

S-E-C-R-E-T

Approved For Release 2001/08/14 : CIA-RDP80-00773A000100050040-3

6 SEP 1978

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

25X1A

2. (C) Special Orientation for Recruiters: Prior to the actual Recruitment Conference, our recruiters are attending a special orientation at the [REDACTED] concerning operational activities. This special three-day presentation is designed to provide a more sophisticated knowledge of the Operations Directorate. We are very appreciative of the Office of Training's efforts in designing this special orientation.

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3. (U) Project Opportunity: Nineteen applicants are to enter on duty with the Agency on 7 September 1978. They will comprise this year's Project Opportunity class for which there originally were 44 applicants in process. The 19 chosen to participate will attend a two-day Agency orientation and will report to the Civil Service Commission for three weeks of clerical training on 11 September. After completion of this training they will be available for assignment throughout the Agency. (Previously reported at 0830 meeting.)

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4. (U) Annual Awards Ceremony: The Director will participate in the 1978 Annual Awards Ceremony by presenting 50 length-of-service certificates to a representative group of employees who will have completed 10, 15, 20, 25 or 30 years of service by the anniversary date of the Agency, 18 September, and addressing the audience. The ceremony has been scheduled for Monday, 18 September, at 10:30 a.m. in the Auditorium. Memoranda have been forwarded to the Directorates and the Office of the Director requesting the selection of two employees from each category of service who will participate in the ceremony.

5. (C) 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 187 persons to go by 12 January, 28 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	32 (11)	44 (5)	76 (16)
Signed to go	<u>33 (11)</u>	<u>78 (1)</u>	<u>111 (12)</u>
Total	65 (22)	122 (6)	187 (28)

6. (U) Employee Benefits Week: Employee Benefits Week was held on 29, 30 and 31 August. Representatives from Retirement Division, Insurance Branch, and Personal Affairs Branch were available from 11:30 a.m. to 1:30 p.m. in the first floor corridor each day to discuss benefits with interested employees. As an indication of participation, 30 different pamphlets and publications on various benefit subjects were made available and 4,948 copies were taken by our employees.

7. (U) Special Need for Blood: We were notified on 31 August by the Red Cross that there was a critical shortage of O+, O-, and A- blood. We issued a special plea for these blood types. We believe that this request combined with the sign displayed during Benefits Week, contributed to the response we had on Blood Day, 5 September. A total of 176 units was donated as compared with 144 units for the same period one year ago.

8. (U) Suggestion Box: No suggestions were received this past week; the total received thus far remains at 60.

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

COMING EVENTS:

(1). (U) Recruiters Conference: The OP/Recruiters Conference commences on Monday, 11 September, and will continue through the week.

(2). (U) Personnel Officers Meeting: The Personnel Officers Meeting will be held at 10:30 a.m. on Wednesday, 13 September, in the Headquarters Auditorium. [REDACTED]

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[REDACTED] Recruiter, will discuss his role and experiences as a field recruiter.

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(3). (U) PDP and APP: OP/Review Staff is preparing drafts of the FY-79 Personnel Development Plan and the FY-78 Annual Personnel Plan evaluation report.

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(4). (U) [REDACTED]: OP/Review Staff will complete the revision of [REDACTED], Leave and Other Absence, during the week of 11 September.

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(SIGNED) F. W. M. Janney

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Att

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EA-D/Pers [REDACTED]:rj (6 Sep 78)

S E C R E T

5 September 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (30 Aug - 5 Sept 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant case was approved as a new hire:

NFAC

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[REDACTED]

- Independent Contractor, OGCR,
effective 1 September 1978.

2. (S) The following rehired civilian annuitant case was approved for extension by the Deputy Director for Administration:

DDA

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[REDACTED]

- Independent Contractor, LOG,
one-year extension.

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