

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Public Service Awards

Two nominations have been received for the National Civil Service League Award: Robert S. Rosenman and Huntington Shalock. A special meeting of the Personnel Advisory Board was scheduled for Monday, 23 December, to consider these nominations and decide whether to recommend only one or both to the Director. However, we have been advised that Mr. Kirkpatrick will discuss these names with General Carter and that a Board meeting is unnecessary. Consequently, the meeting has been cancelled and we are waiting for further instructions regarding the preparation of NCSL nomination documents.

The Personnel Officer, HD/S&F, has been furnished a booklet on all Public Service Awards. In requesting this material he indicated that a severe "wire-brushing" was taking place in the HD/S&F component and that Dr. Whelan wanted to make full use of such awards to offset some of its adverse effects on morale.

2. Recreation Association

The Directors of the 25th Hour Recreation Association held an organization meeting on Friday, 20 December. The Chief, Benefits and Services Division, who was appointed "Director-at-Large" by the Director of Personnel, was elected President. The Deputy Chief, HD, was named Executive Officer, and the Agency's Recreation Officer was named Recreation Director.

The Board agreed to the desirability of having advisors to consult on legal, security, and cover matters and the President will request the designation of such advisors by the offices concerned.

A memorandum for the Executive Director summarizing the present status of the Recreation Association has been drafted in response to your request and will be forwarded to you 23 or 24 December.

3. SI Survey of the Office of Personnel

25X1A9a [redacted] who will chair the survey team, has met briefly with the Director of Personnel. At his request, he has been furnished the following materials:

OP Office Estimates for FY 1965

Annual Reports from OP Division and Staffs

Workload and Staffing Statistics for OP for FY 1961, 1962 and 1963

4. Staffing During Weather Emergencies

We are updating last year's Headquarters Notice on snow dismissals and will submit it during Christmas week. In addition, Division Chiefs in the Office of Personnel have been asked to review the weather emergency staffing requirements of their respective units to ensure that necessary emergency services can be offered.

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5. Quality Step Increases

The Chief, Transactions and Records Branch (Personnel Operations Division) has completed a study showing that a Quality Step Increase to an employee in step 3 or 6 of his grade would in every case be more advantageous to the employee if deferred until he had received his normal merit step increase to step 4 or 7. This is the result of increases in time requirements for merit step increases from step 4 (time changes from one year to two years) and from step 7 (time changes from two years to three years). Even though the QSI is not an "equivalent increase in pay" which requires the start of a new waiting period, it extends the waiting period by one year if it puts the employee in step 4 or 7. (The study also shows the financial advantage of a QSI to the employee at any step of any grade.)

6. Christmas Program

Attendance at the events scheduled during the week was as follows:

Religious services, 17 December

Catholic	319
Protestant	302

Chorals

18 December	360
19 December	475

Flaming of Taped Recording of the Message

20 December	2
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The religious services will be repeated on Monday, 23 December.

We have also arranged to take pictures of some of the tree and door decorations in headquarters building.

7. S&F Personnel Advisory Committee

The Committee met on Thursday, 19 December to consider four conversions from GS to SFS pay scale and an appointment on the SFS scale. All of these actions originated in the Office of the D/S&F. The Committee has recommended approval of all of these requests and formal memoranda are being prepared to obtain HECI approval.

Ernest D. Eshols
Director of Personnel

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OD/Pers/[redacted] (23 December 1963)

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