

CONFIDENTIAL

28 DEC 1973

MEMORANDUM FOR: Deputy Director for Management and Services**SUBJECT : Office of Personnel Report -- Week Ending
28 December 1973**

25X1A 1. Public Personnel Management: They have accepted an article written by the Agency's Coordinator for Cooperative Programs, [REDACTED]. The purpose of the article is to acquaint personnel officers with co-operative education. No date for publication has yet been established.

2. Retirement Activities:

	<u>CIARDS</u>	<u>CS</u>	<u>TOTAL</u>
Actual Retirements (1 July 1973 - 26 December 1973)	31	56	87
Signed to Retire Thru 31 December 1973	<u>45</u>	<u>71</u>	<u>116</u>
TOTAL	76	127	203
Disabilities Pending	22	19	41

25X1A 3. OP Representative on Overpayment Committee: I have designated [REDACTED] Chief, Contract Personnel Division, as the Office of Personnel Representative on the Overpayment Review Committee to replace [REDACTED]. The Overpayment Review Committee is chaired by a representative of the Office of Finance and considers recommendations for waiver of claims for erroneous payments of pay and allowances under the purview of [REDACTED].

25X1A 4. New Leave Policy: We worked on preparation of Headquarters Employee Bulletin concerning statutory changes on the administration of annual leave.

25X1A 5. PASG: Continued work on identifying possible requirements stemming from the PASG Report.

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6. Retirements: We commenced development of a projection of DDO retirements for FY- 1975-78.

7. Position Management:

a. We held initial discussions with officials of the Office of Technical Services regarding survey findings and recommendations.

b. Positions audits in connection with the survey of NPIC have been completed and data is now being evaluated and the report is being drafted.

8. Advertisement for M.D.: We have had very good response to a recent ad for doctors in the 10 December Journal of American Medicine. Twenty-five letters and/or resumes have been sent to OMS. Getting a doctor to EOD is another matter though!

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9. Suggestions Concerning Energy Crisis: Since the issuance of [REDACTED] 10 August 1973, a total of 45 employee suggestions have been received concerning "Energy Conservation".

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

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[REDACTED] -- Office of Security --
Independent Contractor -- one year extension.

11. Push for Blood Donors: We have received some ideas from Visual Aids as to how we might be able to put some zing into the advertising of the Blood Donor Program.

Things to Come

1. The EAA Store will be closed on 2 and 3 January 1974 for inventory.
2. The Christmas tree in the main lobby will be taken down on 2 January 1974.
3. Complete initial consolidation of Agency APP statistics.

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4. Work on surveys in [REDACTED] ORD, NPIC, OMS will resume during the week.

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(Signed) F. W. M. Janney

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Director of Personnel

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O-D/Pers/[REDACTED]:kmd (28 Dec 73)

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