre-Retirement Planning: Retirement planning letters were sent to 329 employees who will attain age 55 this year.

4. Voluntary Investment Plan:

a. Form 1099R (Tax Report) is being mailed to 120 former participants of VIP who made complete withdrawals in 1976. Copies will also be sent to the Internal Revenue Service.

b. VIP reimbursed the Agency for administrative support for the months of October, November and December 1976. A check for \$19,232.70 was drawn on the VIP account for this purpose.

5. Upward Mobility Program: Clerical Staffing Branch has 44 applicants in process for the Upward Mobility Program (hire the disadvantaged). We usually initiate about 50 cases with a goal of having 20 individuals eventually approved for employment. Training at the Civil Service Commission will start on 11 July this year.

6. Air Fares:

a. We have been advised that domestic air fares will be increased during the month of February. As far as we know, this will include all domestic lines.

b. The foreign carriers have requested a rate increase to be effective on 1 April. At this time, to the best of our knowledge, approval has not been granted to foreign carriers.

7. CEMLOC:

a. On 27 January, 71 CEMLOC Control Point Officers attended a three-hour briefing/workshop concerning the locator system.

b. On 1 February, we began distributing the 642V (CEMLOC Verification Forms) to the component Control Point Officers.

8. Publications: This week the following were forwarded to Regulations Control Branch for publication:

- a. Two Employee Bulletins - "Tax Reform Act of 1976" and "VIP;"

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b. Revisions of:

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[REDACTED] "Insurance,"  
[REDACTED] "Suggestion,  
Invention, Special Achievement, and  
Exceptional Accomplishment Awards,"

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[REDACTED] - "Program Treatment of  
Alcoholism,"

25X1A

[REDACTED] - "Employee  
Inventions;" and

c. HN-\_\_\_ - "CIA Retirement Board."

9. Mini-Computer: DDA has approved the concept of a mini-computer to support the applicant processing data system; OP is working to establish the funding, and the necessary coordination with ODP and ISAS will be effected.

10. Position Management:

a. We began preliminary drafting work on Factor Evaluation System factor level descriptions for an Operations Officer position standard.

b. We continued work on the Supergrade evaluation system.

11. Incentive Awards -- New Form: A new form has been designed to facilitate recommendations for Special Achievement and Exceptional Accomplishment Awards and includes instructions on submission procedures. The form has been submitted in draft to members of the Suggestion and Achievement Awards Committee for their review and concurrence and should be issued in the near future.

12. Storage Companies -- Contracts: The Office of Logistics has completed negotiations of the contracts with the storage companies with which Central Processing Branch does business. Since the termination date of the last contracts, 1 October 1976, payments have been at the old rates until the new rates could be established. Storage companies will now receive payment for the difference between the two rates.

13. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED] -- Independent Contractor,  
Office of Training. Memorandum of Oral  
Agreement for one-time use on 8 February 1977.

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The following rehired annuitant case was terminated for the Directorate of Administration:

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[REDACTED] -- Contract employee, Office of Personnel. Terminating on 25 February 1977.

14. Blood Donors: Despite the cold weather, Blood Donor Day was reasonably successful. A total of 171 donors gave blood -- only three less than last year. A check was made while the stations were being set up to determine if supplemental heat would be necessary in the tunnel; but, fortunately, this was not necessary.

Coming Events

1. Arrangements are being made for Lenten Services in the auditorium on Ash Wednesday, 23 February, and Good Friday, 8 April. Catholic services will be held at 11:00 a.m. and Protestant services at 12:30 p.m.

2. We plan to continue with the APP consolidation.

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3. [REDACTED], Chief, Review Staff, will meet with representatives of Regulations Control Branch/DDA, the Office of Finance, the Operations Directorate, and the Office of General Counsel concerning [REDACTED] "FLSA Inclusions."

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4. The Deputy Director of Personnel for Plans and Control, Plans Staff, Review Staff, Position Management and Compensation Division, and elements of the Control Division are scheduled to relocate from the Chamber of Commerce Building to the Ames Building in Rosslyn on 12 February.

5. There will be a Clerical Skills Session on the subject "Personal Affairs Branch Services" on 15 February.

[REDACTED]  
F. W. M. Janney

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Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - Subject File
- 1 - D/Pers Chrono

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