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Subject

16 AUG 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
16 August 1974

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1. Special Recruitment: [REDACTED] Minority

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Recruitment Specialist, was accompanied this week by [REDACTED] Office of Communications, on a visit to the DeVry Technical Institute in Atlanta. They made a presentation to a racially mixed group, and interest was expressed by 10 students, one of whom was black. The black/white ratio of the school population is about 50/50. The light response by the black students appeared to grow out of the fact that many of them were from small Southern towns and going to Atlanta is as far as they're prepared to move at this time. [REDACTED] were pleased with the reception given them by the faculty. Further visits are planned.

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2. Arabic Linguists: A representative of the DDO [REDACTED] met 25X1A

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on 12 August with Chief, Recruitment Division to discuss the recruitment of Arabic linguists. [REDACTED] has agreed to underwrite an advertisement that would appear in newspapers in five major cities.

3. CIARDS Annuitant Cards: The new ID cards for "open" CIARDS annuitants have been received. They will be issued (and are being issued) to all "open" CIARDS participants retiring after 1 July 1974. If some CIARDS retirees who retired in prior years hear of (and some undoubtedly will) and ask for cards, we will be glad to furnish them with new cards.

4. Deferment of Retirement Dates: With a pay increase set for 25 October 1974, the opportunity has been extended to persons scheduled to retire (non-disability) before that date to defer their retirement until COB 25 October. Such deferment will enable them to realize a higher level of FEGLI and to receive lump-sum payment for annual leave at a higher rate. Of the 14 persons scheduled to retire prior to 25 October, eight have decided to adhere to their established dates and six elected to remain on duty.

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5. Voluntary Investment Plan: Statements for the second quarter of CY 1974 are being inserted into envelopes for distribution on either 16 or 19 August. This is just about six weeks after the end of the second quarter (30 June) and represents a reduction in the time required heretofore.

6. Artist Samples: Artist samples of proposed certificates for the new Special Achievement and Exceptional Accomplishment Awards have been obtained through the cooperation of the Office of Technical Services. It is planned that these samples will be presented to the Suggestion Awards Committee at its next meeting.

7. PDP: We obtained the Director's approval of the proposed FY 1975 PDP and have initiated arrangements for printing the forms with Logistics.

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8. Regulation Changes: We forwarded to Chief, Regulations Control Staff a proposed revision of [REDACTED] to update that regulation in terms of current procedures for processing within-grade step increases.

9. Briefing of Mr. McMahan: Mr. John McMahan was briefed on PERSIGN, STAFFING and CEMLOC by OP and OJCS personnel working on the project at the regular monthly project status meeting.

10. Position Management:

a. The review of planning papers for the Intelligence Directorate for FY 1975 is almost complete and most problems have been resolved. Staffing complement changes will be issued shortly.

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b. A staffing complement change was issued for [REDACTED] to convert all telecommunication specialist positions to telecommunication specialist-general.

c. A staffing complement change has been developed for ceiling reductions in OTR.

11. FLSA: The work on implementing the provisions of the Fair Labor Standards Act has been substantially completed. Arrangements for notification of all employees have been made and notifications will be issued the latter part of August. The policies for reporting and computing FLSA overtime have been resolved, and the Office of Finance is developing an appropriate memorandum.

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12. ADP Conversion: In ADP conversion activities, work continued on the development of procedures and the testing of transactions. The terminal has been installed in Position Management and Compensation Division in the Chamber of Commerce Building.

13. Rehired Annuitants: During the week I approved the following rehired annuitant case for the Directorate of Management and Services:

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██████████ -- Office of Personnel -- Independent Contractor -- one-year extension.

14. Combined Federal Campaign: Mr. William P. Clements, Jr., Deputy Secretary of Defense, has been named as Chairman of the 1974 CFC. Preparations for the CFC drive within the Agency are well underway, and the kick-off date is scheduled for the latter part of September.

Coming Events

1. The annual Awards Ceremony has been scheduled for 10:00 a.m., 18 September 1974, in the Headquarters auditorium. The Director will speak at this ceremony. Program tickets, allocation of seats and other related preparations are in progress.

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2. ██████████, Chief of the Production Group, ██████████ and ██████████ Recruitment Division, will visit Middlebury College in Vermont on 20 and 21 August. They will recruit language majors in such fields as Polish, Russian, Arabic and Portuguese. ██████████ will also consider sending their people there in the future to intensify their language skill. STATSPEC

3. The Personnel Skills Session on 21 August will discuss recent changes in Agency and Federal regulations as they affect personnel administration.

4. We plan to resolve with OGC any issues on the impact on the Agency of the recent annual leave legislation and reinstitute processing of employees' claims for restoration of forfeited annual leave.

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5. ██████████ will brief the Agency Management Advisory Group on PSAG, APP and PDP.

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6. Work will continue on ADP conversion activities, on surveys and on FLSA overtime implementation.

(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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