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25 MAY 1973

**MEMORANDUM FOR: Deputy Director for Management and Services**

**SUBJECT : Office of Personnel Report - Week Ending  
25 May 1973**

Significant Events

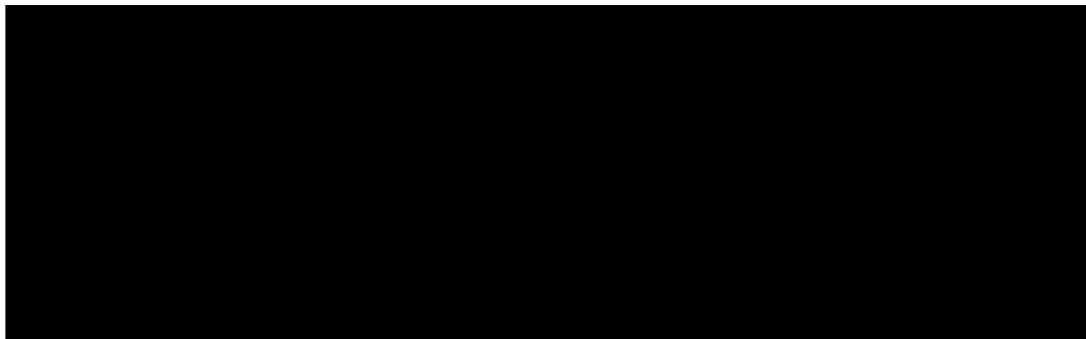
1. Special Recruitment Effort: The Chief, Recruitment Division met on 23 May 1973 with the Chief, Office of Scientific Intelligence, Life Sciences Division, on forthcoming highly-specialized personnel requirements in the biomedical and behavioral science fields. OSI/LSD has prepared for our recruiters an excellent "layman's guide" concerning their work in order to enable our recruiters to intelligently describe their activities to scientific personnel.

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2. Co-op Meeting: [REDACTED] Co-op Coordinator, attended a co-op meeting at the Civil Service Commission on 22 May. He reports that it was an exceptionally fine meeting, with the participants coming to grips with some of the problems in the program including housing.

3. Position Management:

a. Implementation of the OTR survey results have been completed and a Staffing Complement Change is being prepared. This will incorporate the initial ceiling reduction of 18 positions for Fiscal Year 1974.



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4. Special Placement Efforts: A total of ten utilities companies have responded to Mr. Schlesinger's initiative on behalf of our separatees. We have made telephonic contact with representatives of all ten companies to express our appreciation for their interest and early response. San Diego Gas and Electric recently hired an Agency resignee.

5. Working Relationship with Civil Service Commission on Placement Activities: As a result of our recent agreement with the CSC, they expedited the placing of one of our "open" separatees, without Civil Service status, on the mid-level register thus enabling this individual to get a concrete job offer from another Government agency. Additionally, we are now providing biographic data on our "open" surplus personnel at the weekly CSC Interdepartmental meetings.

6. EEAB Report for Employees Declared Surplus 1 March to 23 May:

Number of Employees Contacting EEAB		165
Requested resumes only	14	
Requested Federal Gov't only	20	
Requested non-Federal Gov't only	74	
No preference	57	
Progress Thus Far		
Requested no action until after 30 Jun 73	91	
Resumes only supplied	14	
Expressed no further interest	7	
Preparing resume, SAE, etc.	20	<u>132</u>
Active Cases		33
Job leads provided	460	
Obtained jobs directly or indirectly from job leads, i. e., job-lead referral to other leads	17	

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7. Conference: [REDACTED] Chief, Plans Staff, is attending the National Conference of the International Personnel Management Association in Washington, D. C. this week. The theme of the Conference is

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"Human Resources--Priorities and Problems." Discussions and workshops are being held to discuss the Intergovernmental Personnel Act, Court Decisions, Productivity + 4-Day Work Week, etc. Mr. Ash, Director of OMB, is scheduled to be the key-note speaker.

8. Publication Approved for Overseas: The booklet "Retirement Services Program" has been approved for distribution to posts overseas, with a slight modification. Each copy sent overseas must bear the warning "Not to be Removed from the Premises;" this will be stamped on the cover by DDO/Personnel. DDO/Publications Control will distribute to stations and bases.

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

[REDACTED] -- OTR/COMMO -- Independent Contractor -- one year extension and fee payment of \$600 per course for a maximum of 17 training courses conducted during FY 1974. 25X1A

10. Summer Only Program: We have now entered 45 summer only employees on duty. We have thirteen more EOD dates planned.

11. Language Studies - Summer Only Program: Last week we reported that the Associate DD/M&S requested that we inform summer only employees of the Agency's interest in foreign languages and the Agency's willingness to make self-study facilities available. Attached is a copy of the information sheet which we are now providing to all summer only employees at the time of their entrance on duty. 25X1A

12. Visit to St. Louis: [REDACTED], Chief, Reserve Affairs Branch/MMPD, visited the US Army Administration Center, St. Louis, Missouri, on 16 and 17 May and met with staff officers of that installation on matters pertaining to the military reserve program.

13. Last Meeting of the Training Year: The Agency's military reserve unit conducted the final meeting for this training year on Monday, 21 May. The next training year will start in September.

Coming Events

1. Seminar: Representatives from the Office will attend a seminar in Washington, D. C. conducted by the Society of Humanistic Management. The seminar will deal with behavioral science techniques and organizational development and productivity.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Att

Distribution:

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OD/Pers [REDACTED] dpm (25 May 73)

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FOREIGN LANGUAGE LABORATORY FACILITIES

1. The Agency encourages all of its employees to pursue a foreign language study. If you have any degree of proficiency in foreign language(s) and are interested in increasing that proficiency through after-hours practice, the Agency invites you to use their language laboratory.

2. Language laboratories, located in rooms 1 D 1609 Headquarters Building and 225 Chamber of Commerce Building, are open 24 hours per day, seven days a week, and are well equipped with cassettes and recorders for self-study. If you wish to borrow cassettes for practice at home, you may call x3477 and request that they be mailed to your office.