

MEMORANDUM FOR: Deputy Director for Administration
FROM : F. W. M. Janney
Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 6 December 1978 (U)

1. Advertising: [REDACTED], OP
Recruitment Division; and [REDACTED] OMS/Psychological Services
Staff, will meet next week with a group of DDO Career Trainees
to discuss Agency advertising copy and approaches. Gaynor & Ducas,
our advertising firm, has suggested that we hold such meetings
to test the attractiveness and effectiveness of advertising copy
on recently hired Career Trainees. The CT's will be asked
to complete a questionnaire which will be used as the basis for
our discussions. We expect the session to take 2-3 hours.
Our research is expected to improve our advertising copy. Plans
have been made to meet with a different group of DDO Career
Trainees on 4 January and another on 11 January. (U)

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2. Photo-Interpreter Requirements: [REDACTED]
National Photographic Interpretation Center, met with [REDACTED]
[REDACTED], Chief, Recruitment Division; [REDACTED]
Chief, Washington Area Recruitment Office (WARO); and several
other WARO recruiters on 4 December to discuss photo-interpreter
requirements. As a result of this meeting, NPIC will provide
updated data on this specialty and plans will be made for NPIC
representatives to participate in interviews with applicants from
local universities who express interest in photo interpretation. (U)

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3. Summer-Only Program: On 4 December 1978, [REDACTED]
of the Office of Medical Services advised Clerical Staffing Branch
that chest X-rays will no longer be routinely required for medical
processing of applicants for summer employment. Recent literature
on the possible risk of constant and repetitive exposure to X-rays

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evidently resulted in the Office of Medical Services' decision that a three-month temporary employment status does not warrant such risk unless the Report of Medical History submitted by the applicant indicates that X-rays may be in order. Thus, medical processing for most summer-only applicants for the 1979 program will be reduced to eye, ear and urine tests. (U/AIUO)

4. Retirement Activity: The figures shown below depict 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 331 persons to go by 12 January, 58 are going under the "liberal" options. (U/AIUO)

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	69 (21)	100 (8)	169 (29)
Signed to go	<u>65 (22)</u>	<u>97 (7)</u>	<u>162 (29)</u>
Totals	134 (43)	197 (15)	331 (58)

5. Health Benefits Enrollments: As of 5 December, there was no unusually large number of open season changes in health benefits enrollments. The Association Benefit Plan has lost 33 policyholders through enrollment changes but gained 29 through new applications for a net loss of four. The Blue Cross/Blue Shield has done a little better--gaining 31 through enrollment changes and 21 through new applications for a net gain of 52. The open season ends 8 December. (U)

6. Insurance Coverage Merger: Notification of the merger of the Contract Life Insurance Plan with UBLIC has been sent to all participants in the Contract Life Insurance Plan. The merger of the plans will be effective 1 January 1979. (U)

7. Suggestion Box: One suggestion was received this week. It was forwarded to Chief, Logistics Services Division. The total number of suggestions received since the program began on 15 June 1977 is 69. (U)

8. Combined Federal Campaign: As of close of business 6 December 1978, the Combined Federal Campaign pledges total \$290,609.78, which is 91.7 percent of our goal. Of the total number of pledge cards distributed, 99.6 percent has been returned. \$34,357.70 has been pledged for the Educational Aid Fund and \$7,100.50 for the Public Service Aid Society. (U)

9. Rehired Annuitants: See attached report. (U)

COMING EVENT:

The EAA Store sold its first delivery of poinsettias on Wednesday, 6 December in about one hour. A second delivery is expected to go on sale on 13 December. (U)

[REDACTED]
F. W. M. Janney

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Attachment

Distribution:

Orig & 2 - Addressee
1 - DD/Pers/R&P
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1 - Chief, SAS
1 - D/Pers Chrono
1 - D/Pers Subject File
EA-D/Pers/[REDACTED]:rj (7 Dec 78)

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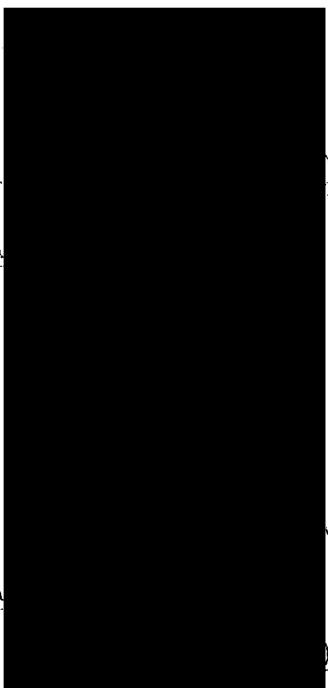
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WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (29 November - 5 December 1978) (U/ATUO)

1. (S) The following rehired civilian annuitant case was approved by the Deputy Director for Administration as a new hire:

DEO

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- Independent Contractor, [redacted] effective 3 November 1978.

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for

ing rehired civilian annuitant cases were approved by the Deputy Director of Personnel:

DDA

- Independent Contractor, OS, one-year extension.

- Independent Contractor, OS, one-year extension.

DDA

ing rehired civilian annuitant case was terminated:

- Independent Contractor, IOG, terminated 6 November 1978.

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