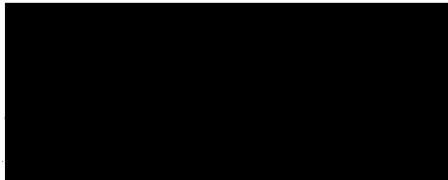


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FOR:

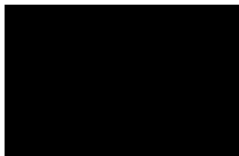


*[Handwritten signature]*

Bob:

How do these grab you for inclusion  
in "Notes from The Director"? The

initial versions, and the DCI's comments  
(covering sheet), are attached.



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*[Handwritten mark]*

P.S. Ph. let me know your reaction.

As they are OK, you can send a for  
publication



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Send to Herb Astor!

*[Handwritten mark]*

INTERNAL PLACEMENT PROCEDURES - OPERATIONS DIRECTORATE REDUCTIONS

The task of locating assignments elsewhere in the Agency for the personnel affected by the Operations Directorate reduction was assigned to the Professional Placement Branch/Staff Personnel Division/Office of Personnel. Two officers are spending full time on this activity while two others are handling cases in addition to their regular tasks. Each officer has a complete rundown of the Agency organization, the primary missions and functions of each component, the staffing needs for each, and brief descriptions of the qualifications required.

The officers review each file thoroughly and become completely familiar with the employee's background, education, experience, performance, strengths and weaknesses. The Office of Personnel counselor then meets with the employee to gain additional information about the employee's skills which might not be evident in the file, discuss his/her ideas about assignment possibilities and interests, and generally advise the employee of the reassignment search process. In addition, the counselors discuss the employee's willingness to accept an assignment at a lower grade, on contract, part-time, short-term, or at a location outside of Headquarters building, and explain thoroughly the pro's and con's of these points.

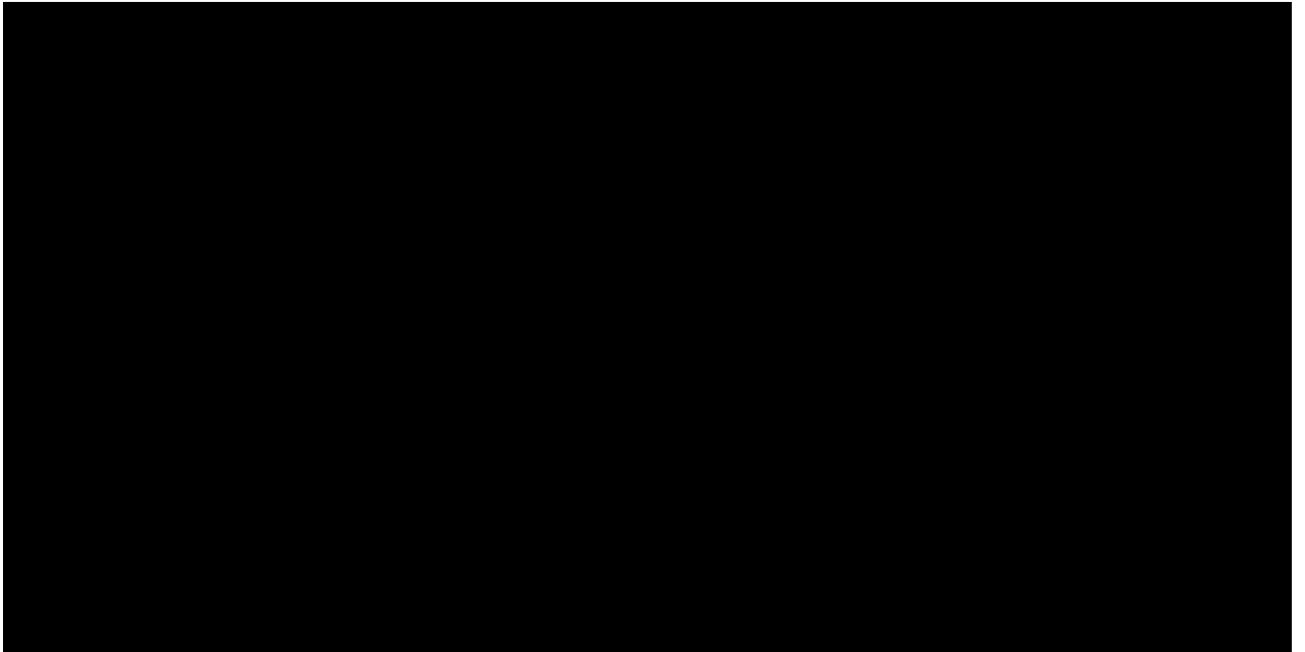
Senior personnel officers in each Directorate serve as the focal point for reassignment searches to be conducted within the Directorates. Pertinent information-gleaned from the files and the interviews is included on the routing sheets to assist the components in their review, with notation made of specific Office of Personnel recommendations and employee preferences regarding assignments. Offices are required to provide specific reasons for rejecting a file and negative responses are to be signed by the Office Head.

A suspense date is attached to each file and the officers follow up directly with the Directorate Personnel Officers on the date following the due date. Extensions are granted as needed.

The total number of files received for placement assistance is 117. All except eight have been forwarded for the first review. The eight either have just been received, or recalled for an overriding reason, or are awaiting additional input from the employee before forwarding, at their request. Of the 109 files forwarded, 11 have been returned with negative responses and

have been forwarded to the next Directorate scheduled for review. Nine placements have been accomplished as follows:

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The reassignment effort should be completed by 1 February 1978.

EXTERNAL EMPLOYMENT ASSISTANCE - OPERATIONS DIRECTORATE REDUCTIONS

This report describes the capabilities of the Retirement Counseling and External Employment Assistance Branch (RCEAB) of the Office of Personnel to assist employees who are resigning or retiring and who desire other employment elsewhere in Government or private industry. We should state that we cannot guarantee jobs or directly place job seekers in positions outside the Agency. Employment decisions are made by the employing entities. There are many ways, however, in which we can assist employees in their job search.

The RCEAB counselors assist job seekers in examining interests, in inventorying qualifications and in defining goals. They can arrange with the Psychological Services Staff of the Office of Medical Services (PSS/OMS) for vocational and aptitude testing and counseling.

In addition, the RCEAB counselors offer advice on how to prepare background resumes. The employees then draft their resumes and review them with the counselors before having them reproduced and mailed to prospective employers.

Information and advice are offered on all aspects of job hunting, such as appraising the job market, planning a job search, and how to conduct oneself in interviews with employers. Specific job leads are provided, as RCEAB receives them, in accordance with the person's qualifications and objectives. Up-to-date reading materials are made available; these include articles and books on job hunting strategy and tactics, and resume writing.

RCEAB works from a client's qualifications and interests and attempts to identify likely employers who will be interested in such qualifications. We do not attempt to maintain lists of job leads without relation to the qualifications of those who are seeking employment. Job leads are developed from many sources. Some come from Agency retirees who are working elsewhere and RCEAB counselors are in touch with employers in business and industry. In addition, the Office of Personnel's recruiters are on the alert for job leads. The most productive contacts understandably are in the metropolitan Washington area but promising leads in a number of other areas are available. A number of outside employers who have employed former Agency employees in the past recontact the Agency many times with new requirements.

RCEAB's placement rate for the past three fiscal years is as follows:

	<u>Number of Total Clients</u>	<u>Number of Active Clients</u>	<u>Number of Clients Hired</u>	<u>Placement Rate</u>
FY 75	480	195	55	28%
FY 76	404	161	45	27%
FY 77	369	142	44	30%

This represents an average placement rate of 28.3% for the past three years. This rate compares quite favorably with that of outside employment.

Active periodic contact is maintained currently with about 100 different companies. Similar contact is maintained with 10 private employment agencies or executive search firms which operate on a "no fee to client" basis. An RCEAB representative attends the Interdepartment Placement Committee meetings of the Civil Service Commission to keep current on openings in other Federal Government agencies. In addition, personal contact is held with the Department of Energy in the person of a high level Agency official who is detailed to DOE. He has expressed interest in considering referrals against as many as 40 potential positions in that department for economists, international specialists and energy resource personnel.

Similarly, Mr. William Bader, the Assistant Deputy Undersecretary for Defense for Policy (Admiral Murphy's Deputy), has asked for resumes on personnel with intelligence type backgrounds ranging from the GS-09/11 level to the supergrades for review against positions in his area. Contact has also been made with senior officials of NSA, DIA, and INR as a follow-up to the Director's call for their assistance. We are also in touch with state, county and municipal employment offices in the local area.

The types of vacancies and job leads being identified at the present time are quite diversified in nature. They include positions in administration and management, research and analysis, security investigators and consultants to investigative reporting, engineering, technical writing and acting as company representative in various capacities.

Examples of current job leads and recent successful placements include the following: A representative of one company flew here from Florida to interview eight candidates for several jobs. Four of the eight interviewees have now been invited to Florida at that organization's expense for further in-depth interviews.

One client has accepted a position as a security consultant with a firm which is in the industrial security business on an international basis. Another client has been hired as the administrator for a local county mental health clinic. Another has taken a personnel job in a national trade association. A former Office of Communications employee has become a cathode ray tube operator in a hospital in Texas. Another is a company representative in the Washington area for a national electrical manufacturer. A former high level Operations Directorate official is now the Director of Security for a large West Coast firm. These examples illustrate the wide diversity in the types and levels of positions which RCEAB clients have been successful in securing with varying degrees of assistance from RCEAB.

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Approved For Release 2001/11/08 : CIA-RDP81-00142R000300060022-2

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