

11 March 1977

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

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1. Hispanic Recruitment: On 4 March 1977, [REDACTED] of the Washington Area Recruitment Office attended a reception at the offices of the National Forum of Hispanic Organizations, the purpose of which was to raise funds for postage needed to forward CSC application forms to applicants who have applied for employment to the new Administration. When these forms are submitted by Hispanic applicants, the Forum will establish a talent bank. [REDACTED] found the reception to be a vehicle for acquainting Hispanic civic leaders who were present with the employment program of the Agency. It is his opinion that the talent bank may not meet across-the-board Agency requirements but that it has the potential for being a good source for recruitment against specialized needs that arise from time to time.

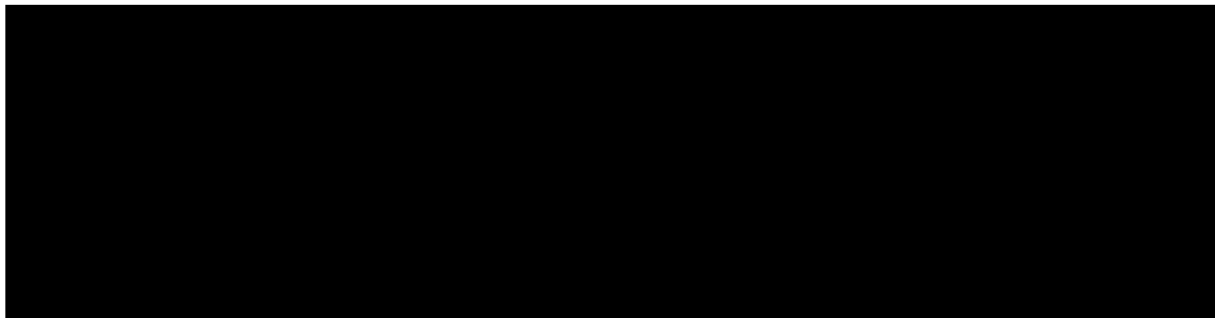
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2. Agency Exhibit: Progress is being made toward the development of a general Agency exhibit for display at university career days and other events such as NAACP conventions and the National Consortium for Black Professional Development. Deputy Chief, Recruitment Division, has been designated as the Coordinator for the project and is gathering inputs for the new display from the EEO staff and all Directorates. NPIC has volunteered to construct the exhibit with emphasis on portability and ease of assembly and disassembly.

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4. Communicating with the Deaf: A representative from the Office of Data Processing Administrative Staff contacted [REDACTED] Coordinator for the Handicapped Program, concerning the availability of a sign language interpreter to translate a talk scheduled to be given to ODP employees by Messrs. Knoche, [REDACTED] on 18 March. Since we have no cleared interpreters, ODP has contacted the interpreter service and obtained the names of several people who would be interested in being on a list to perform this kind of service. They plan to try to get an ad hoc clearance for one individual for next Friday and then suggest that we pursue clearances for several for use by any office that has deaf employees.

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5. Mini-Seminar: [REDACTED] Deputy Director of Personnel for Special Programs, and a representative of the Retirement Affairs Division visited NPIC on Thursday, 10 March, to conduct a mini-seminar for young employees about their investment in retirement over the long term, as well as disability and death benefits. The seminar appeared to be exceptionally well received.

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6. TDY: [REDACTED] Chief of the Retirement Operations Branch, is on TDY at an OEL [REDACTED] installation which is being closed. She is talking with employees there about retirement eligibility, options and benefits.

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7. NSCA: Representatives of the Position Management and Compensation Division met with [REDACTED] (O/DDA) to discuss procedures to update and maintain NSCA authority designations on PCR's.

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8. Standards: We continued work on Factor Evaluation System standards for Reports Officers and Operations Officers and commenced review of the revised CSC draft standard for the Mail and File Series. A number of substantive and editorial changes to the draft Agency standard for this Series was suggested.

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9. Partial Freeze on Hiring: We analyzed President Carter's memorandum of 1 March 1977 and the 3 March guidance paper from OMB concerning a partial freeze on hiring.

10. Co-op Program: The Co-op Coordinator is visiting Pan American University in McAllen and St. Mary's University in San Antonio, Texas this week to recruit Hispanic Co-op students for our Co-op Program.

11. Special Conference: [REDACTED] (Chief, Plans Staff) is attending the AMA Human Resources Conference in New York City from 9 through 11 March.

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12. Line of Credit -- Airline Tickets: Discussions have been held with representatives of Delta Airlines regarding the possibility of a credit arrangement (Line of Credit) for the purchase of their airlines tickets. Although the account with Delta is not large, a credit relationship would further reduce the amount of cash carried by the Central Processing Branch courier. It is hoped that final arrangements can be worked out in the near future.

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[REDACTED]

Central Processing Branch. It appears that there will be a substantial increase in the allowance for our lower grade employees.

14. Educational Aid Fund: To date, 269 EAF applications have been issued -- 109 to dependents who are applying for the first time. 1 April 1977 is the deadline for receiving completed applications.

15. Rehired Annuitants:

a. The following rehired annuitant case was approved for the Directorate of Administration:

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

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b. The following rehired annuitant cases were terminated for the Directorate of Administration:

[REDACTED]. -- Contract employee, Office of Personnel, terminated 28 February 77.

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[REDACTED] -- Independent Contractor,
Office of Logistics, terminated 7 March 1977.

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[REDACTED] -- Contract employee,
Office of Personnel, to be terminated
31 March 1977.

16. Records Management: On 8 March, 1,061 contract personnel files of individuals whose contractual relationship terminated during CY 1976 were retired to the Agency Records Center.

Coming Events:

1. The Savings Bonds Committee, consisting of a representative from each Directorate and [REDACTED] the Bond Drive Coordinator, met on 8 March. The purpose of the meeting was to brief the Directorate representatives on the forthcoming Savings Bonds Drive and request the names of Vice Chairpersons and Keypersons in their respective Directorates. The Bond Drive will be from 4 through 29 April.

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2. The Skills Session scheduled for 16 March is heavily oversubscribed. It is a repeat of the presentation on testing services made by Psychological Services Staff in February. A total of 109 persons have requested permission to attend.

3. We plan to continue with the APP consolidation and regulations revisions and reissuances.

[REDACTED]
F. W. M. Janney

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