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12 JUL 1974

MEMORANDUM FOR: Acting Deputy Director for Management and Services
SUBJECT : Office of Personnel Report - Week Ending
12 July 1974

1. Recruitment Brochure: Recruitment Division is preparing a new Recruitment Brochure. We are updating the publication in terms of current Equal Employment Opportunity and Affirmative Action programs and revitalizing the text in a way to engage the reader. Our approach represents a marked departure from previous brochures and will utilize more illustrations and photography.

2. Minority Recruitment Advertising: In the fall of 1972 and again in the winter of 1973, Recruitment Division ran an advertisement in EQUAL OPPORTUNITY: The Minority Student Magazine. While direct response (letters or resumes to our address) was minimal, a feature of the magazine is a tear-out page resume form to be completed by the reader, forwarded to the magazine to be reproduced, and transmitted to such advertising employers as the reader designates. To date, the magazine has sent 23 such resumes; many of these individuals appear well qualified and are being contacted by recruiters.

3. Applicant Files: For the week ending 5 July, the Professional Selection Branch received 64 new applicant files and six resumes, and initiated security clearances on 21 cases. Also, six minority cases were put into process and three into security initiation. A total of 208 files were reviewed.

4. Vacancy Notices: Next week's Mass Vacancy Notice will contain 21 vacancy announcements covering some 24 positions.

5. Rehired Annuitants: During the week the Director of Personnel approved the following rehired annuitant cases for the Directorate of Management and Services:

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

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

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

6. Educational Aid: Letters to recipients of EAF grants and loans will be sent out the week of 15 July.

7. Position Management:

a. A new T/O proposal has been developed for the Office of Communications Operations Services reorganization, with recommended organizational changes and consolidation of component functions. A meeting was held with OC Admin officials to discuss recommendations for Ops Services and to provide average grade statistics and functional statements. A discussion was held with the Chief, OC Management Services on a tentative proposal to abolish the centralized overseas support groups and assign positions to individual components.

b. A meeting was held with the Chief, Systems Analysis Branch, DDO Plans Staff, to discuss the possibility of reclassifying certain positions within the DDO to provide a more positive identification of functions within the Directorate.

c. The design of a selection program for the DDM&S has been developed in connection with the Upward Mobility Program. A meeting was also held with a representative of DDO/Information Services Group to discuss the design of an Upward Mobility Program for that organization.

8. FLSA: All of the initial FLSA designations for staff and contract employees have been received from OJCS. A memo has been developed for transmitting this material to personnel officers and supervisors throughout the Agency. All employees have been given their appropriate exempt or non-exempt designations in these listings. Individual cards which will be given to all employees indicating their designation as exempt or non-exempt will be issued early in August for Headquarters employees. A similar card is planned for overseas employees; however, since these cards must be issued in pseudonym, further details must be worked out on this before we can determine when they will be issued. Employees in foreign areas will be notified of their FLSA entitlements by means of a cable to all field stations, which we expect to be issued shortly by the DDO.

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9. Overtime Policies: A meeting of the committee reviewing overtime policies of the Agency will be held today in an effort to work out any changes in the system.

10. Terminated Files: The File Room's annual summer purge of terminated Official Personnel Folders for the period 1 July 1972 through 30 June 1973 is approximately 60% completed. The purge has reduced 101 boxes of folders down to 72 boxes, for a total of 28.7% reduction in terminated files' storage space.

Coming Events:

Work will continue on the STAFFING Project, and we expect to have survey schedules for FY 1975 worked out.



Acting Director of Personnel

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