

18 February 1977

MEMORANDUM FOR: Deputy Director for Administration

25X1A FROM : [REDACTED]
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 18 February 1977

25X1A 1. Black History Day: Recruiter [REDACTED] of our Washington office took part in Black History Day at Fort Hunt High School in Alexandria in company with DDI representative [REDACTED]. One of the instructors at the school who pressed our representatives about Agency careers in a friendly way turned out to be a former Chief of our Washington Area Recruitment Office and OTR official, [REDACTED], who was at the high school as a substitute teacher. According to Recruiter [REDACTED] impressed the students when they inquired about opportunities for women, as she was able to relate the highlights of her career, starting as a GS-03 and advancing to the GS-13 level, and at the same time acquiring a college degree while employed by this Agency. About 90 students attended the session on CIA. 25X1A

25X1A 2. Employment Trends: The Endicott Report surveys the trends in the employment of college and university graduates in business and industry each year. This year Recruiter [REDACTED] was present at the kick-off dinner at Northwestern University and reports a summary of the findings from this year's survey of 215 well-known business concerns. Interesting facts and forecasts:

Job picture brighter for graduates this year.
An improvement in the general business outlook.
A significant increase in the need for college graduates.
Engineering and accounting graduates continue to be in demand.
Starting salaries are up in all fields.
Almost all companies provide some tuition reimbursement for further education.
Starting salaries for college graduates have increased from 55 to 84 percent between 1966 and 1976.

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3. Retirement Activity: The following figures show total retirement activity for the period 10 January through 28 February 1977. The figures in the clear show totals; the figures in parentheses represent persons who have opted for options of discontinued service or "involuntary" retirement and are included in the total figure. Thus, of 105 persons to go by 28 February, 75 are going under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Signed to Go	38(24)	38(24)	76(48)
Not signed, but appear definite	<u>16(16)</u>	<u>13(11)</u>	<u>29(27)</u>
TOTAL	54(40)	51(35)	105(75)

4. Credit Agreement: Arrangements were made during the past week to have short-term credit for airline tickets purchased at Eastern Airlines. This agreement was reached after many years of being required to pay cash to Eastern. This change will eliminate the necessity for the Central Processing Branch courier to carry cash to the downtown Eastern ticket office.

5. Summer-Only Program: Letters have been sent to 218 Summer-Only applicants advising them that processing has been initiated for employment. Reject letters have been sent to 141 applicants.

6. Regulations: We forwarded the following to Regulations Control Branch for coordination and publication. Revisions of:

Organization, Office of Personnel
 Personnel Administration
 Personnel Administration
 Detailed Personnel (largely rewritten regulation)

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7. Verifying CEMLOC Information: The response by employees to Form 642V -- Verifying CEMLOC Information -- has been overwhelming. [redacted] of OP, CEMLOC Control Monitor, is being inundated with corrections to the CEMLOC data base.

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8. Professional Skills Session: The Skills Session on testing services (PATB, etc.) was held on 16 February. It was well-attended (80) and well-received. We will try to set up a rerun for the benefit of those who could not be admitted to the first session.

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9. Educational Aid: To date, we have distributed 239 EAF applications -- 89 of these were for dependents who are applying for scholastic assistance for the first time. This is the greatest interest ever shown in this program.

10. Clerical Skills Session: [REDACTED], Chief, Personal Affairs Branch, conducted a Skills Session for 42 Office of Personnel clerical employees on the activities of the Personal Affairs Branch.

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11. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

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[REDACTED] -- Independent Contractor,

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Office of Security, one-year extension.

[REDACTED] is a retired military officer.

Coming Events:

1. Lenten services will be held on Ash Wednesday, 23 February 1977, in the Headquarters auditorium.

2. The Savings Bonds Campaign will begin on 4 April 1977.

3. We will continue to compile statistical data for the consolidated APP.

[REDACTED]
F. W. M. Janney

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