

Clerks are used in the following type positions:

1. Clerk
2. Tab Machine Operator
3. Tab Equipment Operator
4. Card Punch Operator
5. Courier
6. Illus (trainee)
7. Messenger
8. File Clerk
9. Appointment Clerk
10. Time Leave & Pay Clerk
11. Personnel Clerk
12. Fiscal Accounting Clerk
13. Supply Clerk
14. Security Clerk
15. Statistical Coding Clerk
16. Commo Code Clerk
17. Teletypists
18. Telephone Operator
19. Personnel Assistant
20. Position Inventory Clerk
21. Intel Assistant
22. Statistical Clerk
23. Micro-photographer
24. Photographer
25. Mail & File Clerk
26. IBM Trainee
27. Library Assistant
28. Mail Clerk
29. Supply & Property Clerk
30. Digital Comp. Programmer Trainee
31. Digital Comp. Operator
32. Flexowriter
33. EAM Operator
34. Info Control Clerk
35. Misc. Dup. Equip. Operator
36. Press Operator
37. Credit Union Cashiers
38. Xerox Operator
39. Fiscal Accounting Assistant
40. Receptionist
41. Photographer Trainee
42. Safe Technicians

TAB L

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TAB M

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<u>DATE</u>	<u>HOOR</u>	<u>LOCATION</u>	<u>AGENDA</u>
Fri. 10 Sep.	0830-1230	1D4013 Hqs	Annual Medical Exams Scheduled for Recruiters
	1230-1700		LUNCH, Individual Appointments, and Departures for Field Bases

N O T E S

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Contract Secretarial Conference
5 and 6 May 1966

May

5 0815 Limousine Pick-up in front of Claridge Hotel
for trip to Headquarters

0900 - 1025 4E-64 Headquarters Security Briefing
[REDACTED] OS 25X1A9a

1030 5E-56 Headquarters Emmett D. Echols
Director of Personnel

Take Shuttle from Headquarters to Ames Building

1100 - 1200 706 Ames Remarks
[REDACTED] 25X1A9a

1200 - 1300 Lunch

1315 Take Shuttle from Ames to 16th Street

1400 - 1530 [REDACTED] Tour of CAB 25X1A6a

Rest of afternoon is free for sightseeing

6 0815 Limousine Pick-up in front of Claridge Hotel
for trip to Headquarters

0900 - 0930 5E-62 Headquarters Remarks
[REDACTED] 25X1A9a
DD/Pers/R&P

0930 - 1130 5E-62 Headquarters Organizational Briefing
OTR Orientation Office

1200 - 1300 Executive Dining Room
7D-42 Headquarters Lunch

1315 - 1600 GA-13 Headquarters Security Film

Take Shuttle from Headquarters to 16th Street for Departure

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TAB N

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No ATTACHMENT

TAB O

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RETIREE PLACEMENT SERVICE

1 July 1966

1. Fiscal Year 1966 Activities

We have now completed one full year of providing an all-grade, all-Directorate employment search program for Agency retirees. It has been a learning process for both the retiree and ourselves. We are able to report at this time that the task of assisting retirees is very difficult, but not impossible. With a few exceptions, we have found complete cooperation and appreciation by those retirees who have sought our service. Many, while expressing profound disappointment at the policy that forces their retirement at an age other than of their own choice, also voice their appreciation for the "humanity" of the Agency in offering this service.

Our experience to date allows us to make several generalizations about the placement interests and opportunities of our clientele:

- a. The majority of retirees seeking our service prefer to remain in the Washington area. This suggests to us that the necessary personal adjustments that have to be made in the act of retirement are quite enough for most people without the additional burden of adjusting to a new location. Those who have been willing to consider positions away from Washington tend to be quite widely travelled and have been and are willing again to be teachers.
- b. Organizations having foreign activities (be they business or institutional organizations) are "standoffish" when considering our overt retirees. These organizations, while prepared to believe that our retiree comes as a "free agent", owing no allegiance to his former profession, are understandably concerned that the countries wherein they conduct their operations will not be so convinced. Several such organizations, while acknowledging the professional competence of our retiree, note the "incompatibility" between their interests and the retiree's former profession. We suspect that more evidence of this situation will appear and that overtly-identified retirees will be virtually ruled out of contention for overseas positions with American organizations.

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During the first quarter of FY 66, the professional staff concerned with retiree placement was reduced to one as the "retiree employment research" man was reassigned to full-time recruitment and the then-Chief, Recruitment Division found it necessary to devote full time to facing a major recruitment build up. Briefly, during the second quarter, a very capable officer from the Support Career Service was detailed to assist in the "research" function and successfully described our retiree placement program to a large number of organizations in the Washington area. Late in the fourth quarter the Retiree Placement Service was combined with the Employee Referral Branch to form the External Placement Branch in the Recruitment Division. At the close of the fourth quarter, two full-time professional counselors concerned themselves with retiree as well as resignee placement, with the Deputy Chief, Recruitment Division continuing to work with his earlier retiree clientele as well as selected new retiree clients.

2. Fiscal Year 1967 Plans and Objectives

Plans, objectives, and workload in Retiree Placement for FY 67 will depend to a great degree on the amount of internal publicity given this function. Although a description of this activity has been presented in two editions of the Support Bulletin, this publication has limited readership. Too, the Retirement Officer, BSD, apprises each impending retiree of our service. However, this takes place usually a few weeks to months before actual retirement and provides little of the "lead time" so necessary in retiree placement.

There is, of course, a proposed "Employee Notice" which, if and when published, would alert personally each person retiring or contemplating retirement in the foreseeable future of the existence of the Retiree Placement Service. This "Notice" would, in effect, authorize an employee to deal directly with RPS; presently, in some Career Services, a person contemplating retirement, especially under the CIA Retirement Act, must make his contemplations known to his Career Service. In some instances, this announcement of even a consideration of the possibility of retirement has jeopardized the position of certain employees within their own career service.

If wider publicity is given to our function, then, it is probable that an increase in the professional counseling staff will be required. At least one full-time counselor would be needed as well as one full-time "researcher" to continually canvass the labor market in a positive search for retiree employment opportunities.

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RETIREE PLACEMENT SERVICE

	Civil Service Retirement	CIA Retirement	Total
<u>DCI</u>			
Search in progress	2	1	3
Placed	2	0	2
*Other Services	0	0	0
<u>DDI</u>			
Search in progress	12	1	13
Placed	12	2	14
*Other Services	24	0	24
<u>DDP</u>			
Search in progress	4	10	14
Placed	11	6	17
*Other Services	8	8	16
<u>DDS</u>			
Search in progress	3	3	6
Placed	17	4	21
*Other Services	20	1	21
<u>DDS&T</u>			
Search in progress	1	0	1
Placed	2	0	2
*Other Services	3	0	3
TOTAL	121	36	157 **

*Other Services constitutes a variety of individual counselings ranging from the initiation of an employment search later terminated when the retiree's employment is extended by decision of the Retirement Board, to the preparation of the statements of verification of employment for purposes of credit, to the simple task of "lending an ear" to the retiree who feels compelled to "call in" just to "keep in touch."

** GRAND TOTALS

Search in progress	22	15	
Placed	44	12	
Other Services	22	36	157
TOTAL	121	36	157

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This Notice Expires 1 July 1966

PERSONNEL

24 June 1965

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RETIREMENT BOARDS

25X1A Reversion: [redacted] dated 23 September 1964

1. Enactment of the Central Intelligence Agency Retirement Act of 1964 for Certain Employees has created a second retirement system within the Agency. The existing retirement board, renamed the Agency Retirement Board, will continue to be concerned with the administration of the Civil Service Retirement System. A second board, the CIA Retirement Board, has been created to assist in the administration of the new retirement system for certain employees.

2. AGENCY RETIREMENT BOARD

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a. Advice and assistance in the administration of the Civil Service Retirement System [redacted] will be given by the Agency Retirement Board (previously designated as the CIA Retirement Board). Following is a current list of the members of that Board:

- Lawrence R. Houston - Chairman
- Robert H. Fuchs - Member
- Otto E. Guthe - Member
- [redacted] - Member
- George C. Miller - Member

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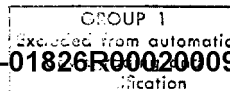
b. Staff and secretariat support in the administration of the Civil Service Retirement System is furnished by the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel.

3. CIA RETIREMENT BOARD

a. Effective 27 April 1965 a CIA Retirement Board was established to assist and advise the Director of Personnel in the administration of the CIA Retirement and Disability System [redacted].

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b. Effective the same date Emmett D. Echols was appointed chairman of the CIA Retirement Board. The other members of the Board appointed by the Director on the basis of proportional representation by Directorate are as follows:



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PERSONNEL

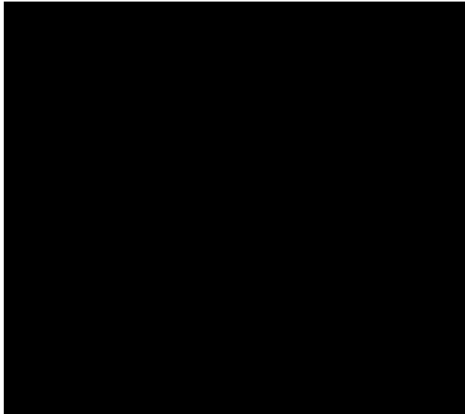
24 June 1965

Plans Directorate

Intelligence Directorate

Science and Technology Directorate

Support Directorate



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- c. A CIA Retirement Staff has been established in the Office of Personnel to provide staff and secretariat support in the administration of the CIA Retirement System.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
for Support

DISTRIBUTION: AB

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EXTERNAL PLACEMENT BRANCH

1 July 1966

1. Fiscal Year 1966 Activities

During this past fiscal year, the EPB has undergone a reorganization which involved the transfer of certain support functions (routine employment reference work and liaison and correspondence preparation on various types of detailed personnel) and the reassignment of the Retiree Placement Service to EPB.

During the year, the professional staff was curtailed 50% with an employment counselling workload decrease of approximately 38%. Under this reorganization, it is anticipated that the staff will be able to devote more time to employment counselling and job search efforts. However, since the functional transfers were not effected until near the end of the fiscal year, a greater emphasis on counselling has not been possible.

2. Fiscal Year 1967 Plans and Objectives

Fiscal year 1967 plans and objectives are mainly concerned with concentrating on employment job searching and counselling for both retirees and involuntary separatees.

With respect to retiree placement activities, there appears to be some general expression of interest in the early retirement clauses of the pending pay act. If passed, the RPS probably will have a number of additional CSC retiree placement cases in addition to the anticipated CIA retiree workload.

Judging by last year's experience with handling Agency personnel (both staff and contract employees) who refused to make themselves available for assignment to Vietnam, EPB may find itself with an increasing workload especially if world conditions get more tense. The three general types who seemed to emerge from the Vietnam situation were: (1) 20 year military retirees under Agency contracts; (2) younger COTs who had limited career investments with the Agency; and (3) heads of families who chose not to be separated from their families for even 18 months.

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EXTERNAL PLACEMENT BRANCH, RD

1 July 1966

STATISTICAL SUMMARY OF FUNCTIONAL ACTIVITIES

(Excluding RPS Statistics)

1 July 1965 to 30 June 1966

EXTERNAL PLACEMENT CASES

Total Number of Cases Handled 220
 Cases Open as of 1 July 1966 57
 Cases Closed 163

Analysis by Grade	Cases Handled	Remained Agency*	Placement		Total	Resigned No Position	Open
			Government	Private Industry			
GS-12 and above	41	8	5	2	7	9	17
GS-7 to GS-11	89	16	12	10	22	18	33
GS-3 to GS-6	<u>90</u>	<u>80</u>	<u>35</u>	<u>21</u>	<u>56</u>	<u>24</u>	<u>7</u>
	220	101	52	33	85	51	57

*Remained Agency includes those employees who eventually were reassigned in the Agency and those who showed no further interest in looking for external opportunities. In the latter case their voluntary external interest had been concurred in by Management.

OFFICIAL CONTACTS WITH FEDERAL INVESTIGATORS 322

DETAILED PERSONNEL CASES 20

EMPLOYMENT REFERENCE INQUIRIES

LIAISON CONTACTS

Employment and Examination Inquiries	826	Individual Lead Source Contacts	1050 (est)
		Official Personnel Liaison Contacts	300
Internal Inquiries from Agency employees on status, leaving the area, etc.	127	Representation at InterDepartment Committees	50
		Representation at Professional Meetings	2

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13 July 1966

PLACEMENT DIVISION

ACTIVITIES REPORT FISCAL YEAR 1965

General

This reports those activities of the Placement Division elements after the reorganization in the Office of Personnel on 1 April 1966 except for the inclusion of the Clerical Staffing Branch.

Each branch chief and his personnel are highly commended for the excellent work they performed during this year. In no instance was the activity performed with more people than in previous years and in some cases with fewer people. In fact, at the end of the fiscal year the Professional and Technical Placement Branch looked very much like a second division minor league ball team at the end of the season--most of the good players in the higher leagues and the substitutes playing regularly.

Office of the Chief

As the result of a six weeks' time lag in scheduling polygraph interviews for personnel who had a full field investigation completed, we arranged with the Office of Security to revise the invitee scheduling of polygraph interviews about the middle of the fiscal year. It had been common practice for invitees to be scheduled for their polygraph interviews before any other action took place at Headquarters. As a result of increased invitee activity, the polygraph facilities were jammed. This office accepted the responsibility for scheduling all invitee polygraph interviews for which the Office of Personnel was responsible. As a result, the scheduling became systematic and we have been able consistently to get polygraph interviews for personnel who had a full field investigation when that individual was available. Also, we accepted the responsibility for scheduling all pre-employment medical examinations

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centrally and are thus able to make adjustments in schedules when necessary as well as to systematize the scheduling. One other new activity was inaugurated during the fiscal year by the arranging for a Personnel Representative to be located in the main receptionist area at Headquarters. This person represents the Office of Personnel in greeting invitees and monitoring their schedules. Also, this Representative assists with the professional personnel when they EOD.

Production Highlights

An average of 224 letters was prepared and dispatched each workday for a total of 56,625. Over 7500 of these required individual composition.

A total of [redacted] reimbursements were made to professional-technical invitees during the year. Of these, [redacted] were for staff employment consideration and [redacted] were invitees for Type A contract consideration.

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25X9A2
25X9A2

We entered on duty [redacted] General Schedule personnel during the year--the highest number since fiscal year 1963 when we brought [redacted] on board.

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25X9A2

Total

Professional
CTP
Commo
Clerical

[redacted]

25X9A2

The number of applicant files which were shopped to offices for consideration was up 1500 over fiscal year 1965 to [redacted] but still 3000 less than in 1963. It appears obvious that we had more than enough files to select the number of applicants for employment that we needed. Out of the over [redacted] files that were shopped, there were [redacted] security initiations, which breakdown as follows:

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25X9A2

Total

Professional
CTP
Commo
Clerical

[redacted]

25X9A2

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25X9A2

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Attached are four statistical tables which compare fiscal years 1963 through 1965 by month and cumulative information on EOD's and separations by categories of personnel.

Future Plans

We see no letup in workload in fiscal year 1966; in fact, invitee traffic and EOD's should increase, but with a few exceptions we will expect to get along with the current personnel authorization. We hope by re-evaluating systems and organizational structure that the extra workload can be handled with about the same number of people.

The planned reorganization of the Division by DD/Pers/R&P will also materially abet production.



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Deputy Chief, Placement Division

Attachments:

Branch Reports (PTPB, CTP, Correspondence, CSB)
Statistical Summaries (Quadruplicate)

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GROUP 1
Excluded from automatic
downgrading and
declassification