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7 February 1975

MEMORANDUM FOR: Deputy Director for Administration

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

25X1A

[REDACTED]

talk show (previously reported in 10 January weekly activity report), a 25X1A
substantial increase in inquiries has been received in the [REDACTED] office. 25X1A
Many of the callers and writers have mentioned seeing the [REDACTED]
program.

2. Recruitment and the Agency Image: The Chief, Recruitment Division reports that our recruiters have not furnished him with any information concerning problems, campus unrest over Agency recruitment efforts, etc., that merits special comment. In short, it was a quiet and normal week from a recruitment standpoint.

3. Special Referral: Mr. Angus Thuermer, Assistant to the Director, called on 3 February asking if we would follow up on a telephone contact he had with two criminal justice students from Eastern Kentucky University, at least one of whom will be visiting the Soviet Union this summer. We have promised him a drop copy of the results of our interviews, which will be limited to employment prospects.

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4. False Impersonation: [REDACTED] Personnel Security Division, called on 5 February regarding two young men in North Carolina, Messrs. Matthews and Earlies (phonetic), who are recruiting young ladies in North Carolina for some undisclosed reason. Subsequently, the Briggs and Briggs Detective Agency was coming into the area for background checks. The matter had come to the attention of our Office of Security from the Secret Service who said these men were representing themselves as CIA employees. We assured him we were not in any way associated with these men or this firm. We understand that the matter will be turned over to the FBI.

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25X1A 5. Hire the Handicapped Program: This week we made more progress
in our handicapped program by entering on duty a clerk in [REDACTED]
25X1A who is handicapped as a result of having had polio.

25X1A 6. EEO Seminar: On 5 February [REDACTED] Chief, Staff Personnel
Division, served with [REDACTED] of the IG's office on a panel
of two to field questions from a class of 26 employees who were at OTR for a
two-day seminar on the Agency activities in the EEO and minority fields. The
class was comprised of employees from all Directorates and ranged from
25X1A GS-09 to GS-16 in grade.

7. APP: [REDACTED] and I met with the Director for the review
of the supplemental APP charts. Charts and transmittal memoranda will now
be prepared for the presentation of the FY 1976 APP to the Management
Committee.

8. Position Management:

a. A proposal by the Office of Logistics to centralize
Agency courier service is currently under review.

b. The survey of the Audit Staff is continuing.

c. A meeting was held with the Administrative Officer/
DDS&T to discuss a proposed reorganization of the Special
Projects Staff. Also discussed was a proposal for the upgrading
of several senior positions in the Office of Technical Services.

25X1A 9. Firefighters: Revised contracts for all firefighting personnel at
the [REDACTED] have been drafted. These contracts
will carry a specific job title within the firefighter series and specific
language regarding the special retirement provision that is afforded these
employees under the Civil Service Retirement System. 25X1A

10. Inflation: Chief, Plans Staff/OP met with [REDACTED]
and a group of DDA planning officers who are to constitute a DDA working
group on inflation.

25X1A 11. Co-op Briefing: The quarterly briefing for new co-ops was
conducted by [REDACTED] on 6 February. For the first time, a
panel discussion concerning problems faced by co-ops was conducted by
two former co-ops who are now staff employees.

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12. Co-op Needs: Requirements have been received from Agency offices for 51 new co-ops for the summer and fall. The spring recruiting schedule is being coordinated with selected co-op schools.

13. Traumatic Injury Claims: We processed three traumatic injury FEC claims this past week. These are the first claims to be filed under a recent change in the Federal Employees Compensation Act (FECA) which provides that an employee who sustains a disabling, job-related traumatic injury is entitled to continuation of regular pay without charge to leave for a period not to exceed 45 calendar days. A traumatic injury is defined as a wound or other condition of the body caused by external force.

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

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[REDACTED] -- Office of Security -- Confidential
Correspondent Program -- [REDACTED] -- 25X1A
Independent Contractor -- one-year extension.

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[REDACTED] -- Office of Security -- Confidential
Correspondent Program -- [REDACTED] -- 25X1A
Independent Contractor -- one-year extension.

25X1A

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

15. EAA Directors Meet: The meeting of the EAA Board of Directors was held on 4 February 1975. The Board reviewed the financial reports of EAA for 1974 and established 26 February as the tentative date for the annual EAA meeting.

16. Blood Donor Day: A total of 226 pints of blood was donated by Agency employees today plus 11 pints from GSA and Federal Highway personnel. The 226 pints is the third highest donation in the last four years -- 236 in July 1974 and 238 in March 1971.

Coming Events

1. We will prepare a draft of APP transmittal memorandum and APP report material for the Management Committee.

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2. We will review Directorate papers on PASG implementation.

/s/ F.W.M. Janney

F. W. M. Janney
Director of Personnel

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OD/Pers/ [REDACTED] :jmm (7 Feb 75)

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