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19 JUL 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
19 July 1974

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1. Summer-Only Program: The Director spoke to our Summer-Only employees in the auditorium at 1430 hours yesterday and responded to questions. The session lasted for about 70 minutes. The question and answer period was quite candid. In short, a very interesting and informative session.

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2. M&S--Personnel Practices: [REDACTED] and members of his staff met with [REDACTED] to discuss the completed inventory of personnel practices in the M&S Directorate. [REDACTED] plans to call a meeting of the Personnel Resources Committee soon to activate task groups on implementing PASG within the Directorate.

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3. Projections for DDO: [REDACTED] of the Plans Staff has supplied advice to the Operations Directorate in the application of the manpower flow model. He is currently reviewing FY 1974 retirement data and preparing to make a projection of FY 1975 retirements.

4. Rehired Annuitant Report: We are in the process of preparing for the Director the semi-annual report on the rehired retired annuitants on board as of 30 June 1974. As of that date there was a total of 158 on board as compared to 143 on 30 June 1973.

5. Summer Interns: Senior officers of the Agency continue to make outstanding presentations to the Summer Interns. In spite of being double the size of last year's class, this class has developed camaraderie, asked many excellent questions and engaged in lively discussions. During the week the Coordinator for Cooperative Programs has had private counseling sessions with six interns about careers in the Agency and has also interviewed the first applicant for the 1975 program.

6. CEMLOC Conversion: As one of the needed steps for CEMLOC conversion activity, OJCS has been asked to arrange for short-term lease of an additional three SYCOR terminals to supplement the single SYCOR planned for permanent use

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with the project. The four terminals will allow processing of approximately 500 CEMLOC conversion transactions per workday so that conversion can be completed in 40 to 50 workdays from the starting point.

7. Position Management:

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a. A review has been made of positions at [REDACTED] covering both staff and contract positions. A number of positions were audited, including foremen and leaders in the Public Works Shop, supply, library and fire fighter positions, photographers and exhibit specialists.

b. A meeting was held with members of the DDO Plans Staff to discuss DDO ceiling reductions. A copy of the DDO reduction proposal is under review.

8. Salary Retention: A revision of the OPM on procedures for computing salary retention for Wage Board employees is being developed.

9. APP: We met with senior personnel representatives from the M&S and S&T Directorates to provide guidance for APP action in those Directorates.

10. New Leave Restoration Policy: We reviewed a number of claims for restoration of annual leave forfeited during the FY 73 leave year and discussed the Agency's interpretation of the new legislation with representatives of several operating components.

11. Employee Review of their Official Personnel Folders: Nine employees reviewed their files during the month of November 1973, six during December 1973 (holiday season), eight during January 1974, 16 during March 1974, 37 in April 1974, 28 in May 1974, 55 during June 1974, and so far this month, 33.

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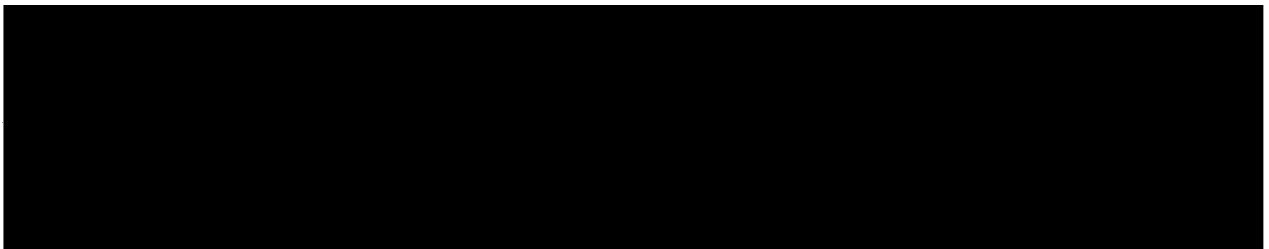
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13. Voluntary Investment Plan: Members on the working level of VIP operations met on 16 July to refine certain processing procedures. Present were representatives of Finance, OJCS and Personnel. The main problem settled at this meeting was the improvement of the procedure for preventing the establishment of dual accounts for participants who change employee numbers and for setting up a single account for those participants who change employee numbers. Also it was agreed to set up a single account for those participants for whom dual accounts were established accidentally.

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15. Suggestion and Invention Awards: The DDO Special Panel met on 16 July and completed the following recommendations:

a. A suggestion award of \$300 for a Communications Officer who invented a fast-charging concept and charger for use with agent communications.

b. An additional and final suggestion award of \$400 to be shared by two OTS employees to supplement their December 1973 award of \$300. They developed a tool that has been of substantial value in audio and security countermeasure operations.

c. The Exceptional Accomplishment Award, with \$3,000, to a DDO field operations officer for a spectacular achievement.

d. The Exceptional Accomplishment Award, with \$3,000, to a DDO field operations officer for conducting a uniquely significant and successful program since late 1971 against high priority intelligence targets.

## Coming Events

1. Continue work on the preparation of the OP Annual Report.

2. Update proposed HN to implement administration of annual leave.

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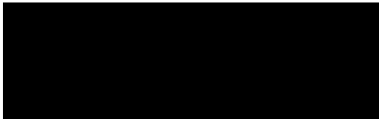
3. Complete final draft of FY 75 PDP announcement and guidance.

4. A meeting will be held with Mr. Al Randall, Senior Vice President, Mutual of Omaha, on 23 July to discuss health insurance rates.

5. The GEHA Board will meet on 25 July to discuss any changes proposed by Mutual of Omaha.

6. A meeting on notification of employees of their FLSA exemption/non-exemption status is scheduled.

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Acting Director of Personnel

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