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personnel INFORMATION LETTER

VOLUME I

DECEMBER

NO. 6

MERRY CHRISTMAS

HOLIDAY GREETINGS
FROM DIRECTOR OF PERSONNEL

WE ARE AT THE END OF A YEAR OF
HARD WORK. WE HAVE SUCCESSFULLY COM-
PLETED OUR REORGANIZATION, ADJUSTED
OURSELVES TO A REDUCED CEILING, AND
HAVE ENHANCED OUR PRESTIGE AS AN OFF-
ICE IN THE AGENCY. THESE ACCOMPLISH-
MENTS COULD NOT HAVE BEEN MADE WITH-
OUT SUPERB TEAMWORK ON YOUR PART.

I AM PROUD TO BE ASSOCIATED
WITH YOU.....

A MERRY CHRISTMAS AND A SUCCESS-
FUL AND HAPPY NEW YEAR

25X1A

[Redacted Signature]

Harrison G. Reynolds

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PERSONNEL INFORMATION LETTER

Editor
Assistants



Published Monthly by
Office of Personnel

In the name of the Spirit of Christmas, we request your indulgence for this, our rather brief December issue. We were confronted with an earlier-than-usual release date and, of course, only a few shopping days left until Christmas!

We wish to express our very special thanks at this time to all our contributors, and to our friends whose assistance helps to make the Personnel Information Letter possible. And, to all of you in the Personnel Career Service, we wish a very

MERRY CHRISTMAS!!

The Information Letter Staff

BLOOD BANK ARRANGEMENT AID TO AGENCY PERSONNEL

Did you know that blood costs about \$25.00 a pint? This can be an expensive charge if you are hospitalized and require transfusions. The Agency, however, has an account with the American Red Cross Blood Bank. If you or any member of your family require blood, call Employee Services, Ext. [redacted]. The Services Branch will arrange with the Red Cross for blood without cost.

Credit at the Blood Bank is maintained through Agency donors. The

NEWS ABOUT PEOPLE YOU NOW

25X1A9A

.... [redacted] PAD, is now Placement Officer for Office of Logistics.

... [redacted] has joined PED's Overt Branch. [redacted] is a veteran of 15 years of government personnel work with the Office of the Chief of Ordnance, Department of the Army.

.... It was a boy for the CHARLIE [redacted] on November 30. Name of the new arrival, GINO! Charlie is with the Statistical Reporting Branch of RSD.

.... Also passing out cigars this month was [redacted] of PED. Bob [redacted] wife presented him with PHILLIP [redacted] on December 10.

.... For those who like Christmas music--- [redacted] Admin/CMO, is conducting a choral rendition of Handel's "Messiah" at 11:00 A. M., on Christmas Day, at [redacted]

Everyone welcome!

.... Two recent overseas returnees have added their experience to PAD's DD/P Placement organization. They are [redacted]

.... [redacted], a former overseas contract employee, recently assumed a secretarial position in RSD.

goal is 150 pints a month. If you are able to give blood, be sure to do so next time your Blood Representative contacts you. Or, if you have not been a donor within the last eight weeks, call the Employee Services Branch, Ext. [redacted] and volunteer now. Last Wednesday of each month is our Red Cross day.

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THIRTEEN O/P EMPLOYEES ARE
AWARD WINNERS

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CONSOLIDATED CHARITIES DRIVE
TOPS \$100,000

Thirteen Office of Personnel employ-
ees have cashed in on the Agency's in-
centive awards program during the past
2 1/2 years, according to information
released this week by Incentive Awards
Officer, [redacted]

25X1A9A

25X1A9A Topping the list was Insurance and
25X1A9A Casualty's Deputy Chief, [redacted]
[redacted] who received a \$1,000 superior
performance award for his part in de-
veloping an insurance program for the
Agency.

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Most recent winner was Stanley
[redacted], of PAD, who received
\$20 this month for a suggestion that
birth certificates be included in offi-
cial personnel folders. Other per-
sonnel people who submitted award-
winning suggestions during the past
30 months were:

25X1A9A

..... [redacted] who received
\$25 for a suggestion that the motor
pool be furnished with the security badge
number of a prospective passenger
rather than the name.

25X1A9A

..... [redacted] of RSD, \$10 for
a suggestion that employees on un-
vouchered funds be informed of the
possibility of obtaining loans from the
Credit Union.

25X1A9A

..... [redacted]
received \$20 each for their part in de-
veloping a Record of Contact letter which
cut down on clerical operations.

25X1A9A

25X1A9A

[redacted] \$250 each for a suggestion that
personal baggage to the FE area be
sent as unaccompanied air cargo.

25X1A9A

..... [redacted] \$35 for
suggesting that a space for telephone
extensions be placed on form 51-10,
the Routing and Record Sheet.

As of this date, the Agency Con-
solidated Charities drive has exceeded
the \$100,000 mark! Congratulation
to everyone! [redacted] Charity Drive
Coordinator from Employee Services,
is to be especially commended for her
contribution to its success.



25X1A9A

..... [redacted] \$20 for pro-
posing that the Report of Separation be
prepared in carbon interleaved sets
and stocked for Agency use.

25X1A9A

..... [redacted] \$25, recommen-
ded a standard bulletin board notice
form.

25X1A9A

..... [redacted] \$15 for recommen-
ding that CPB have a Notary Public
Service.

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..... [redacted] of CPB,
\$15 each for a suggestion concerning
the payment of allowances to overseas
personnel.

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