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19 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
19 April 1974

1. Housing for Co-ops and Summer Interns: Fifteen employees have listed rooms, houses or apartments for rent to co-ops and interns.

25X1A 2. Co-op Selections at Drexel: Seven students were selected for our co-op program during interviews at Drexel on 16 April.

25X1A 3. Minority Recruitment: On Wednesday, 17 April, [REDACTED]
25X1A [REDACTED] Deputy Director, Office of Scientific Intelligence, addressed a
25X1A group of black scientist and engineer students at Stanford. This program
25X1A was arranged by [REDACTED] an OSI employee who is black and who is
25X1A completing graduate studies at Stanford. At the request of [REDACTED]
[REDACTED] rearranged his
25X1A schedule to provide personnel support to this effort.

25X1A 4. Affirmative Action Plan--Hiring of Handicapped: The Office of
25X1A General Counsel has advised us that this Agency is not exempt from submitting
25X1A an Affirmative Action Plan on hiring the handicapped. [REDACTED] Chief,
25X1A Staff Personnel Division, has met with Dr. Tietjen on this matter; and
25X1A [REDACTED] our Deputy Director of Personnel for Recruitment and
25X1A Placement, and [REDACTED] have visited the Civil Service Commission to
discuss the matter more fully and to explain some of the unique problems,
primarily of a security nature, that face an Agency such as ours. I am
informed that our representatives were cordially received and with under-
standing by the Commission officials responsible for this program. We are
now in the process of drafting a plan. There is no minimizing -- the drafting
and implementation of such a plan may pose problems.

5. Position Management:

a. The survey report for the Office of Medical Services is now being typed in final form.

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b. In the Upward Mobility project, [REDACTED] has completed an Upward Mobility Plan for the Office of Finance and has had a meeting with the Office of Security to discuss the development of a program for that office. A job redesign proposal for upward mobility has been submitted to the Information Science Training Program of OTR for their approval.

6. Watergate-Related Review: Office of Personnel components have been reviewing certain records and record holdings in connection with this review.

7. Retirement Seminar--Department of State: Representatives of Retirement Operations Branch attended sessions of the retirement seminar at the State Department on 17 April. Separate sessions were devoted to discussion of the benefits of the Civil Service and Foreign Service retirement systems.

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8. Special Trip: Chief, Retirement Operations Branch is visiting officials of the Federal Records Center today to explore the possibilities of expediting action on the Agency's requests (verification of military service, [REDACTED])

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10. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] --Office of Training--Independent Contractor--one-year contract.

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[REDACTED] --Office of Training--Independent Contractor--six-months contract.

11. Letters of Instruction: The second running of the Skills Session on Letters of Instruction was held this week.

12. Employee Activities Association: The EAA Coordinator has been advised by the Acting Director, Turkey Run Branch of the National Capital Park Service, that it is very possible that the National Parks area adjacent

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to Route 193 will be transferred to Fairfax County before 30 June 1974. Included in this area are the fields presently used by EAA for our softball and football leagues. We are following this matter closely and will attempt to identify alternate fields or areas where fields could be constructed if our use of the present facilities is curtailed.

13. Upward Mobility: We have talked with the Civil Service Commission Clerical Training Branch and confirmed that they will be ready for our upward mobility class on 15 July.

25X1A 14. Agency Reservist Honored: [REDACTED] a major in the Agency's Army Reserve Unit and a civilian Agency employee with the Office of Political Research/DDI, completed the final phase of the command and general staff course at Fort Leavenworth, Kansas from 24 March to 5 April 1974. Upon graduating, [REDACTED] was awarded a medallion from the school for being the top graduate in his class. To receive this recognition is considered quite an honor, because it covers the entire period of five years that [REDACTED] was enrolled in this program.

Coming Events

1. Colonel Swigert and Lieutenant Colonel Layne, USMC, from the Marine Corps Development Center, Quantico, Virginia, have been invited to speak to the Agency's Military Reserve members on Monday, 22 April 1974. They will talk on the subject of research and development. The meeting will be held in the auditorium and will start on 1745 hours.

25X1A 2. [REDACTED] our Coordinator for Cooperative Programs, will attend the Tenth Annual International Conference on Cooperative Education from 23 through 26 April at the University of Nebraska. In addition to the workshops and panel meetings, he will represent the Federal Government on the Board of Directors at one of the societies.

25X1A 3. The Personnel Officers' Conference will be opened Monday, 22 April, in the auditorium by the Director. The remainder of the program will be at [REDACTED] on 23, 24 and 25 April.

25X1A 4. On 22 April [REDACTED] Office of Weapons Intelligence, will meet with [REDACTED] They will visit the Personnel Director at the McDonald-Douglas plant at Santa Monica. This plant will close in mid-1975 and they will make arrangements to interview selected science and engineering personnel who might be interested in Agency employment.

25X1A [REDACTED]

F. W. M. Janney

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OD/Pers/ [REDACTED] :jmm (19 Apr 74)