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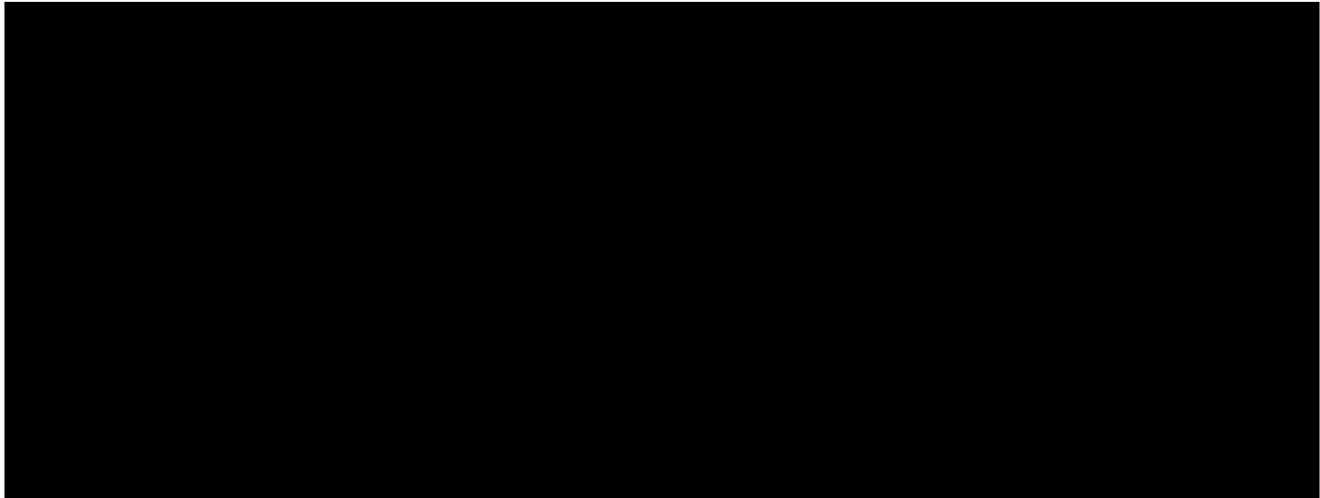
*Subject*

6 December 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
6 December 1974

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2. Co-op -- Recession Impact: The Grambling College Co-op Coordinator reported to us on 4 December that two of their largest co-op employers had terminated their co-op programs because of the recession. Assuming our program remains at its present level, we should be able to secure even higher caliber applicants from Grambling.

3. Recruitment:

a. Engineering applicant input from Virginia Tech is encouraging. It is largely in areas of interest for the Office of Logistics. We have received 12 files to date in such categories as industrial engineering, electrical engineering, and building construction, which is a part of the architectural curriculum. (Previously reported at an 8:30 meeting.)

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b. [REDACTED] Deputy Chief, Recruitment Division, was in New York on 4 December to meet with Mr. Mahlon Puryear, Director of the Economics Development Department of the National Urban League, and Mrs. Ruth Allen King, Assistant

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Director of Placement Services, New National Skills Bank, of the League. The purpose of the visit was to further develop a contact which, hopefully, will provide a number of well-qualified Black applicants from the New York area.

c. Resumes on 15 PhD candidate economists at Harvard University were obtained by Recruiter [redacted] from the Harvard Placement Director during a recent trip there. The resumes were obtained at the request of Office of Economic Research officials who plan to review them in advance of the forthcoming economic conference which will be held in San Francisco during the holiday season. Several of the individuals whose resumes were obtained are expected to be in attendance. Many young economists looking for positions attend this type of conference. 25X1A

4. Hire the Handicapped: As of 30 November 1974, we have a total of 35 applications and inquiries from persons with handicaps. Of these 35, security processing has been initiated in 12 cases (three have entered on duty, seven are still in various stages of processing, two firm EOD dates have been established, one has been deferred to the July 1975 CTP class, one was disqualified by OMS, one was rejected by the component); 11 have been cancelled or rejected (including four who never followed up on their initial inquiry); and 12 cases are currently in some stage of review.

5. Summer-Only Program: The summer-only employment notice has generated 98 telephone inquiries and 256 returns of the tear-off sheet response. Two hundred and sixty-eight application forms have been sent out and 28 completed forms have been received.

6. Retirement Update:

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Actual Retirements 7/1/74-12/04/74	47	49	96
Signed to Go 12/05/74-12/31/74	59	87	146
Others Likely by 12/31/74	12	10	22
Disabilities Pending (not approved)	14	15	29
Requests for Estimates on Hand	59	33	92

(Previously reported at an 8:30 meeting.)

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7. Trend Analysis: Within available time the Plans Staff is preparing an analysis of FY 1975 trends in accessions and separations of professional, clerical and technical personnel. To assist managerial consideration, the current trends (monthly data) are being plotted against seasonally adjusted projected trends so that significant deviations from expectation might be identified. [Some preliminary findings are: losses of professional personnel are higher than expectation, separations of technical personnel are too low to meet the year-end reductions of positions, the flow of personnel from clerical positions to professional positions is greater than normal.] (Previously reported at an 8:30 meeting.)

8. Co-op: The Co-op Coordinator and his Associate interviewed 11 students at Hampton Institute on 4 December for the Summer Intern Program. Four students were given applications, including one student who is president of the student government and executive officer of the college's ROTC. The co-op program was explained to the new campus coordinator who enthusiastically urged the Agency to recruit co-ops there next spring.

9. Summer Interns: The number of inquiries about the Summer Intern Program continues at a record level. Sixty-seven applications are being reviewed by the offices, and several applicants have already been put into process.

10. Notice: We forwarded to Chief, Regulations Control Staff for publication a Headquarters Notice from the Director on the Integrity of the Merit System.

11. Regulation Modification: We completed changes in [redacted] to accommodate Federal policy on the administration of absence for maternity reasons.

12. Wage Board Salaries: A new Wage Board salary schedule for the Washington, D. C. area lithographic employees was approved 24 November 1974.

13. ADP Conversion: In ADP conversion activities, work proceeded on reviewing reports, review and revision of procedures manual, establishment of military codes and titles and other miscellaneous actions in STAFFING. The parallel running of STAFFING and the 501 System continued and relatively few errors have been noted.

14. Rehired Annuitants: During the week the following rehired annuitant case was approved:

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[REDACTED] -- Office of Personnel -- Contract Employee.

Also, the following rehired annuitant was terminated:

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[REDACTED] -- Office of Security --

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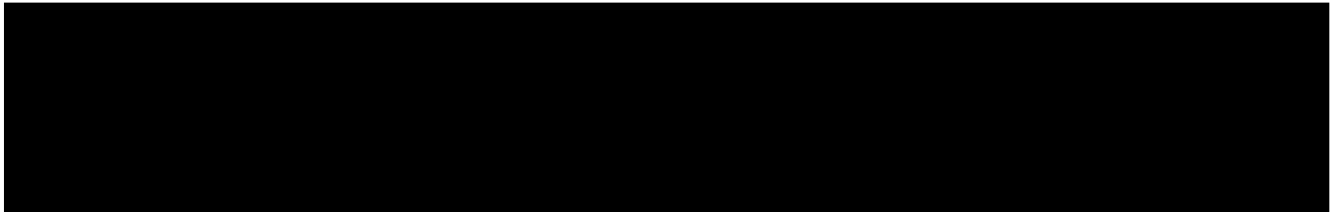
Confidential Correspondent Program -- [REDACTED]

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[REDACTED] -- Independent Contractor.

15. Blood Donor Day: We were very pleased with the employee response on 3 December 1974 to our efforts to maintain a higher blood donation level during a month when participation generally declines. The figures show a significant increase from 1973.

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17. POV Shipment -- Emission Control Problem: The Deputy Chief, Central Processing Branch attended a meeting at State Department this week for discussions regarding emission control systems on 1975 and later automobiles that are shipped to foreign areas. The problem concerns the destruction of the catalytic converters by the use of foreign fuel (leaded gasoline). These vehicles must meet U. S. standards when they are returned to the U. S. The State Department, customs officials and other Government organizations are trying to solve the problem of re-entry. Several methods of control have been presented, but none have been approved. The only advice that we can currently give our travelers is that there will be, in all probability, a problem in returning 1975 and later vehicles through customs into the United States.

18. Hospitalization -- Insurance: As a result of the open season, which ended on 30 November, we have received 397 actions for enrollment or changes in the Federal Employees Health Program. Our Association Benefit Plan experienced a net loss of 121 subscribers, while the Blue Cross plan had a net gain of 200.

19. Tickets: The Employee Activity Association was recently advised by the Capital Centre that effective 2 December 1974 the service charge on tickets would be increased to \$.45, with \$.12 of this amount being retained by the EAA. This represents not only an increase in the service charge (\$.30 to \$.45), but also a decrease in the amount to be retained by the seller (\$.15 to \$.12). Our EAA Coordinator and coordinators of other recreation associations are planning a joint meeting with the Capital Centre representative to discuss this arbitrary action.

#### Coming Events

1. Quarterly statements will be distributed in the very near future for the Voluntary Investment Plan.

2. The new employee booklet "You and Your Suggestion Program" is scheduled for printing this week. We expect them to be available next week and will begin distribution through our Suggestion Awards representatives.

3. There will be a Skills Development Session for OP clericals on 10 and 11 December.

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*for*  
F. W. M. Janney  
Director of Personnel

#### Distribution:

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1 - D/Pers Chrono  
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