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Approved For Release 2000/08/15 : CIA-RDP80-00773A000100010003-8

13 June 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report --
Week Ending 13 June 1975

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1. Co-ops: The visit by Dr. Lois Moreland, Chairman of the Political Science Department at Spelman College, and Miss Willetta Phipps, Co-op Coordinator at Spelman, on 6 June went very well. The Co-ops and their supervisors in ██████████ OCI expressed their satisfaction with the program to the visitors. Both were particularly impressed by the professional and personal development of their Co-ops and commented that the Agency ran the finest Co-op program they knew of. ██████████ asked for additional Co-ops and Spelman promised to select only their finest Co-op's for the Agency.

2. Summer Intern Status Report: Forty-three Summer Interns remain in the program. All are cleared and will be on duty by 16 June. The first orientation briefings are scheduled for 20 June.

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3. Special Recruitment: The Deputy Chief, Recruitment Division, met with OWI officials on 3 June to discuss their requirements for a radar signature analyst and other anticipated needs. An ad was drafted to run in the Boston area with the intent of attracting qualified candidates from Raytheon or the Lincoln Labs of MIT. Other leads are also being developed by our field recruiters. For example, Recruiter ██████████ has been in touch with TRW and GE officials in Houston, Texas.

4. Retirement Statistics as of COB 10 June 75:

CIARDS

Retired FY 1975

Voluntary	153
Involuntary	48
Mandatory	10
Disability	42
Total	<u>253</u>

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(Retirement Statistics Continued)

<u>Pending Retirements</u>	<u>June</u>	<u>July</u>	<u>1 Aug</u>	<u>Total</u>
Voluntary	28	16	0	44
Involuntary	14	17	2	33
Mandatory	1	1	0	2
Disability	3	1	0	4
Total	<u>46</u>	<u>35</u>	<u>2</u>	<u>83</u>

CSC

Retired FY 1975

Optional	52
Mandatory	1
Discontinued Service	73
Disability	54
Total	<u>180</u>

<u>Pending Retirements</u>	<u>June</u>	<u>July</u>	<u>1 Aug</u>	<u>Total</u>
Optional	10	4	0	14
Mandatory	2	0	0	2
Discontinued Service	10	15	1	26
Disability	3	2	0	5
Total	<u>25</u>	<u>21</u>	<u>1</u>	<u>47</u>

The view so far for FY 1975

	<u>CIARDS</u>	<u>CSC</u>	<u>Total</u>
Committed to go by 30 June	<u>46</u>	<u>25</u>	<u>71</u>
Already Retired	253	180	433
Totals	<u>299</u>	<u>205</u>	<u>504</u>

5. Information Handout (CIARDS): We distributed to component support and personnel officers a brochure describing the principal features of CIARDS.

6. Military Manpower: The Department of Defense has approved our FY 1976 Military Manpower Requirements.

7. Awards:

a. On 10 June the Deputy Director for Administration presented the Special Achievement Award and \$10,000 to [REDACTED], Office

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of Finance. [redacted] made significant computer program developments of value to the Office of Finance and [redacted]

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b. The Deputy Director for Operations presented the Exceptional Accomplishment Award to five DDO officers accompanied by an emolument of \$10,000, equally shared, for their significant operational accomplishments.

8. Position Management:

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a. Several meetings have been held with Commo officials on proposed organizational and position changes in [redacted]

b. A meeting was held, with the Director, OD&E, to discuss and schedule the position management survey of that office. We expect this survey to begin during the week of 16 June.

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9. Rehired Annuitants: The Director of Personnel approved the following rehired annuitant cases for the Directorate of Administration:

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[redacted] -- Office of Training -- Independent Contractor -- one-time service.

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[redacted] -- Office of Security -- Confidential Correspondent Program -- [redacted] -- Independent Contractor -- one-year extension.

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Also, the following rehired annuitant was terminated:

[redacted] -- Office of Security -- Independent Contractor.

Coming Event:

The Agency's Coordinator for Cooperative Programs will attend the annual conference of the American Society for Engineering Education from 14 to 19 June. The conference is at Colorado State University at Fort Collins. While in the area, he will visit the University of Colorado at Boulder to explore the possibility of setting up a Co-op program in geography for OGCR.

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Dist:

- 0 & 1 - Add 1 - Subj File [redacted]
- 1 - SP 1 - D/Pers Chrono [redacted]
- 1 - R&P Acting Director of Personnel
- 1 - P&C

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OD/Pers/[redacted]:jmm (13 Jun 75)

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