

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030059-5

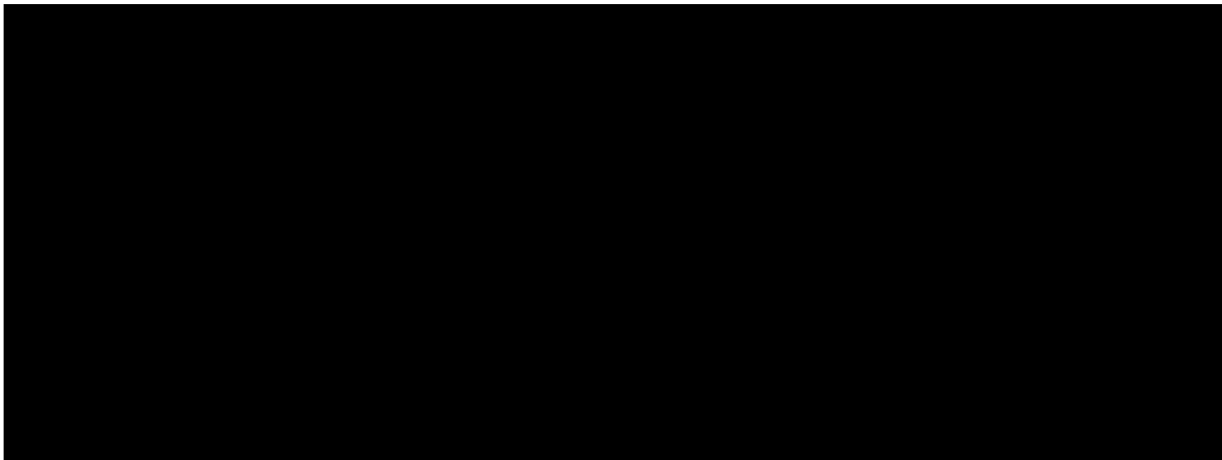
25 March 1977

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 25 March 1977

1. Drop in Black College Enrollment: An article in the current issue of the Chronicle of Higher Education reports that Black freshman enrollment has dropped seven percent. The first-time freshman enrollments at the 105 historically Black institutions studied dropped from 54,498 in 1975 to 50,411 in 1976. Some observers believe, though, that the decline is a relative thing this year. It comes after two years of fantastic increases. This may be a settling in, and it may be getting back to a pattern of normal increments according to the article.

2. Minority Career Days: CIA recruiters and Agency representatives who have taken part in eight minority career day events came away with many positive impressions regarding the progress being made by Blacks on the college campuses. For example, the significant numbers now enrolled in graduate studies at major Midwest campuses are particularly noteworthy.

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4. Trip -- Retirement Benefits: [REDACTED]

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Chief, Retirement Operations Branch, returned from a TDY trip to a DDS&T [REDACTED] installation which is being closed out and turned over to the [REDACTED]. The purpose of her trip was to discuss various benefits and options, including retirement, available to local contract employees of the guard force and fire department. While she was there, word was received that the [REDACTED] would like to hire and retain those members who are interested. It appears that nearly all of them probably will take advantage of the opportunity. This would be a happy resolution of that situation. She left with them the fact sheets which had been prepared for each person to assist them in weighing the various options. Fact sheets will be sent via official channels to two individuals whose names OEL inadvertently omitted from the list provided to Retirement Affairs Division.

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5. Flyer -- Tax Reform Act: On Friday, 18 March, a supplement to the flyer on the Tax Reform Act was sent out to CIARDS disability retirees providing them with information on the latest developments relating to sick pay and disability income exclusion requirements and procedures. It also alerted them to possible amendments to the Act and indicated that we would advise them of any subsequent changes.

6. Regulations: During the week we forwarded the following to Regulations Control Branch for coordination, as appropriate, and publication:

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a. [REDACTED], Social Security, et al.

b. Employee Bulletin advising of available video tapes on pre-retirement planning.

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c. [REDACTED] on Air Flight Trip Insurance changes.

We continued our work on revision of the [REDACTED] Series Regulations. Out of the 59 Regulations, 27 have been submitted to Regulations Control Branch. Only one revision has had major coordination problems; i.e., [REDACTED] "Grievances."

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7. Standards: We continued work on:

- a. Accountant and Accounting Technician standards;
- b. description of various factor levels as a first step in drafting an FES standard for Operations Officers; and
- c. a redraft of the Information Control and Records position standard. The next step will be component coordination.

8. Summer-Only Program: As of 18 March 1977, a total of 243 Summer-Only applications are in process for 221 requirements; full clearances have been received on 138. We anticipate that the Office of Security will complete all cases by about 1 April.

9. Educational Aid Fund: To date, 228 EAF applications have been issued. Of this number, 120 were provided to those who are applying for financial assistance for the first time. We have received 23 completed applications and an additional 42 that are in various steps of completion.

10. Credit Arrangements Completed: On Thursday, 18 March, the last domestic airline holdout agreed to a credit arrangement with the Agency. By the inclusion of National Airlines, we now have a credit agreement with the nine airlines which [REDACTED] This creates a simplified arrangement for the payment of tickets by the Office of Finance and the elimination of cash funds being carried by the Central Processing Branch courier. With six years of concerted effort, we have finally convinced all airlines that a credit arrangement is a more satisfactory arrangement to all concerned.

11. Flight and Accident Insurance: Annual premium due reminders were prepared and forwarded to 551 Flight and Accident Plan enrollees.

12. Rehired Annuitant: The following rehired annuitant case was terminated for the Directorate of Administration:

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[REDACTED] -- Independent Contractor,
Confidential Correspondent, Office of Security,
terminated 14 December 1976.

Coming Events:

1. We will continue our analysis of APP.
2. Regulation revisions will continue.
3. The Savings Bonds Drive will be held from
4 through 29 April.
4. Good Friday services in the Headquarters auditorium
will be held on 8 April 1977 -- Catholic service, 11:00 a.m.;
Protestant service, 12:30 p.m.

[REDACTED]
F. W. M. Janney

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