

CONFIDENTIAL

7 March 1975

MEMORANDUM FOR: Deputy Director for Administration

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

1. Special Advertising: Officials of the Office of Scientific Intelligence report very favorably on their success with a recent ad for a nuclear engineer, which was placed by Recruitment Division in the January issue of the trade publication, Nuclear Engineering. Seventy-five responses have been received to date and cases of interest have been referred to field recruiters for contact.

2. Starting Salaries: 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 by significant amounts. Male bachelor degree holders in engineering are being offered average monthly starting salaries of \$1,062 (\$12,744 yearly). This starting salary relates to an Agency starting salary of GS-07, \$11,924, for beginning-level B. S. electrical engineers who have qualified and are hired on the engineering pay scale. Taking into account the present market conditions, we do not feel that we are at any particular salary disadvantage in this area.

3. Briefing of Deaf Employee: Arrangements were made with [redacted] of the Office of Security to interpret (sign language) the briefing of a new [redacted] contract employee (performing very basic clerical duties) who is deaf and cannot speak. [redacted] also will attend the security orientation on Friday, 7 March, and serve as translator for this employee. We have asked [redacted] to monitor this employee's progress carefully and to let us know if any problems develop. (Reported at 8:30 Meeting on 6 March.)

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4. Co-op:

a. The first graduate Co-op student is completing his last work assignment prior to returning to campus to receive his MBA after one more term. He has been offered staff employment by the Office of Finance and is being considered for the CT Program.

b. [REDACTED], the Associate Co-op Coordinator, accompanied by an OEL division chief, interviewed Co-op students at Virginia Polytechnic Institute on 5 March.

5. Alumni Days: Two Alumni Days for retirees are scheduled for 19 and 26 April. On 3 March a meeting was held for representatives involved in the planning of the program. As of this writing, lists of names have been furnished to Cover Staff, Security, OMS and Special Activities Staff/OP for review before letters are sent to prospective attendees.

6. Voluntary Investment Plan: Quarterly statements (for the fourth quarter of CY 1974) were distributed during this reporting period.

7. PDP: We continued our analysis of Career Service submissions for the FY 1975 Personnel Development Program. Included in this activity were discussions with the Career Service personnel representatives.

8. Inflation Working Group: [REDACTED] Chief of our Plans Staff, prepared constant dollar series (1967-1974) for each DDA Office in support of the DDA Inflation Working Group.

9. Position Management:

a. The survey of the Office of Logistics Supply Division is now in progress.

b. A meeting was held with the Chief, Career Management Group to discuss the survey of secretarial positions throughout the DDO. PMCD will work directly with DDO components in conducting the survey but will transmit consolidated results to CMG.

10. Faster Reimbursement: The Office of Finance has approved a request to allow reimbursement of travel expenses for Summer Intern

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and Co-op employees by Central Processing officers. Details of the procedure are being worked out and it is hoped that the first cases can be processed through Central Processing Branch in the near future.

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

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Office of Training --
one-year extension.

Office of Training --
one-year extension.

Office of Security --
Program --

-- Independent Contractor --

one-year extension.

12. Redskin Tickets: The EAA has received its order form for the 1975 Redskin tickets. Price of the tickets has been increased from \$9 to \$11 each. As in past years, a drawing will be held to determine those EAA members who will get to purchase two tickets to one regular season game. Pre-season game tickets will be offered on a first-come, first-served basis. An EAA notice is being prepared to advise employees of these arrangements.

Coming Events

1. Our Co-op Coordinator will interview Co-ops at Virginia State on 11 March and at Hampton Institute on 12 March. The latter school is the latest traditionally Black school to be added to our Co-op Program.

2. We plan to complete the analysis for the FY 1975 PDP and prepare it for submission to the Director.

3. On 12 March a Skills Session will be offered on retirement services.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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