

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 3 January 1979

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1. NAPA Team: [redacted] Chief, OP/Review Staff, accompanied Mr. George Maharay, NAPA Team member, to meetings with Mr. [redacted] Office of General Counsel, and representatives of DDA and the E Career Service on 27 and 28 December 1978. In addition, Messrs. Janney, [redacted] and others from the Office of Personnel had extensive discussions (PDP, APP, CSGA, etc.) with NAPA team members (Maharay and Harding) on 3 January 1979. (U)

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2. Retirement Activity: The figures shown below reflect the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 378 persons to go by 12 January 1979, 77 are going under the "liberal" options. (C)

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	82 (21)	130 (11)	212 (32)
Signed to go	80 (37)	86 (8)	166 (45)
Total	162 (58)	216 (19)	378 (77)

Total retirements for the period 1 December 1978 through 12 January 1979 is 211.

C-O-N-F-I-D-E-N-T-I-A-L

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3. Recruitment: (U)

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a. [REDACTED] recruiter, advises that a representative from Channel 2, CBS-TV, in Los Angeles noticed the DDO/CT ad he ran in The Los Angeles Times on 31 December 1978 and called him about it. The station interviewed Larry on 2 January 1979 concerning this requirement for additional personnel.

b. The Los Angeles Times called [REDACTED] on 3 January 1979 to tell him that in regard to his ad the paper is interested in doing an article on CIA's recruitment of women. There will be more on this item at a later date.

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4. Alarm System - WARO: Duress alarms have been installed in each interviewing room in the Washington Area Recruitment Office. This arrangement is similar to that employed in the field recruitment offices. The duress alarms are activated whenever a recruiter needs assistance from a building guard. (U)

5. Contracts with Storage Companies: The contracts with the remaining two storage companies, [REDACTED], have been signed. Billings in the amount of approximately \$175,000 which had not been paid due to the delay in the contract signings were expedited through Central Travel Branch for payment. The checks for payment to the above companies and [REDACTED], whose contract was previously signed, have been picked up from disbursing and hand carried to the respective companies. (C)

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6. Suggestion and Achievement Awards: Presidential commendation letters for employees whose suggestions and achievements have resulted in tangible savings of \$5,000 or more have been requested. Five overt and 18 covert employees are eligible for commendation letters. (U/AIUO)

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7. CPR Course: [REDACTED], Fitness Room Coordinator, has completed a CPR course taught by the Office of Medical Services. In addition, the Fitness Room has been equipped with a Robertshaw resuscitator, which replaces older equipment. (U)

8. Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 69. (U)

9. Rehired Annuitant: The following rehired civilian annuitant case was approved for extension by the Deputy Director for Administration: (U/AIUO)

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

COMING EVENTS:

(1). Supergrade Factor Evaluation System: [REDACTED] OP/Position Management and Compensation Division, prepared an outline of a pre-workshop briefing on the Supergrade Factor Evaluation System to be given to participating senior officials of NFAC on 8 January 1979 in the OP Conference Room. (U)

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(2). Painting of WARO: A GSA representative inspected the Washington Area Recruitment Office a few days ago and the building manager informed us that WARO will be painted in two to four months. (U)

(3). OP Personnel Officers Meeting: The January Personnel Officers Meeting will be held on Wednesday, 10 January 1979, in the Headquarters auditorium at 10:30 a.m. (U)

[REDACTED]
F. W. M. Janney

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EA-D/Pers [REDACTED] :rj (4 January 78)