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14 March 1975

MEMORANDUM FOR: Deputy Director for Administration

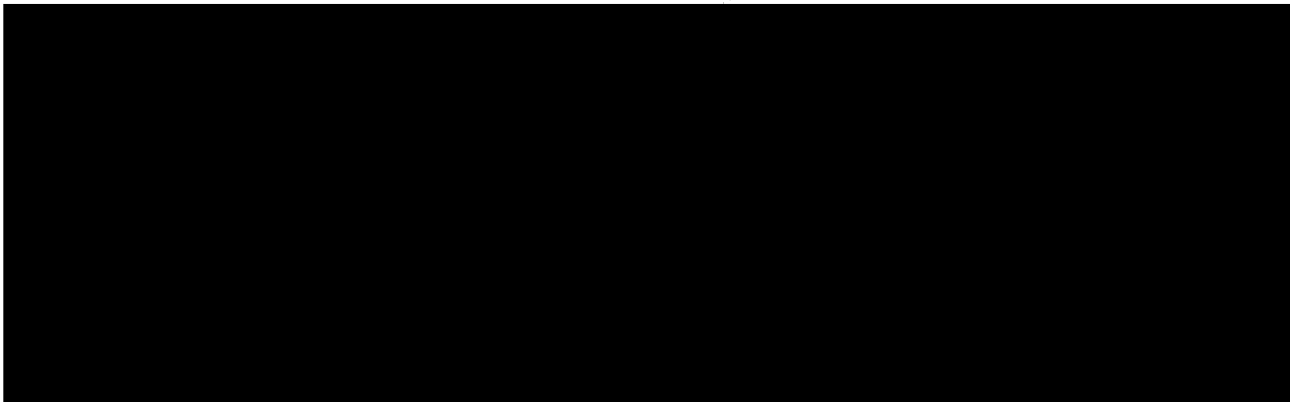
SUBJECT : Office of Personnel Report - Week Ending
14 March 1975

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1. Agency Well Thought Of: During the visit of [REDACTED] Chief, Recruitment Division, to the [REDACTED] in New York, he was introduced to the President of the firm, [REDACTED] who said that while we have never been truly a profitable account and he does not reflect us in his publication of clients, he is delighted to continue association with us out of a sense of public service. He stated he holds the Agency in a very high regard and generally speaking, among those people with whom he is in contact in New York, the Agency is regarded as a vital national service.



3. Employee Needs: College placement publications which are received by our recruiters report that Dr. Frank Endicott's current survey on college recruiting reveals some familiar patterns. In greatest demand are men in engineering, accounting, business administration and sales, while women are being sought for positions in accounting, general business, data processing and sales. Starting salaries are up, but not

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significantly. Taking into account the present market conditions, we do not feel that we are at a salary disadvantage, although our starting rates may be a little lower than some offered; for instance, by industry for engineers.

4. Summer Interns: Of the 63 applicants accepted for the Summer Intern Program, 11 are fully cleared.

5. Handicapped Program: An epileptic has been accepted by the Co-op Program for processing for OSI under the Handicapped Program. He has a 3.3 GPA in electrical engineering from Purdue.

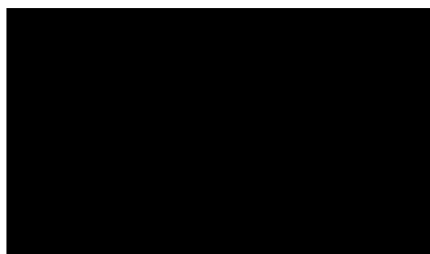
6. Presidential Commission Request: A great deal of time was spent assisting components in their efforts to produce the organizational charts back to 1947 for the Presidential Commission. We were also responsible for consolidating the Administration Directorate charts.

7. OP Skills Development Session: On 12 March, Chief, Retirement Affairs Division; Chief, Retirement Operations Branch; and Acting Chief, External Employment Assistance Branch spent three hours with a group of Personnel Sub-Group Careerists on a detailed review of all aspects of the Agency's retirement activities. They were assisted by a representative of Finance, Cover and Central Processing, each of whom described the role of his/her component in processing retirements and relating these roles to responsibilities of the nearly 60 Personnel Careerists who attended the session.

8. ADP: In ADP conversion activities, the testing of the average grade menu was completed. Review was made of changes which would be required in STAFFING to handle the single Agency ceiling system.

9. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Administration:

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Office of Logistics --

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-- one-year extension.

-- Office of Training --

Independent Contractor -- one-time service.

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10. Attends EEO Course: [redacted] of our Staff Personnel Division attended the CSC's EEO Counselors Course, 12 through 14 March.

Coming Events

- 1. Plans are being made for the annual Savings Bond Campaign in May.
- 2. The annual meeting of the EAA members will be held in the auditorium at 10:00 a. m. on Monday, 17 March.
- 3. [redacted] of Plans Staff/OP will attend a three-day workshop dealing with the use of tests for employee selection. This workshop is sponsored by the National Civil Service League.

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/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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