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10 APR 1972

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Personnel Report - Week Ending  
7 April 1972**

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**1. EEO Seminars:** [REDACTED]

of our Staff Personnel Division, attended Civil Service Commission three-day seminars for Equal Employment Opportunity Counselors. The following statistics were given to [REDACTED] group regarding EEO grievances registered among Federal employees during FY 1971:

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**Total Counseling Cases - 14,936**

71.9% - Race  
2.5% - Religion  
21.1% - Sex  
4.5% - National Origin

Fifty percent of the total counseling cases were precipitated by "promotion passover."

**Formal Complaints - 1,334 (8.9% of Counseling Cases)**

933 (69.9%) - Race  
64 (4.8%) - Religion  
308 (23.1%) - Sex  
29 (2.2%) - National Origin

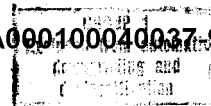
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**2. Federal Executive Institute:** [REDACTED] Chief, Staff Personnel

Division, attended the Federal Executive Institute 4 through 7 April for a seminar entitled "Management and the New Values: Executive Response to the Impacts of High Change."

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3. Attendance at State Retirement Seminar: The State Department began its annual Retirement Information Seminar on Tuesday, 4 April. It will be conducted in seven hour and a half sessions, on seven consecutive Tuesdays. Two representatives of Retirement Affairs Division covered the opening session on 4 April; other members of RAD will cover succeeding sessions.

4. Deductions from CIARDS Annuities for Credit Union and CIARDS: We have sent letters to 900 annuitants informing them that they could have deductions from annuities for deposit in the Credit Union. To those annuitants under age 60 and paying for UBLIC, an attachment advised them that they could have their premium deducted from their annuities. Appropriate cards by which these annuitants could authorize deductions accompanied the letters. The only annuitants to whom letters were not sent were those on whom there is a "block" by Cover Staff. These people are to be informed via their case officers or other contacts.

5. Attempt to Identify Civil Service Annuitants who might have Contract Time that may be Creditable: We are attempting to identify Civil Service annuitants who might have had period(s) of contract time previously excluded as creditable service but which might now be creditable. We have received from the Civil Service Commission a

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machine listing of names (8,000 plus) of persons who retired from the "smaller" agencies since 1934. From this listing, we are proceeding to obtain the addresses of our Civil Service annuitants who retired after 1 January 1955.

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6. Inter-Agency Workshop on Executive Development:

[REDACTED] Chief, Plans Staff, spent two days at an inter-agency meeting covering objectives and problems in implementing the Federal Guidelines for Executive Development.

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7. Co-Op Programs: [REDACTED] our Co-Op Coordinator,

met on 4 April with Chief, Printing Services Division and Chief, Personnel, Logistics, and secured approval in principle on PSD joining the Co-Op Program. Office of Logistics must work out some administrative problems and procedures, but none of these seem very serious. Real Estate and Construction Division/OL, has also expressed interest in possibly using engineering co-op students.

8. Improving Appearance of WARO: The Washington Area

Recruitment Office (WARO) in the Ames Building has been repainted, with color schemes designed by the Agency's Fine Arts Commission.

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9. Special Recruitment: Recent successes in "one-of-a-kind"

recruitment for NPIC have been scored by [REDACTED] Washington Area recruiter, who has developed three applicant cases to

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fill requirements for Photogrammetric Technicians. Also, he has located a Calibration Technician (Metrologist) for Technical Services Division and a Refrigeration Technician for the Office of Logistics.

10. Blood Donors: 133 pints of blood were contributed to the Fairfax County Bloodmobile on 4 April.

11. Exercise Room: Attendance in the Exercise Room during March 1972 was the highest of any month since it opened with [REDACTED] signing in, compared to March 1971 when [REDACTED] signed in, the second highest month. Of the [REDACTED] were women, a new high for both sexes.

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12. Military Reserve Speaker: Lieutenant Colonel Dulaney, USA, will address the Agency Reserve Unit tonight in the Headquarters Auditorium at 1745 hours. He will discuss the drug problem in the military service.

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**Harry B. Fisher**  
**Director of Personnel**

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