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ACCOMPLISHMENTS FOR FISCAL YEAR 1969

1. Assisted in planning for President Nixon's visit, for the National Civil Service League's Career Service Awards Banquet honoring Colonel White as a winner, and for the 21st Annual Awards Ceremony.
2. Increased the number of blood donors.
3. Refined procedures in Central Processing Branch.
4. Expanded "store" activities and commenced full-time operations; the "store" is now in self-supporting status.
5. Established procedures whereby CPB reimburses clerical employees for EOD travel expenses.
6. In conjunction with the DD/Pers/SP assisted in development of the
25X1A2g [REDACTED] procedures for handling certain types of employee emergency cases.
7. Assisted DD/Pers/SP in establishment of an investment program for GEHA cash assets.
8. Finalized plans for construction of tennis courts and resolved the problem of damage to the athletic fields.
9. Implemented the practice of presenting Federal Length of Service pins to retirees and resignees.
10. Settled life insurance claims [REDACTED] 25X1A
[REDACTED]
11. Assumed responsibility for administration of the Agency's foreign awards and gift program.
25X1A

GOALS FOR FISCAL YEAR 1970

1. Continued refinement of procedures for support of employees and dependents.
2. Preparation of booklet covering all phases of our insurance programs.
3. Final coordination and issuance of the revised handbook of Employees Compensation and Overseas Medical Benefits.
4. To code for computer input pertinent information on all honor awardees so that they can be included in the annual award ceremony.

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5. As in the past, the various reports are submitted in considerable detail but without question reflect the pride the various branches have in their particular function.



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Chief, Benefits and Services Division

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ACTIVITIES IN THE OFFICE OF THE CHIEF

Attached are reports covering activities which have been conducted under the direct supervision of this office; i. e., Fund Drive, Public Service Awards Program, Barbershop, and the Physical Fitness Room.

In addition, the Chief and Deputy Chief continue to participate in various Agency briefings as well as numerous interviews with individuals on personal matters.

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No ATT'S

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