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29 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 January 1968

1. Advance Staffing Plan: Work sheets for the FY 1969 Advance Staffing Plan are completed and we are ready to visit appropriate Directorate and component officials to solicit their statements of requirements. Due to the reduction of overseas personnel and the ceiling cutbacks which impact most heavily on the Clandestine Services, we will start with the Intelligence Directorate then the Science and Technology Directorate, followed by the Support Services. By that time the first results on the canvass of the overseas situation will be returned and the Clandestine Services will probably be in a better position to determine their external requirements for Fiscal Year 1969.

2. University Associates Program: During the period 22-31 January the four members of the ad hoc committee to review and evaluate the Agency's University Associates Program are calling on selected University Associates at their campuses in order to round out their understanding, findings, and proposed recommendations to the Executive Director-Comptroller.

3. Separation Rates: Office of Planning, Programming and Budgeting was provided with separation rates for FY 67 as follows:

GS-1-8 - 20.34

GS-9-18 - 4.53

Overall - 11.24%

The overall rate of separation increased .81% over FY 1966 and 1.74% over FY 1965.

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4. Cooperative Education: This is a follow-up to our previous report covering Mr. [REDACTED] attendance at the Annual Conference of the Cooperative Education Association in Houston, Texas last week.

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Mr. [REDACTED] found that the conference was an excellent vehicle for developing further contacts with university coordinators and for publicizing our program. In addition, he learned that both American University and Howard University are discussing the possibility of starting cooperative education programs in the near future. Mr. [REDACTED] plans further discussions with officials at both of these institutions.

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5. Reserve Affairs:

a. Mr. [REDACTED] and 1st Sgt. [REDACTED] of Mobilization and Military Personnel Division visited Headquarters, Fifth Naval District, Norfolk, Virginia, to meet with Navy Officers concerning Agency Reservists. This trip was a periodic staff visit to discuss mutual procedures on handling Agency Reservists and to renew contacts with newly assigned officers whom we can call on to assist us with any problems that arise.

b. Lieutenant Colonel Jay B. Durst from the Joint Chiefs of Staff was the guest speaker on Monday, 22 January 1968, at the Agency's Military Reserve meeting. Colonel Durst spoke on the subject of "Vietnam: U. S. Military View" and made an outstanding presentation.

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6. Honor and Merit Awards: The first Exceptional Service Emblem was presented by the Deputy Director for Science and Technology on 25 January 1968 to Mr. [REDACTED] who was injured on 28 June 1963 while assigned to

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Seigon as a Documents Analyst with Technical Services Division. Several other Emblems will be presented by the Deputy Director for Plans in the near future.

7. Exit-out Processing of Reservists: Fourteen Agency employees were exit processed on an emergency basis because of call up of their reserve unit to active duty. We have reason to believe that an additional ten employees may require processing in the next few days.

8. FEGLI Benefits: Final drafts of Headquarters [redacted] notices on the new FEGLI benefits have been prepared. It is our hope that these notices will be printed within the next few days.

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9. Employee Activity Association: Valentine candy will be sold in the EAA Store (LJ37) beginning on 5 February and ending 14 February.

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[redacted]  
for Robert S. Wattles  
Director of Personnel

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22 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 19 January 1968

1. Professional Manpower Committee: Briefing papers have been prepared on the "Exit-Interview Program" of the Office of Personnel and "Trend in Industries' Starting Salaries for Undergraduate and Graduate Recruits." The Committee also has requested an item by item comment from Office of Personnel on the critique of Federal recruiting which recently appeared in the Civil Service Journal. Mrs. [REDACTED] of our Plans and Review Staff will furnish statistical advice and assistance to the Committee in compiling the results of the questionnaire covering professional employees who entered the Agency during the 1963-1967 period.

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2. Military Affairs

[REDACTED]

next week. One guard has volunteered for duty in Vietnam; the other individual is being transferred [REDACTED]

(b) Lieutenant Colonel [REDACTED] Orders assigning

Lieutenant Colonel [REDACTED]

[REDACTED] to Vietnam have been received. Availability date for Colonel [REDACTED]

to be at the port is 12 August 1968. A requisition has been prepared and arrangements are being made with the Department of the Army to furnish a

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qualified replacement.

(c) Change in Air Force Branch Chief: Major [REDACTED] Chief, Air Force Branch, has received information that he is being assigned to the Air Force Academy, Colorado Springs, Colorado, reporting in July 1968. Air Force Headquarters has nominated Major [REDACTED] to be his replacement, and Major [REDACTED] is presently in Washington for initial processing.

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(d) Reserve Affairs: The guest speaker for the Agency's Military Reserve Unit on Monday, 15 January 1968, was Dr. Francis J. Romance, Defense Intelligence School. His presentation on "SEATO" generated a series of questions from the audience which he handled in a highly professional manner.

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3. Cooperative Education: Mr. [REDACTED] of this office and Mr. [REDACTED]

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[REDACTED] of the National Photographic Interpretation Center are attending the annual conference of the Cooperative Education Association in Houston, Texas this week.

4. Reduction in Force - National Aeronautics and Space Administration:

The Director, Out Placement Program, National Aeronautics and Space Administration, has advised us of NASA's rather extensive reduction-in-force program which could turn up some likely candidates for Agency employment. At the moment, NASA estimates that it will lose 1,450 personnel throughout the United States. NASA has identified the categories of personnel it is having to release and many of these categories coincide with our requirements. We are putting our recruiters in touch with the various NASA locations at which these people are being released, namely, Huntsville, Alabama; Los Angeles; Houston, and Langley, Virginia, in both an effort to assist NASA in its out

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placement program and, obviously, to capitalize on any hiring opportunities of interest to the Agency.

5. The GSEA Annual Meeting will be held on Wednesday, 24 January 1968 at 10 a.m. in the Headquarters Auditorium.

6. Implementation of New FEGLI Benefits: As has been previously reported, the Bureau of Retirement and Insurance (BRI) has been most cooperative in their consideration of our Agency problems in implementing the new FEGLI benefits. On the basis of an informal advance copy of procedural instructions, we have prepared Headquarters [REDACTED] notices. These drafts are being informally reviewed so that when problems are identified they can be resolved before formal procedural information from BRI is received. It is our hope to have all of the preliminary work out of the way by that time.

The pressing aspect of these new benefits is that every employee eligible for FEGLI must sign a new form. Consequently, there will be a piece of paper for each staff, career agent, and eligible contract employee that must be distributed, completed, and returned within stipulated deadlines. We have made every effort to alert the offices concerned and feel that despite the heavy workload involved in the processing of the many thousands of pieces of paper we will be able to implement these new benefits in an orderly, timely, and professional way.

SIGNED [REDACTED]

for Emmett D. Echols  
Director of Personnel

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15 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 12 January 1968

1. Recruitment for Office of Communications: The Office of Communications hopes to have a class of forty (40) Radio Operators (CT/R) in training as of 26 February 1968. Toward this goal we have fourteen (14) cleared and ready to enter on duty and thirteen (13) scheduled for final medical and/or polygraph examinations. To fill out the class, the Director of Security has agreed to have Office of Security Investigations Division give expeditious field investigation attention to the clearances of an additional twenty-six (26) candidates now in process.

At the request of the Acting Director of Communications, we have asked the Director of Security to expedite the clearances of twenty-five (25) Cryptographers (CT/C) needed by 18 March 1968.

To bring the Office of Communications up to strength in CT/R and CT/C personnel by 30 June, we now have all professional as well as specialized recruiters searching for specialists in these fields through the medium of advertising and, where permitted, screening of State Selective Service Headquarters records.

25X1A [REDACTED] who returned from Vietnam on 10 December 1967 on emergency leave due to the illness of his wife, has been reassigned to Fort Bliss, Texas, effective 1 February. This assignment was based upon the fact that continued medical care would be required for his wife and the fact that the Beaumont General Hospital is at this location.

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25X1A [REDACTED] who was injured in Vietnam in a bomb explosion, reported back to Walter Reed Army Hospital on 2 January 1968 for further treatment. He has been placed on convalescent leave by the hospital and will return 30 January 1968. He is presently on leave in Bangkok, Thailand, where his wife and children are located.

3. Recruitment Assistance by Army Security Agency Officials: As a result of a request from the Recruitment Division, a representative of Mobilization and Military Personnel Division met with personnel from Headquarters, Army Security Agency, at Arlington Hall requesting assistance in passing reports of separation of their personnel to us. As a result of this meeting, arrangements have been made whereby ASA will furnish MPPD with separation reports of personnel assigned to their organization worldwide. We asked specifically for reports concerning personnel who were experienced in all phases of communications and data processing or who were linguists. Upon receipt of these reports, we will forward them to Chief, Recruitment Division.

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4. Cooperative Education Program: This is a follow-up to Mr. [REDACTED] trip to Florida.

(a) At the University of South Florida Mr. [REDACTED] and the representative from the National Photographic Interpretation Center interviewed eight students. They tentatively selected four students, one of <sup>whom</sup> which was a 30 year old junior majoring in Geography, whose experience in the Air Force and Marine Corps includes photo interpretation.

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(b) At the University of Florida one student with four years experience as a navigator in the Marine Corps is interested in photo intelligence

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and is joining our Cooperative Education Program.

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(c) Mr. [REDACTED] is preparing a separate report on his visit to the new University of West Florida. We will report on that visit at a later date.

5. Income Tax Training Classes: The two-day income tax training classes are conducted by two experts from the Internal Revenue Service.

6. Barbershop: See attached calendar year report on the number of haircuts. Except for brief intervals during the year, the number of haircuts in 1967 was higher than in 1966. We are also ready to add an additional barber when the use of the barbershop necessitates such action. Aside from the important service provided to a large number of Agency employees, Employee Activity Association is also very much interested in the increasing number of haircuts since it receives 5 $\frac{1}{2}$ % of the gross receipts. This amounted to \$4,493 in 1967 as compared with \$3,709 in 1966.

/s/ [REDACTED]

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*f* Emmett D. Echols  
Director of Personnel

Att.

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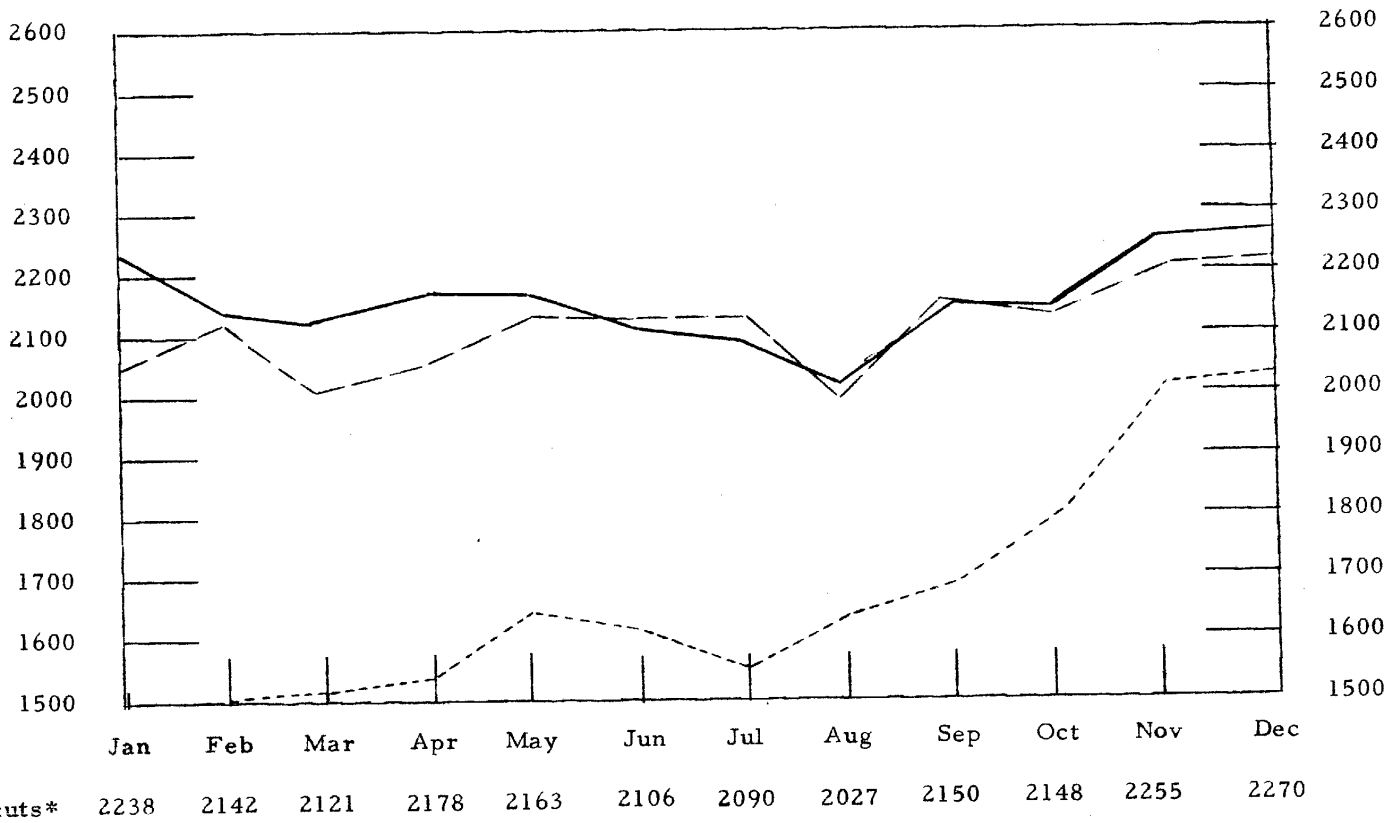
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Approved For Release 2001/08/31 : CIA-RDP78-05941A000100030044-2  
 NUMBER OF HAIRCUTS PER MONTH  
 FOR CALENDAR YEAR 1967



— 1967  
 - - - 1966  
 ····· 1965

\* Figures adjusted for 21 workdays per month.  
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8 JAN 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 5 January 1968

1. Cooperative Education: Mr. [REDACTED] will visit the Universities of South Florida, Florida and West Florida accompanied by a representative from the National Photographic Interpretation Center. At South Florida and Florida they will interview prospective candidates for our Cooperative Education Program. At the University of West Florida, which opened it's doors for the first time in September 1967, they will brief the Cooperative Education Coordinator and selected faculty members on our Cooperative Education Program.

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2. Qualifications Supplement: Approximately 65 per cent of the Forms 144J, "Qualifications Supplement to the Personal History Statement," which are due in the Office of Personnel by 31 January 1968 have been received.

3. Military Detail: Lieutenant Colonel [REDACTED] commander of [REDACTED] who was scheduled for mandatory retirement in August 1968, has been offered a three-year extension by the Department of the Army. Lieutenant Colonel [REDACTED] has accepted this offer and will be assigned to Vietnam in August 1968. The offer of a three-year extension attests to Lieutenant Colonel [REDACTED] outstanding record since this is the maximum extension authorized for senior Reserve Officers and is limited to a very small percentage of the officers concerned.

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In view of his impending mandatory retirement in August 1968, we had planned, at the Office of Training's request, to ask the Department of the Army to immediately recall Lieutenant Colonel [REDACTED] for a period of two years to permit his retention at [REDACTED]. However, the offer of an extension by the Department of the Army has made this course of action impossible.

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[REDACTED]

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*[Signature]*  
Emmett D. Echols  
Director of Personnel

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