

Fund Drive  
Public Service Awards

7 JUL 1966

ANNUAL REPORT

FUND DRIVE ACTIVITY

1. ACCOMPLISHMENTS FOR FISCAL YEAR 1966

a. The Agency CFC Account for 1964-65 Campaign

- (1) Pledges made by Agency employees to CFC during the 1964 campaign totaled \$188,841 which represented 136% of the Agency CFC quota.
- (2) Agency employees paid 97.7% of the total amount they pledged. All Federal employees paid 91.4% of total amount pledged during the campaign.
- (3) The shrinkage on CIA Direct Billing Accounts was very low--13.5% compared with 28.8% in all Government agencies. A great percent of the shrinkage on our CFC accounts resulted from cancellation of accounts of individuals who left the Agency in 1965.

b. 1965-66 Consolidated Fund Drive

- (1) The 1965-66 Consolidated Fund Drive was conducted in the Agency 15 September through 30 October 1965.
- (2) Contributions and Pledges to CFC
  - (a) Total amount--\$192,006 which represented 118.5% of Agency CFC quota of \$162,000.
  - (b) The Agency contributed to CFC \$3225 more in the 1965-66 CFC campaign than in the 1964-65. Campaign.
  - (c) Pledges to be paid by payroll deduction totaled \$96,771 which is more than 50% of the total amount contributed and pledged.
- (3) Contributions to EAF and PSAS
  - (a) EAF--\$11,677.47 (increase of \$500 over contributions made in 1964)
  - (b) PSAS--\$14,003.08 (approximately same as 1964)

c. Metropolitan Police Boys' Club Campaign

- (1) The Agency collected contributions for the Metropolitan Police Boys' Club during the period 30 June through 1 July 1966.
- (2) Contributions totaled \$190.00.

2. WORKLOAD DATA

- a. There was no increase in workload during the Fiscal Year 1966.
- b. Two bookkeepers detailed from the Office of Personnel worked full time during the fund drive. Personnel from the Pool were also used.
- c. Two Finance officers worked full time during the 1965 Consolidated Fund Drive. One Finance officer, assigned to CPB, kept

the books during the Fiscal Year 1966--this involved a maximum of 16 hours per month.

3. PLANS AND OBJECTIVES FOR FISCAL YEAR 1967
  - a. The level of operations for the fund drive activity during the Fiscal Year of 1967 will be approximately the same as FY 1966.
  - b. It is not anticipated that the workload will increase.
  - c. Arrangements are being made to have only one Finance officer work full time during the fall fund drive.
  
4. PLANS AND OBJECTIVES FOR FISCAL YEAR 1968  
(Same as for Fiscal Year 1967)

7 JUL 1966

ANNUAL REPORT

PUBLIC SERVICE AWARDS

1. ACCOMPLISHMENTS IN FISCAL YEAR 1966

- a. Efforts were made to institute the system of nominating and selecting Agency candidates for all 1965-66 Public Service Awards simultaneously early in the fall of 1965. Only a few candidates were nominated by the Deputy Directors in August and decisions concerning Agency participation in each of these programs were not made until the last moment. Nominating documents were prepared and processed on a "crash" basis to meet deadlines for submission of nominations to awards-sponsoring organizations.
- b. The Agency nominated candidates for 10 awards--9 Public Service Awards and the President's Award for Distinguished Service. None of our candidates were selected as winners. The winners of two of these awards--Rockefeller Public Service Award and Paperwork Management Award--have not been selected.
- c. Documents nominating candidates for 12 awards were prepared in BSD during the Fiscal Year 1966. Two of these documents were not forwarded--the Office of DCI decided not to nominate candidates for the National Capital Award and the Management Achievement Award.
- d. An Office of Personnel Pamphlet on Public Service Awards was prepared in BSD and distributed to the Executive Director and the Deputy Directors in June 1966. This pamphlet is designed to aid these officials in selecting candidates for 1966-67 awards.

2. WORKLOAD DATA

- a. There was an increase in workload during Fiscal Year 1966. More nominating documents were prepared and there was great pressure in order to meet the deadlines for submission of nominations to awards-sponsoring organizations.
- b. The handling of public service awards has become more than an administrative job. The Office of Personnel now has the responsibility for doing research and writing the papers and coordinating these papers with appropriate officials. This is really a full-time job during the period of October through February. Unfortunately this comes at the time when the work on the fund drive is the heaviest.

3. PLANS AND OBJECTIVES FOR FISCAL YEAR 1967

- a. The level of operations for the Public Service Awards activity during FY 1967 will probably be higher. It is evident that there

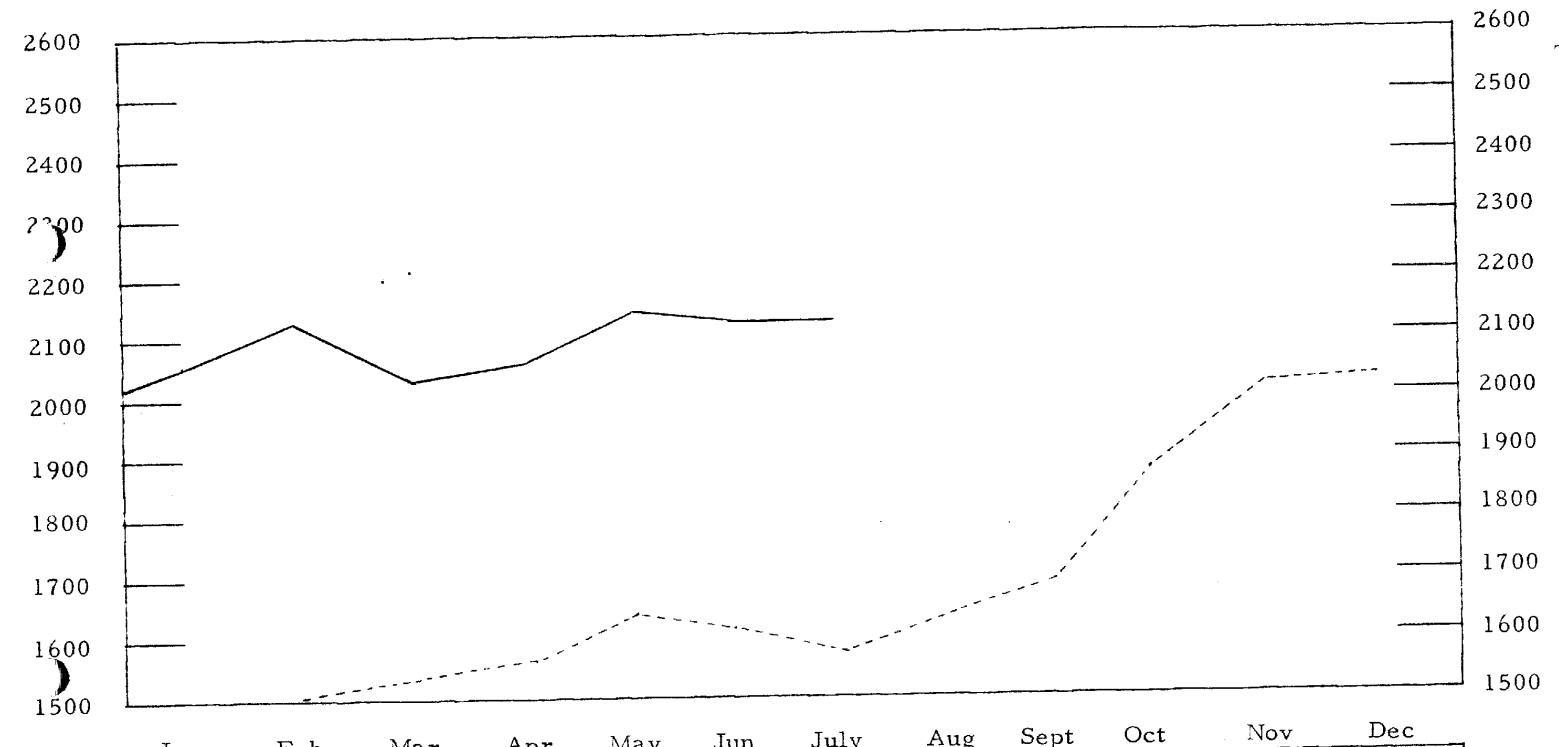
is an increased interest in Agency participation in various public service awards programs.

- b. Plans are being effected to "package" our public service awards and to select Agency candidates for all of the 1966-67 awards early this fall. This should relieve some of the pressure in the preparation and processing of nominating documents.
  - c. There are no plans to increase personnel working on public service awards.
4. PLANS AND OBJECTIVES FOR FISCAL YEAR 1968  
(Same as FY 1967)

Barbershop

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NUMBER OF HAIRCUTS PER MONTH  
FOR CALENDAR YEAR 1966



\*Figures adjusted for 21 workdays per month.

----- 1965

\_\_\_\_\_ 1966

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Exercise Room



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PHYSICAL FITNESS ROOM -- FISCAL REPORT

MEN

	1965						1966						<u>Totals</u>
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	
0931-1130	62	104	65	101	115	88	158	143	195	144	132	120	1,427
1131-1800	534	467	457	621	619	535	656	612	822	668	545	567	7,103
1801-0930	<u>114</u>	<u>87</u>	<u>96</u>	<u>116</u>	<u>142</u>	<u>118</u>	<u>166</u>	<u>145</u>	<u>161</u>	<u>155</u>	<u>141</u>	<u>113</u>	<u>1,554</u>
Totals	710	658	618	838	876	741	980	900	1,178	967	818	800	10,084

WOMEN

	1965						1966						<u>Totals</u>
	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	
0930-1400	281	253	228	278	222	180	268	228	310	249	226	167	2,890
1700-1930	<u>53</u>	<u>70</u>	<u>69</u>	<u>42</u>	<u>32</u>	<u>28</u>	<u>73</u>	<u>61</u>	<u>138</u>	<u>99</u>	<u>86</u>	<u>43</u>	<u>794</u>
Totals	334	323	297	320	254	208	341	289	448	348	312	210	3,684

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FAA

EMPLOYEE ACTIVITY ASSOCIATION

Annual Report

19 AUG 1966

Significant changes, stemming from our overall plans to enlarge the scope and activities of EAA, are in progress. During the latter part of the fiscal year, plans were developed and approved for an EAA store that will offer a variety of first class merchandise. It is our hope that the profits from the store and other EAA activities should enable EAA to begin to pay its own way.

While the store proposal was pending, our EAA sales activities were kept in limbo and there was a drop in membership. This should not be construed as a lack of interest on the part of employees or an indication of failure to really get this program moving. The present membership of 2,146 includes 185 Sponsors, 157 Patrons, and 1,804 annual members. When we move forward with our all-out drive now that the "store" has been approved, we expect a significant increase in membership. There is no doubt in our minds that the year-end Christmas sales of candy and other merchandise, even without the opening of the store, will result in a swing upwards in the total membership.

It begins to appear that the store will not open before 1 January 1967. At that time, we will conduct a "total" publicity program and plan to offer certain bonus items at a very low cost, e. g., first-aid kits, emergency road kits.

EAA sales activity for Fiscal Year 1966 equalled the \$80,000 of last year despite the delay in expanding the program. Examples of outstanding sales items were the candy— Valentine, Easter, Christmas - \$10,000; football tickets - \$8,750; baseball tickets - \$4,800; theater and other entertainment tickets - \$20,000; and watches - \$6,451.

Club activities continued to grow not only with increases in the membership of some individual clubs but also with the addition of several new clubs. As part of this program, two exhibits, the Four Seasons Garden Club and the Stamp Club, were held with the cooperation of the Fine Arts Commission and the Office of Logistics. At the request of the Deputy Director for Support, a schedule is being prepared of exhibits of other clubs for the fall and spring months.

Other examples of various activities follow:

a. The Agency Chorale presented their Fourth Annual Christmas concert and also sang carols in the halls. A Spring concert was also conducted.

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b. New clubs organized during the year were the Coin Club, the Karate Club, and the Stamp Club.

c. The Fifth Annual Trophy Presentation was held in the Auditorium on 14 December 1965 honoring winning teams and individual members of EAA-sponsored programs with 150 men and women receiving awards. Those presentations were made by the Deputy Director for Support and the Director of Personnel.

d. Arrangements were made to integrate four ladies softball teams in the city leagues because we did not have enough participants to have a league of our own; three of the teams were champions of their respective leagues.

e. An account was established for purchasing tickets for National theater productions.

Among the other accomplishments during the year was the hiring of a most experienced employee, [REDACTED] under a contract to serve as bookkeeper for EAA activities. Her salary is being paid from EAA funds — the first step in our move to become self-supporting. 25X1A9a

Arrangements were completed for the reservicing of the athletic fields in McLean. This work should put the fields in good shape for the next several years.

During the year, a contract was arranged with [REDACTED] whereby employees may purchase records on a cash and carry basis or have special records delivered. 25X1A5a1

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Calendar Year 1966  
EMPLOYEE ACTIVITY ASSOCIATION  
June 1966

BALANCE SHEET

SUMMARY OF INCOME EXPENSE

<u>Assets</u>			
Cash on hand and in bank	\$31,298.96		
Tickets and commodities purchased for resale	928.49		
<b>Total Assets</b>		<u>\$32,277.45</u>	
<u>Liabilities</u>			
Accounts payable	3,132.54		
Exercise Room income due Agency	589.60		
Deposits by members for accommodation procurements	69.27		
<b>Total Liabilities</b>		<u>\$ 3,791.41</u>	
<u>Net Worth</u>			
Fund Balance	\$23,270.31		
Net income, 1 Jan/ 30 June 66	5,165.73	28,436.04	
<b>Total Net Worth &amp; Liabilities</b>		<u>\$32,227.45</u>	

<u>Income</u>			
Membership fees	\$3,173.00		
GSI Contributions - barbershop	1,846.43		
Net receipts from flu shot program	304.46		
Commissions on tickets	731.24		
Profits on commodities	1,804.12		
Net receipts from bridge-lesson program	120.00		
Interest on savings account	100.00		
<b>Total Income</b>		<u>\$8,079.25</u>	
<u>Expenses</u>			
Payroll	\$2,096.51		
Other	817.01		
<b>Total Expenses</b>		<u>2,913.52</u>	
<b>Net Income (Jan/June 66)</b>			<u>\$5,165.73</u>

MEMBERSHIP

Sponsors	185
Patrons	156
Annual:	
New	488
Renewals	1081
	<u>1569</u>