

S-E-C-R-E-T

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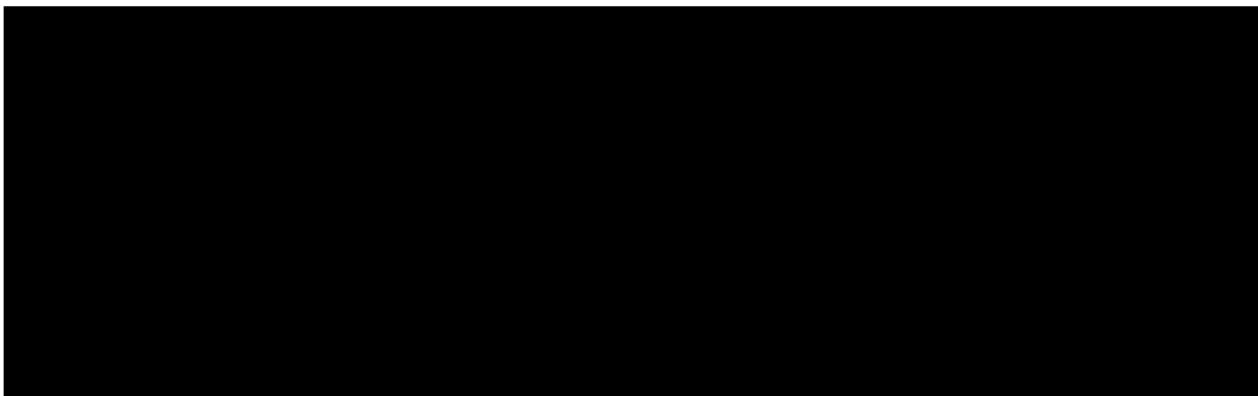
26 October 1978

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT : Office of Personnel Report --  
Week Ending 25 October 1978

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2. (U/AIUO) Special Recruitment: [REDACTED] Chief, Recruitment Division, and [REDACTED], Deputy Chief, Recruitment Division, met with [REDACTED] of the Signal Analysis Division, Office of SIGINT Operations, on 18 October 1978 to discuss OSO's recruitment requirements. According to [REDACTED], OSO's most pressing need is for electronic engineers and SIGINT analysts. It appears that OSO's Advance Staffing Plan may have underestimated losses from attrition in these categories. OSO will make a mid-level engineer available to accompany recruiters on recruiting trips in the coming months.

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3. (U) IG Inspection - [REDACTED]

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[REDACTED] (Recruiter) reports that the IG Inspection of the [REDACTED] on 20 October appeared to go well. He also reported that one of the inspectors had commented that he was giving him high marks for the manner in which he had conducted his CT interview.

4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 247 persons to go by 12 January, 43 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	56 (18)	83 ( 6)	139 (24)
Signed to go	41 (14)	67 ( 5)	108 (19)
Totals	97 (32)	150 (11)	247 (43)

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5. (C) Liaison with Air Force:

[REDACTED], Chief, Military Personnel Branch, and [REDACTED] of our Military Personnel Branch, visited the U.S. Air Force Military Personnel Center at Randolph AFB, Texas on 17, 18 and 19 October 1978. The purpose of this visit was to reaffirm contacts, discuss administrative matters regarding Air Force Element/Central Intelligence Agency and to present the Agency plaque to the Personnel Center. Lieutenant Colonel Phillip L. Reynolds, the Commander of the Air Force Element and Headquarters Squadron, Air Force Military Personnel Center, accepted the plaque. All personnel that [REDACTED] and [REDACTED] met were cordial and expressed a sincere desire to continue their support to Agency activities. Also, they visited Major David D. Walker of the Selected Assignments Branch whose office handles all our manpower requirements, both overt and covert.

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6. (U) Skills Session: Seventy-nine (79) employees attended the Skills Session on "Retirement" on 25 October 1978.

7. (U) Regulations and Notices: The following have been forwarded to the Regulations Control Branch:

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- [REDACTED], Promotions, to include provision of new Uniform Promotion System.

- We issued an OP Memorandum of FY 1979 Promotion Targets.

8. (U) Compensatory Time - Religious Observances: A memorandum on the new statutory provision for providing for compensatory time work to allow time off for certain religious observances has been approved.

9. (U) Combined Federal Campaign: As of close of business 24 October, \$118,075 has been collected for the Combined Federal Campaign. This represents 37.3% of the Agency's goal. \$13,333 has been collected for the Educational Aid Fund and \$2,583 for the Public Service Aid Society. 37.4% of the pledge cards have been returned. The CFC drive is scheduled to be over on 13 November 1978. (Previously reported at the 0830 meeting.)

10. (U) Suggestion Box: One suggestion was received this week. It was forwarded to the DCI. The total number of suggestions received since the program began on 15 June 1977 is 65.

11. (S) Rehired Annuitants: See attached report.

#### COMING EVENTS:

(U) Personnel Development Plan: Distribute PDP report forms due from printer 25 October 1978.

(U) Military Reserve Meeting: [REDACTED] ORPA, will address the Agency Military Reserve Unit on Monday, 30 October, on the subject of the Greco-Turkish dispute and other Mideast problems. The meeting will be held in the Headquarters Auditorium at 1745 hours.

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EA-D/Pers/ [REDACTED] :rj (25 October 78)

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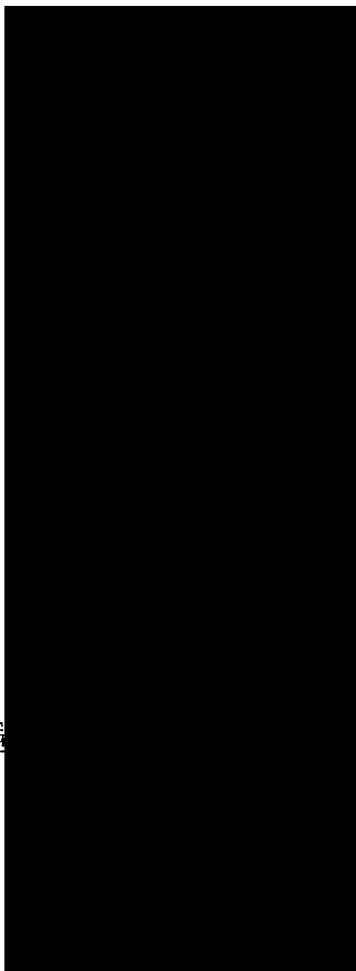
24 October 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (18-24 October 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Deputy Director for Administration:

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- Independent Contractor, EA Division, one-year extension.
- Independent Contractor, SE Division, one-year extension.
- Independent Contractor, IAD, one-year extension.

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g rehired civilian annuitant cases were approved  
tor of Personnel:

DDO

- Independent Contractor, IMS, one-year extension.
- Independent Contractor, IMS, one-year extension.

g rehired civilian annuitant cases were terminated:

DDSE

- Independent Contractor, OSO, Terminating 16 November 1978.

DDO

- Independent Contractor, NE Division, Terminated 28 September 1978.

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