

28 January 1977

MEMORANDUM FOR: Deputy Director for Administration  
 FROM : F. W. M. Janney  
 Director of Personnel  
 SUBJECT : Office of Personnel Report --  
 Week Ending 28 January 1977

25X1A

1. Clerical Recruitment: On 26 January, the Chief of our Washington Area Recruitment Office accompanied Recruiter [redacted] to a local Virginia high school while the latter presented a recruitment talk to senior students in typing and shorthand classes. The response was excellent and is typical of the manner in which clerical recruiters in the metropolitan area are received; the students were lively and receptive. The business instructor was most cooperative and had arranged for students in addition to his own to be present.

2. Retirement Activity: The following figures show total retirement activity for the period 10 January through 28 February. Figures in the clear show totals. 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 74 persons to go by 28 February, 46 will go under the "liberal" options.

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Signed to go:	23(10)	23(15)	46(25)
Have not signed, but appear definite:	9( 8)	19(13)	28(21)
TOTAL	32(18)	42(28)	74(46)

3. Pre-retirement Planning:

a. For the third straight month, "Ready or Not," the pre-retirement planning program on videotapes, is a box office success at the Media Center at Headquarters. There is a list of Agency units waiting to view it. Last

25X1A month [redacted] who manages the Media Center, suggested that the Agency purchase a second set of tapes to meet the heavy customer demand; however, we prefer to wait to see if the demand continues at the present level.

b. The American Manpower and Aging Advisory Services Team of Minneapolis and Washington conducted a half-day seminar on pre-retirement planning at the Shoreham Americana Hotel on 21 January. The team presented a sampling of its eight-part audio-visual program, "One-Third of Your Life" to the attendees. A full presentation of the program is slated for later this spring. [redacted] of Retirement Affairs Division attended to acquire new ideas and keep tabs on developments in this field.

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4. Summer-Only Program: Final selections have been made for the Summer-Only Program. To allow for cancellations and rejects, 258 people have been put in process to fill 219 positions. The Office of Security has been provided information on those selected. This notification to Security is two weeks earlier than in previous years.

25X1A 5. Lecture: [redacted] Chief, Professional Placement Branch, is scheduled to address the Management Seminar on 1 February on the subject of the Handicapped Program in the Agency.

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

- a. [redacted]
- b. [redacted] - "Leave" - revised  
ump-Sum Payment . . . .,"  
s allowance inclusions  
tions.
- c. [redacted] Restriction on Employment
- d. [redacted] "Categories of  
Personnel."

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7. Briefing: [redacted] of Plans Staff/OP briefed the Planning Team Seminar on the efficiency study of the system for applicant processing records.

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8. PMCD Meetings: PMCD representatives met with:

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- a. Director, [redacted] to provide feedback on survey recommendations and findings;
- b. Director, OTR, to provide feedback on survey recommendations and findings for the Language Learning Center;

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- c. Deputy Director, Ops Training, and Chief, Functional Training Division, OTR, to discuss their forthcoming survey; and
- d. Chief, Training Services Staff, OTR, to provide feedback on Education-Specialist positions.

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

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[REDACTED] -- Independent Contractor, Office of Training, Memorandum of Oral Agreement for one-time use from 26 January to 11 February 1977.

10. Privacy/FOIA: OP responded to 40 Privacy Act requests and one FOIA request between 13 and 26 January.

11. CEMLOC: On 26 January, Transactions and Records Branch/OP sponsored a CEMLOC briefing in conjunction with the Office of Personnel Automated Data Resources Staff and Central Cover Staff. [REDACTED] (CCS), in an impromptu rearrangement of the agenda, used an informal mode to impress upon the 33 attendees the important role they play in assuring the accuracy of the information in the system.

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12. GEHA Annual Meeting: The Annual Meeting of the Government Employees' Health Association was held in the auditorium on 24 January. The following were elected to two-year terms as Directors:

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[REDACTED]

DDO  
DDO

F. W. M. Janney

DDA  
DDA

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[REDACTED]

DDI  
DDI  
DDS&T  
DDS&T

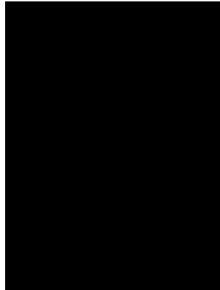
O/DCI

13. Length-of-Service Pins: Honor and Merit Awards personnel are preparing Federal length-of-service pins for distribution to eligible employees. The breakdown is as follows:

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Number of Pins

Type of Pin



- 10-Year
- 15-Year
- 20-Year
- 25-Year
- 30-Year
- 35-Year

TOTAL

25X9

Distribution is expected to be made in approximately two weeks. Arrangements have been made through the Office of Logistics to return [redacted] of the old style service pins to the manufacturer. The gold and silver content will be reclaimed, and the Agency will be credited for this return.

14. Educational Aid Fund: To date we have distributed 160 EAF applications, 70 of these to first-time applicants. Applications will continue to be accepted through 31 March.

15. Savings Bond Drive: Arrangements have been made with Mr. Gilbert Goff, representative from the Treasury Department, to visit with Chief, Benefits and Services Division, on 8 February to discuss this year's Savings Bond campaign. The anticipated dates of the campaign are to be in either March or April.

Coming Events:

The Office of Personnel Skills Session on 16 February will feature a presentation by the Psychological Services Staff on testing services.

We will continue our review of Personnel-series regulations.

Proofing continues on the galley of the Occupational Handbook and we hope to be ready for printing by the end of the month.

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[redacted]  
F. W. M. Janney

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