

13 APR 1978

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 14 April 1978

25X1A 1. (U) Employment Seminar: Recruiter [redacted] 25X1A  
of our [redacted] Office reports very favorably on his reception last week at an employment seminar which he attended at the Fletcher School of Law and Diplomacy. He reports that the Agency is held in high regard on this campus by students who have excellent insight into Agency careers. He believes this esteem for the Agency results from the large number of students from Fletcher participating in our Graduate Studies Program. What is particularly noticeable on this campus is the favorable attitude on the part of the faculty and the administrative officials.

25X1A 2. (U) Minority Career Day: Recruiter [redacted] of 25X1A  
our [redacted] Office attended a Minority Career Day at California State University at Chico during the past month. He reports that about 30 companies were represented but attendance was affected by a negative school paper editorial which focused on CIA and Bank of America. During the event the CIA booth attracted the largest number of inquiries and attention from the students.

3. (U/AIUO) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 156 persons to go by 30 June, 57 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	29 ( 8)	49 (10)	78 (18)
Signed to go	18 ( 7)	60 (32)	78 (39)
Totals	47 (15)	109 (42)	156 (57)

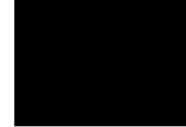
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May be downgraded

4. (U/AIUO) Reaffirmation - CIARDS: The following shows the status of the one-time reaffirmation memoranda for participants in CIARDS:

Memoranda sent

Returned

Elected to return to  
CSRS



25X9

17

5. (U/AIUO) Summer Only Program: The Clerical Staffing Branch personnel initiated 268 security clearances for summer employment. As of the close of business 7 April, 152 security approvals had been received. There have been 98 letters sent to applicants notifying them that they will be hired and asking them to establish an entrance-on-duty date.

6. (U) Savings Bonds Drive:

a. U.S. Savings Bonds literature was mailed to 321 key people concerned with the drive in preparation for the forthcoming Savings Bonds Program, 1 through 26 May. A Savings Bond flyer will accompany the statement of earnings issued to employees next payday, 21 April.

b. The U.S. Savings Bonds Campaign Rally was held in the Labor Department Departmental Auditorium on 6 April. Representing the Agency were Mr. Janney, [REDACTED] and 10 other Agency employees who will be involved in the campaign. The Honorary Chairman this year is TV star Artie Johnson. Promotional pictures were taken with Mr. Johnson.

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7. (U) Educational Aid Fund: There are 90 completed EAF applications on hand and numerous others in various stages of completion. It is estimated that the final total of completed applications will be approximately 120. This is somewhat less than the 1977 total of 154.

S-E-C-R-E-T

- 2 -

8. (U/AIUO) Contract Storage Companies: Representatives from the Central Processing Branch recently visited our three contract storage companies to discuss various problems connected with incorrect household effects weight estimates and settlement of claims. The need for weight estimates which are as accurate as possible was stressed and the results of underestimating pointed out. We have had some cases in the past where employees have incurred substantial expense for shipment of household effects in excess of their weight allowances.

\* 9. (U) Suggestion Box: Two suggestions were received this week. One was forwarded to the Office of Finance and the other was sent to Personal Affairs Branch/OP. The total number of suggestions received since the program began on 15 June 1977 is 49.

10. (U) Travel Accommodations: The General Services Administration has issued an amendment to the Federal Travel Regulations limiting the use of first-class air accommodations. The amendment states that it is government policy that employees who use commercial air carriers for domestic and international travel on official business shall use less than first class. The amendment further states that the authority for authorizing and approving the use of first-class air accommodations shall be retained by the Agency head or his deputy and shall not be redelegated. The attached cable details the circumstances and situations under which use of first-class accommodations may be used.

11. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

\* (1). (U) Mr. John F. Blake is scheduled to address the Military Reserve Unit on 24 April, and Mr. William Colby, former Director, is scheduled to speak on 8 May. Both meetings will take place at 1745 hours in the Headquarters auditorium.

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F. W. M. Janney

Att

Distribution:

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EA-D/Pers/[REDACTED] : rj (13 Apr 78)

S E C R E T

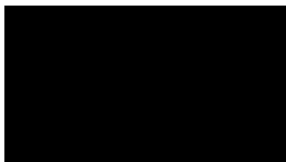
12 April 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (6-12 April 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Director of Personnel:

DDO

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Independent Contractor, one-year extension,



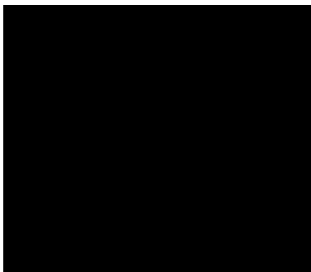
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Independent Contractor, one-year extension.

2. (S) The following rehired civilian annuitant cases were terminated:

DDA

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Independent Contractor, Office of Security, terminated 30 March 1978, (deceased).

DDO

Independent Contractor, LA Division, terminating 30 April 1978.

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