

**CONFIDENTIAL**

15 January 1976

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 15 January 1976

I. Highlights of activities for this Division for this week are as follows:

A. Information requested by Mr. Blake for his briefing of Ambassador Bush was completed on 13 January. The charts reflected the average age and grade of the career services and the separation and accession rates of professional and non-professional staff personnel.

25X1 B. Ms. [ ] ODDI/MGMT, was given a CRT computer produced roster of all Intelligence career designees and personnel assigned to the DDI.

C. D/Pers, for DDA briefing, was furnished the number of super-grades who were PRA as of 31 December 1975 by Directorate. There were 91 with the majority within the DDO.

25X1 D. Mr. [ ] ODDA, requested and was given information on the slotting patterns within the DDA directorate. This information was to be used in Mr. Blake's briefing next week of Ambassador Bush.

E. The OJCS Support Office submitted a work order on 6 January to GSA for the electrical work for a sonic alarm system for DAC in Room 5D55. The work order also includes a bolt for the door connecting DAC with 5E03, Position Control Section, and should be completed within a few weeks. This work order is ~~as~~ a result of a study by the Office of Security, after it was discovered that both 5D55 and 5E03 were protected by the same sonic alarm system.

F. TRB/Position Control Section has been keeping a weekly count of the number of actions received and the number of errors in these actions. For the week ending 9 January 1976, TRB received 209 actions with 197 errors or a 94% error rate. We will be contacting some of the offices concerned to suggest training with our Position Control Section for their employees.

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G. TRB/Position Control Section received the PSI master from OJCS and discovered 24 errors in the projected waiting periods for PSI's in the WG, WL, WS and WP Pay schedules. The errors were generated by an incorrect program. OJCS informed TRB that the only way to correct the errors was to submit Form 560D (Automated PSI Record Adjustment). This has been done and OJCS has corrected the errors, *and the program,*

H. C/TRB submitted the Quarterly Detail Report to the Director of Personnel on 9 January 1976. Mr. [redacted] Office of the Comptroller, plans to use the statistical page of the Detail Report as a supplemental to the Congressional Budget.

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I. C/CD and C/TRB attended the monthly MAP meeting on 12 January 1976.

J. TRB/Position Control Section used the auto-pen for 10 Certificates of Distinction and 63 Certificates of Retirement with Mr. Colby's signature.

K. TRB has received the GA Pay Adjustment effective 1 February 1976--70 to 80 actions affected by this Pay Adjustment are expected from OTS.

L. Qualifications Analysis Branch activities:

1. 4 Biographic Profiles were prepared;
2. 72 Biographic Profiles were updated;
3. 145 Biographic Profiles were furnished "As Is";
4. 4 Employee Files (51 lines) were coded;
5. 202 Cases (829 lines) - Coding updated;
6. 5,503 Sheets were xeroxed.
7. DDO/EA was furnished "As Is" Biographic Profiles covering 14 DDO employees with operations experience and with solid state electronics background.
8. DDO/SE was furnished 103 "As Is" Biographic Profiles covering "D" employees with some Russian Language proficiency and with excellent proficiency in French, German, Italian, Japanese, or Spanish.
9. DDO/DivD was furnished a list of all Agency employees with proficiency in the Arabic language.

M. IG Inspection Team personnel conferred with C/CD during the week concerning QAB, SRB, and TRB activities and procedures.

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N. RAO/OP reports:

1. Twelve (12) deposits of vital records were transferred to the Agency Records Center: SRB - 7; IB - 1; PMCD - 1; SP - 1; MPB - 1; RD - 1.

2. One deposit of SRB vital records was transferred to the Agency Archives.

3. Two (2) cubic feet of records were transferred to the Agency Records Center: TRB - 1; PMCD - 1.

O. FOIA and PA activities: From 15 December to 30 December 1975 there were 68 responses to Privacy Act requests from DDA/IPS and 6 FOIA responses.

1. Of the 68 Privacy Act names checked, there were no records on 64 names, only card notations in AFS or CPD on 2 names, and files on 2 names. Of the 68 requests, OP had records on 3 percent, and files on 3 percent.

2. Of the 6 FOIA names checked, OP had no records.

3. OP also responded to 3 FOIA appeals during this time period.

O. Special Projects Report

Activity (1) - White House



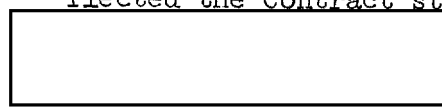
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Activity (2) - SSC

On-duty strength tabulation by office and employment category for 9 select years between 1947 and 1975. (The report for the Senate Select Committee was distributed on 12 January. The reports reflected the Staff personnel on duty strength of the Agency by Office from 7 March 1946 through 31 December 1975. The Contract personnel on duty strength was estimated for periods from 1952 through 1960 based upon memoranda in CPD. The reports for the period 1965 through 1975 reflected the Contract strength

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by Office. SRB spent 18 hours  
this week on the project.)

Branch: TRB Personnel Activity (1)	<u>Hours</u> 2	<u>Grade</u> GS-06
Branch: SRB Personnel Activity (2)	8 4 <u>6</u>	GS-13 GS-07 GS-04
TOTAL HOURS	<u>20</u>	

II. Anticipated goals for the next week:

A. SRB will complete the work it is doing on the Comptrollers request for personnel information. He had requested about ten charts which consisted mostly of age and grade distributions by career service, grade, sex and race.

B. The CENQUAL proposal will be completed and sent back to OJCS. This has been delayed by SRB several times but the delays have not impacted the completion date of the final project.

  
Chief, Control Division

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