

7 January 1977

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 7 January 1977

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STATSPEC  
1. Modern Language Association Meeting: Recruiter [redacted] of the Office of Training attended the Modern Language Association Meeting in New York City on 27 and 28 December for the purpose of interviewing candidates for OTR, [redacted] reports that about 15 applicants were interviewed. Their main focus was on that portion of the conference attended by the teachers of Slavic languages. We had asked our recruiter to be alert to any exhibit or literature dealing with machine translation. At present, it is our understanding that existing machine translation systems are not satisfactory for [redacted] purposes, but that advances are being made in the area of machine aids to translation, including machine-based dictionaries and text editing terminals. STATSPEC

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2. More on Job Market for College Graduates: The job market for June 1977 college graduates continues to improve, but it is still a matter of the survival of the fittest. This is indicated by a nationwide survey of 215 major companies. The survey of national employment trends for the Class of 1977 was made by Frank S. Endicott, a retired Director of Placement at Northwestern University, who released his findings at a press conference in December, which was attended by our [redacted] recruiter, [redacted]. Endicott said that he found not only an improved job market for college graduates, but also an improvement in the general business outlook. 25X1A

3. Return of Detailees: Mrs. Lois Moock, Administrative Officer at the National Security Council, has advised us that many of our detailees may be returning to us in January or February. One secretary returned on 6 January.

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4. Case: Considerable professional and clerical time was expended last weekend and this week in conducting name checks and assessing damage as a result of documents involved in this case. For instance, 19 clerical manhours were spent on 31 December on name checks alone.

5. Summer-Only Program: We have mailed a total of 510 applications for Summer-Only employment, of which 417 were returned by the 27 December deadline. Tests have been scheduled for 389 applicants, 260 of that number having completed the testing by 30 December.

6. High Per Diem Rate: The per diem rate for [REDACTED] increased from \$104 to \$172 on 19 December 1976. This was the greatest single per diem increase on record in this office.

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7. Notices: We forwarded two proposed Headquarters Notices to Regulations Control Branch for publication: (a) "Performance Evaluation Program" and (b) "Duty and Pay Administration on Inauguration Day."

8. Regulations Revision: The proposed revisions of [REDACTED] have been forwarded to Regulations Control Branch for publication.

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9. Position Management Review: We began a review of the Office of Communications Headquarters and Field components to identify possible organizational levels appropriate for GS-10 Senior Telecom Specialist-Generalist positions. The review will consider the validity of existing GS-10 positions as well as determining the requirements for additional GS-10 positions. The review is being done in response to a request made by the Director of Communications.

10. Study: We prepared an analysis of ratios of secretarial/total personnel and personnel-related/total personnel within Government agencies. This is part of the review of the Office of the Comptroller presentation about the Personnel Inventory given to the EAG on 21 December.

11. Supervisors' Survey: Working level coordination of the draft memorandum to the Director on the Supervisors' Survey of Morale is proceeding.

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

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[REDACTED] -- Independent Contractor,  
Office of Security, extended through 12 February  
1977.

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██████████ -- Independent Contractor, Confidential  
Correspondent, Office of Security, extended for  
one-year.

13. Employee Response: Two recently released Employee Bulletins have added to the normal activity in Benefits and Services Division. First, numerous calls have been received in Personal Affairs Branch regarding the Educational Aid Fund. Second, the Employee Bulletin on the Annual GEHA Meeting on 24 January 1977, with its attached absentee ballot for election of Directors, has brought a great deal of response. Well over 300 ballots have already been received in the Insurance Branch. This already exceeds the total number of ballots received in the previous election of GEHA Board of Directors.

14. No Tax Seminar this Year: The Agency has in the past arranged with the Internal Revenue Service (IRS) to have one of their representatives conduct a tax seminar each year. Generally about 50 Agency employees have attended these one- or two-day seminars and, in turn, have served as tax advisors in their areas. When we contacted the IRS District Director's Office in Richmond this year, we were advised that they have a new policy and that they will now conduct tax seminars only for the military. An Employee Bulletin is being prepared regarding the availability of tax forms. This Bulletin will advise of the cancellation of the tax seminar.

15. EAA Store: The EAA Store completed its inventory and opened for business on Monday, 3 January 1977. Preliminary figures indicate gross annual sales for 1976 were \$390,600. This exceeds the 1975 figure by approximately \$43,000. This becomes even more significant in view of the fact that the store was closed for 11 workdays this summer due to its move and remodeling.

16. Voluntary Investment Plan: We have been advised by Connecticut General that the guaranteed rate of interest for 1977 will be 8.15%, the same as prevailed for 1976. Sometime in March 1977 we will receive an additional increment of interest for 1976. We have been advised that the outlook is very good for a better-than-average increment due to the fact that the company had a very good financial experience in 1976 and due to the probability that the cost factors for 1976 would be less than had been anticipated.

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Coming Event

We will continue our work on the Career Service Comparative Charts of the APP.

[REDACTED]

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F. W. M. Janney

Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
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