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8 11 JAN 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 27 January 1967

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1. Cooperative Education Association Meeting: Mr. [REDACTED] attended the annual conference of the Cooperative Education Association in Detroit from 23 to 25 January. At this meeting he made arrangements to visit and discuss cooperative programs with six additional schools, namely, Northwestern University, University of Detroit, University of Wisconsin, Alderson-Broadbent College, University of Cincinnati, and Cleveland State University.

2. February Career Trainee Class: We have now on board 62 career trainees for the February 1967 class. An additional 23 are confirmed to enter on duty by 20 February. Approximately eight of the total of 85 are liable for military service and will probably not start CT training with the February class but will be processed for military service immediately upon entering on duty. Four of these CT's are already on board and are being processed for the Army OCS program.

3. Consolidating the Agency's Printing Services Plant: We reviewed with the Director of Logistics and members of his staff on 27 January the employee displacement problems which will occur with the consolidation of the two printing plants into the new building. At the present time only eight surplus or reassignment cases will result from this consolidation, and we are satisfied that these cases have been well staffed out and that the problems will be minimal. We will, of course, stay in close touch with the situation.

4. Military Assignments for Career Trainees who Complete Air Force Officer Training School: Chief, Mobilization and Military Personnel Division has been reviewing the military assignments of our Career Trainees who complete Air Force Officer Training School. Presently there are four CT's assigned to intelligence specialties at Barksdale Air Force Base, Louisiana, a SAC base. The Air Force recently advised us that they were assigning two additional CT's to that same base and in the same specialty. We requested and the Air Force agreed to divert them to the Air Defense Command. Future job specialties for CT's will be determined by MHPD upon screening each individual's record. This will result in CT's being assigned to various job specialties rather than into intelligence functions solely, which has been the policy for the past two years, and more importantly, it will reduce the instances wherein CT's will be assigned to the same units and/or bases.

5. Overseas Tour and Cost Study: The Office of Finance is continuing its efforts in developing the cost data for this study. Although Finance is unable, at this point in time, to give an expected completion date, they are well aware that this office must submit the completed study to you sometime during the month of February 1967.

6. Qualifications Inventory Project: The Chief, Records and Control Division briefed 23 Clandestine Services Personnel Officers on the Agency's Qualifications Inventory System. They were given approximate dates when to expect to receive Form 444j, "Qualifications Supplement to the Personal History Statement", and information on their responsibilities for the distribution, completion and return of this form.

The Management Support Division, Office of Computer Services has started preliminary testing on the computer pre-printing of the first page of Form 4443. The first tests are being verified against other records.

7. Exceptional Service Emblem: A meeting of the Honor and Merit Awards Board was held on 24 January to discuss the Exceptional Service Emblem progress. It was decided that an Agency notice describing the award and the criteria for granting the award will be proposed for publication in the near future.

8. Suggestion Awards: The Clandestine Services Special Panel of the Suggestion Awards Committee met on 24 January and voted one \$200 interim award to Mr. [REDACTED] a case officer in the Clandestine Services, and a second interim award of \$1,500 to Mr. [REDACTED] a personnel technician in the Directorate of Science and Technology. Each suggestion resulted in the development of a security device or technique of considerable defensive value to the Clandestine Services.

9. Credit Union: Quarterly Statements will be in the mail to employees during this week.

1st. Emmett D. Echols

Emmett D. Echols
Director of Personnel

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OD/Pers, [REDACTED] sac (30 Jan 67)

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 20 January 1967

1. Overseas Tour and Cost Study: We have analyzed and collated the basic data on leave that we have received from the Office of Computer Services and have turned over certain portions of the compilation to the Office of Finance for application of appropriate costing factors. Inasmuch as very little time remains before the study must be forwarded to the Bureau of the Budget, we have urged the Office of Finance to complete its costing exercise as quickly as possible by applying, wherever possible, standard costing factors rather than to take the very time-consuming approach of going to the Area Division Budget and Fiscal Officers for more precise information as we originally contemplated. We believe that this approach will facilitate completion of the study and will provide cost data that is essentially as accurate as the data we might receive by the more laborious method. The planned completion date of the study is still February 1967.

2. Virginia Polytechnic Institute to Join Cooperative Education Program: We have received a letter from the head of the Department of Forestry at Virginia Polytechnic Institute (VPI) indicating that the VPI Forestry Department has received approval to participate in our Cooperative Education program.

3. Summary - Cooperative Education and Summer Intern Programs:

NPIC:	In Work Status	8
	In Study Status	5
	In Pipeline	6+3 Summer Interns
	Interviewed, Invited, and Interested (PIS's not yet received)	5+4 Summer Interns

TOTALS 26+7

SECRET



OCS:	In Work Status	0
	In Study Status	0
	In Pipeline	3
	Interviewed, Invited, and Interested (PHS's not yet received)	<u>2</u>
	TOTAL	5
COMM:	In Work Status	7
	In Study Status	<u>8</u>
	TOTAL	15

4. ADP Training: All members of the Intelligence and Support Branch of the Position Management and Compensation Division have been scheduled to attend the Agency's ADP Orientation Course in order to improve their understanding of computers in relation to Agency activities and positions. Two members of the Branch have completed the course.

5. Recruitment of Military Separates: On 13 January 1967, Chief, Mobilization and Military Personnel Division and Chief, Recruitment Division visited Colonel Harrington, Deputy Chief, Officer Personnel Directorate, Department of Army, to discuss the feasibility of mounting a recruiting effort beamed specifically at college graduates who are leaving the military service. The program would be in addition to the recruitment program for the South Vietnam Pacification Program. Colonel Harrington was of the opinion that a procedure could be established for us to get in touch with this potential source of applicants at separation points.

6. Religious Services: The plans for the religious services that will be held on Wednesdays during the Lenten Season have been completed. The first service will be held on 8 February.

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/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

OD/Pers/ [redacted] Rel (39) 298100/31 : CIA-RDP78-05941A000100030080-2

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 6 January 1967

1. Combined Program Call Estimates: An estimate of Agency personnel accessions in Fiscal Year 1968 has been issued to the Support Offices. Based on a DIS/PPB planning figure of [REDACTED] and on the assumption that the Agency would be at strength by 30 June, the requirements consisted of 396 increased ceiling and estimated [REDACTED] personnel losses for a total of [REDACTED] staff personnel accessions.

2. Phase-Out [REDACTED]

This makes it necessary to

cancel the reporting of 14 Air Force personnel who were cleared and scheduled to report during January and February 1967.

3. Status of Special Military Detail Program for Duty in South Vietnam: In a memorandum dated 28 December 1966, the Joint Chiefs of Staff instructed the military departments to implement the Director's request for the detail of [REDACTED] military officers for duty in South Vietnam. The memorandum did not allocate specific numbers to the military departments, but it did direct them to remain within the Agency's current authorized military personnel ceiling. This will limit the Army's portion to approximately [REDACTED]. It is anticipated that most of the balance will have to come from the Marine Corps, since the Navy and Air Force have very few officers with the experience and qualifications required for this program.

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Mr. [REDACTED] our Associate General Counsel, reported on 3 January 1967 that the Deputy General Counsel of the Department of Defense has agreed that, upon a delegation to the Director of Central Intelligence of functions under pertinent provisions of the Foreign Assistance Act of 1961, there should be no legal objections to the officers [REDACTED] recommended to Chief, FE Division that the Agency request from the Secretary of State a delegation of such authority.

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We expect to meet with the J-1, JCS, and military department representatives early this week to finalize procedures for identification, processing and administration of personnel for the program.

4. Review of Military Reimbursement Procedures: In August and September of 1966, the military reimbursable strength figures as submitted to Finance Division, Accounts Branch, and the Computer Services mechanized roster reflected disagreement in total figures far above the allowable 1% difference factor. Consequently, the Mobilization and Military Personnel Division (MMPD) was required to explain differences to the Accounts Branch in accordance with Comptroller Memorandum No. 73.

A subsequent review and meeting held on 26 September with representatives attending from the Accounts Branch, Computer Services, Transaction and Records Branch, and MMPD, revealed that the cut-off date was being established prior to the end of the month in lieu of the first duty day after the end of the month established in Comptroller Memorandum No. 73. Consequently, a manual adjustment for \$11,320 had to be accomplished by Finance Division for the first quarter of Fiscal Year 1967 to preclude an

overpayment. Subsequent agreement between the Office of Finance and Computer Services personnel has resulted in compliance with established cut-off date and a more accurate reporting and accounting system. Last comparable reports available (as of 30 November 1966) indicate that the difference is well below the 1% allowable factor.

In a memo to Finance Division on 21 October 1966, NSPD requested that action be initiated to update Comptroller Memorandum No. 73. This action is presently being accomplished.

5. OSA Suspends Plan for Cooperative Education Students: As a result of a change in organization and functions, OSA has advised us that it cannot go ahead with their plans for use of Cooperative Education Students at this time.

6. New Co-op Students: Six new Cooperative Education Students, as well as two returnees, reported for their work periods at NPIC last week.

7. Suggestion Awards Committee: A report from the Civil Service Commission has been received which shows overall Government improvement in the field of suggestions for 1966. A total of 40 agencies were listed in this report. In comparing our record with others, we note that our total measurable savings of \$1,055,000 exceeds that reported by many large agencies [REDACTED] such as Interior, PAA, OSA, HEW, Commerce, D. C. Government, State, and Veterans Administration. In terms of the average cash award rate and measure of suggestion quality, we more than tripled the Government-wide average. Our average cash award, \$140, exceeded all 40 agencies on the list with the exception of NASA and Federal Mediation Board.

25X9

3. Credit Union: On 6 January 1967, the Credit Union Board of Directors declared a dividend of 5%. An appropriate announcement will be prepared soon.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

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OD/Pers/ [REDACTED] sac (9 Jan 66)

25X1A

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 30 December 1966

1. Skills Bank: During the last week of December 1966, 151 new files (84 complete applications and 67 resumes) were placed in the Skills Bank. This represents an increase of 36 over the previous week.

2. Medical and Security Interviews: During the month of December we scheduled fewer medical and security interviews for invitees and Interim Assignment Section personnel (generally clericals) than during November. The comparison is shown below:

	<u>Part 1 Medical</u>	<u>Part 2 Medical</u>	<u>Polygraph</u>
Nov 1966	288	285	275
Dec 1966	223	236	234

We attribute the downward trend in December to the Christmas Season and to a general realization we will be operating under a "tight ceiling" situation during Fiscal Years 1967 and 1968.

3. Staff Agents: During 1966 three staff agents entered on duty as [REDACTED]. Of these, two agents were converted from Career Agent status to staff agent status. The third agent was a former staff employee who had previously resigned to complete his education.

Eight staff agents resigned as [REDACTED] two of whom were picked up under contract. In addition, one staff agent retired under the provisions of the CIA Retirement and Disability Act.

5. Cooperative Education Program: Listed below is the 1966 year-end report on our Cooperative Education Students Program:

NPIC :	In Work Status	5
	In Study Status	2
	In Pipeline	2
	Interviewed, Invited and Interested (PHE's not yet received)	7
OCE :	In Work Status	0
	In Study Status	0
	In Pipeline	3
	Interviewed, Invited and Interested (PHE's not yet received)	5
COMMO:	In Work Status	8
	In Study Status	8

6. External and Retiree Placement: In addition to exploring job possibilities with local real estate firms for our retirees and others, we are now exploring job opportunities with those insurance firms that insure or hold real estate mortgages and are often deeply involved in real estate holdings.

7. Suggestion Awards: The Acting Director of Central Intelligence approved an interim award of \$2,000 to Mr. [REDACTED], who was assigned to the Directorate of Science and Technology when he developed a very significant technique. Mr. [REDACTED] is now assigned to NASA.

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8. Agency Request [REDACTED] for Duty with Revolutionary Cadre Development Program in South Vietnam: Attached is a report by the Deputy Chief, Mobilization and Military Personnel Division concerning the progress made and the status of this subject.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

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