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25 October 1974

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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending 25 October 1974

1. Recruitment:

a. Clerical: Response to the Employee Bulletin requesting nominations for clerical applicants has reached 99 to date.

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b. Professional: [redacted] NPIC, accompanied [redacted] [redacted] recruiter, on visits to Delaware State College and Lincoln University this week. These are traditionally Black institutions. [redacted] an NPIC section chief, is a highly regarded Black employee of NPIC.

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[redacted] on 25 October during his recruitment of Aerospace Engineers at the University of Alabama.

2. Vacancy Notices: There are 20 active vacancy notices currently in circulation (12 professional, 8 clerical), including three DDO multiple requirements for computer types and one [redacted] multiple requirement for Publication Typists.

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3. Co-op Activity: Fifteen students were briefed about our program at VPI. Eleven of the 15 signed up for individual interviews, six of these were selected to fill winter and spring requirements, four will be considered for summer vacancies, and one was not acceptable.

The Associate Coordinator at Indiana State University visited the Agency the previous week; she left an application from a second student from that University.

DCD has officially accepted for next summer an intern who worked in [redacted] this summer. He will be the first intern employed in the DDO.

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4. Employment of the Handicapped: On 23 October our Coordinator met with Mr. Robert Werner, Civil Service Commission Program Manager for the Selective Placement Programs for the Handicapped. Among the topics discussed was a requirement that CSC is going to place on agencies to involve handicapped employees in the program through the mechanism of "advisory groups." Since this is one of our milestones due for completion by February 1975, we expect to have such a group formed well before CSC requires it. Tentative plans were made for a "mini-seminar" on 14 November to include some key people from CSC and some of our key coordinators (Medical, Logistics, etc.). The new guidelines for building alterations and assistance available to our Logistics people in this area were also discussed.

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6. Retirement: Retirement Operations Branch has received approximately 130 requests for estimates for annuities based on retirement on 31 December 1974.

7. External Employment: The case load in our External Employment Assistance Branch has increased noticeably, possibly due to the interest in other employment on the part of persons considering retirement in December.

8. Rehired Annuitants: During the week the Director of Personnel approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED], Office of Security, Independent Contractor,  
Confidential Correspondent Program, [REDACTED]

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[REDACTED], Office of Security, Independent Contractor,  
Confidential Correspondent Program, [REDACTED]

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9. Position Management:

a. A Staffing Complement change covering reorganization of various elements in the Office of Logistics has been completed. This involves 79 positions with a slight reduction in average grade.

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b. An occupational study in the Office of Communications has been completed on Telecommunications Specialist positions and a report of findings and recommendations, including new position descriptions, has been prepared. A discussion has been held with OC Security and the OC Personnel Officer on the realignment of positions in the Policy and Doctrine Branch.

c. Staffing Complement changes have been issued to transfer ceiling and positions from OSA to ODE and ODD/S&T. A further transfer of 43 ceiling and positions from OSA to OEL will complete the dissolution of OSA.

d. Agreement has been reached to establish the Alien Affairs Officer position in the DDO Operations Staff at the GS-15 level and the Office of Security has been advised.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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OD/Pers/ [REDACTED] :jmm (25 Oct 74)

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