

17 MAR 1976

MEMORANDUM FOR: Chief, Policy and Plans Group
SUBJECT : A&TD Monthly Report Submission
February 1976

PERSONNEL BRANCH

1. Vacancy notices were prepared on 6 professional and 3 clerical positions. We received 23 professional and 10 clerical responses.
2. During February, there were nine Quality Step Increases awarded to Security careerists.
3. The Manpower Utilization Study of PTOS was begun and is currently under way.
4. To date, the Professional Applicant Review Committee has reviewed 194 applicant files and has placed 27 persons in process.
5. A Position Classifier from Position Management and Compensation Division/OP reviewed the clerical positions of IRG. His recommendations are currently being assessed.
6. The Clerical Panels met and have made their recommendations to the Clerical Board for the competitive promotion exercises in early March.
7. [REDACTED] attended the Career Counseling Course at [REDACTED] from 17-20 February 1976.
8. PPG and the Agency Records Center (ARC) have approved the forwarding of approximately 20 cubic feet of soft files to ARC for holding until the record destruction moratorium is lifted.

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TRAINING BRANCH

In addition to the conduct of its normal functions during February 1976, the Training Branch also devoted considerable time to the following:


1. Preparation of new briefing material to be presented to the Military Attaches and the Armed Forces Couriers. Meetings were held with the Chief, CI/SB and others to solicit current information pertaining to the KGB and GRU and other hostile intelligence services.

2. Coordination with the DD/PSI and the FOC/PSI to arrange for the Senior Agents Seminar scheduled for 10-14 May 1976.

3. An initial Security briefing was conducted for an individual involved in the NOC Program. This briefing was conducted at the request of the Career Management Group, NOC, to provide a basic knowledge of security to this individual.

4. Final arrangements were completed with OTS for the initial running of a special course for professional Security officers on Terrorist Devices. The course will run from 8-19 March 1976 at an OTS training site.

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Deputy Chief, Administration and
Training Division