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15 MAY 1967

MEMORANDUM FOR: Deputy Director for Support

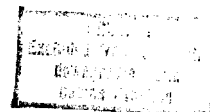
SUBJECT : Office of Personnel Report - Week Ending 12 May 1967

1. Comparison Study: A representative of the Position Management and Compensation Division visited Dr. Robert Brown, Director, Programming Systems Development, Space and Information Systems Division of North American Aviation at Downey, California on 1 May 1967. Dr. Brown was very cooperative and generous in explaining and furnishing information concerning the company's salary and wage administration, recruitment and promotion policies and practices as they relate to select EDP occupations. A comprehensive report of PMCD's findings is currently being prepared. The grade and salary structure for EDP nonsupervisory positions in the Agency's EDP installations appears to be competitive with salary ranges for similar positions at North American Aviation. However, NAA seems to have a salary advantage over CIA for all levels in the supervisory train in relation to certain EDP occupational categories, e.g., computer operations. Similar information was obtained from Mr. Kenneth Foster of the Salary and Wage Administration Office, Systems Development Corporation, Santa Monica, California. This material will also be compiled in report form with pertinent comments and observations.

2. [REDACTED] Officials Briefed: On Friday, 12 May, Messrs. Howard Osborn, [REDACTED] briefed

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This briefing was a repeat of previous presentation to

25X1C [REDACTED] Our Agency officials reviewed and described the general philosophy and procedures in recruiting, selecting and training Career Trainees. It was obvious from the questions posed by 25X1C [REDACTED] visitors that they understood and were very interested in the information they received as a result of this briefing.

3. Briefing of Foreign Service Officer: At his request, the Deputy Director of Personnel briefed Mr. Peter R. Chase on some of our procedures for recruiting, handling and retaining overseas clerical and communications personnel. Mr. Chase is a Foreign Service Officer serving his Washington tour in the Appraisal and Program Analysis Program of the State Department.

Mr. Chase was particularly interested in two areas. The first -- what to do with the good secretary who appears to have no further hope for promotion. As a part of this overall problem we discussed the problems inherent in permitting such people to become supposed professionals. The second area of interest concerned our Field Reassignment Questionnaire which permits the individual to express his preference for next assignments well ahead of his return.

4. Arlington National Cemetery Inquiry: We received two inquiries passed down from Colonel White relative to the current prerequisites for interment in Arlington National Cemetery. Copies of the latest information, to include a list of all National Cemetery locations, was acquired and forwarded to Mr. 25X1A [REDACTED] of our Benefits and Services Division to assist him in preparation of a Headquarters Bulletin.

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Due to the limited space remaining in Arlington National Cemetery, burials there are now limited to personnel who were on active duty at the time of death, recipients of the Medal of Honor, and retired military personnel who are carried on official service retired lists and who are eligible to receive compensation.

5. Agency Official Promoted to General Officer: The Department of Army announced the promotion of Colonel [REDACTED] USAR, to Brigadier General. General [REDACTED] holds a mobilization assignment with the Office of the Assistant Chief of Staff, Intelligence, Department of the Army.

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6. Qualifications Coding: [REDACTED] Forms 444j, "Qualifications Supplement to the Personal History Statement," have been returned to the Office of Personnel. This is over 75% return of the [REDACTED] that are due. This first group, the GS-1 through 5 and GS-14 and above, is believed to be the group from whom it will be most difficult to obtain forms. A listing of the individuals from whom a 444j has not been received will be forwarded in the near future to appropriate administrative and personnel officers.

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It is expected that Forms 444j will be forwarded to the next grade group, GS-6/8 next week for completion and return to the Office of Personnel by 31 July 1967.

7. Cooperative Education Program: During the past week Mr. [REDACTED]

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[REDACTED] was visited by Mr. Peter Akin of Northeastern University and Mr. Charles Tate of Virginia Polytechnic Institute. Both of these cooperative education coordinators toured NPIC and talked to their cooperative education students who are now working at NPIC.

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8. Suggestion Awards: The Suggestion Awards Committee recommended approval of the following awards:

a. \$540 to an employee of the Collateral Support Division/NPIC based upon significant procedural improvements that saved \$10,800 annually;

b. \$700 to be shared by two Office of Security employees for developing a streamlined fire control system; and

c. \$300 to be shared by three Clandestine Services employees who proposed various new systems pertinent to the processing of intelligence reports and dispatches which led indirectly to the establishment of new Clandestine Services record control procedures.

9. Employee Activity Association: The Agency's Softball League begins its competition on 15 May 1967. There are 485 employees organized in 29 teams engaged in this competition. Twenty-five of the teams are men's with 425 members and four are women's with 60 members.

Twenty-four female employees kicked off an organized group exercise program called "Trimnastics" on 8 May 1967.



Acting Director of Personnel

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