

S-E-C-R-E-T

17 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 28 July 1978

1. (U/AIUO) Director Addresses Summer-Only Employees:  
The Director spoke to the Summer-Only Employees on 20 July in the auditorium. There was a very good turnout for the event despite the transportation strike. Approximately 200 out of 227 summer employees were in attendance. The Director spoke for 15 minutes, giving the organization breakdown by Directorate and explaining the function of each. He explained the three types of intelligence collection; i.e., photography, signal, and human intelligence collection and their relation to each other. He emphasized the importance of having all three in order to make the best possible analysis of the intelligence that is collected.

2. (U) Handicapped Exhibit: Attendance at the Handicapped Exhibit has been good in the Exhibit Hall but poor at the movies. The Civil Service Commission's Program Director, who oversees the Agency's Affirmative Action Program, visited the display on Wednesday and said it was an excellent effort. In fact, she wishes to borrow the famous people posters done for us by [REDACTED] of Visual Aids. In addition, [REDACTED] of the Cartography Division brought representatives from the Columbia Lighthouse for the Blind and a service organization from Maryland to view the display.

3. (C) Recruitment Advertising: Messrs. Michael Malanick [REDACTED]

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the meeting. The Gaynor & Ducas people were briefed on the current DDO Career Trainee requirements and advised that this campaign would probably continue over the next few years. After offering some preliminary approaches and ideas, the Gaynor & Ducas people said they would like to review our draft of a DDO Career Trainee advertisement and give us their suggestions on such an ad within 10 days. Mr. Malanick invited the Gaynor & Ducas people to visit the Agency to receive briefings which would provide additional insights into our specific recruitment requirement.

4. (U) Metro Strike - Impact on Recruitment: The Metro strike had a definite impact on the level of recruitment activity in the Washington Area Recruitment Office during the past week. The number of walk-in applicants dropped to about half of what we normally expect. Surprisingly, however, those who had scheduled appointments for interviews were able to keep their appointments in spite of the strike.

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5. (U) Special Recruitment: [REDACTED], our [REDACTED] based recruiter, will be accompanied by [REDACTED] from [REDACTED] on a trip to Middlebury College and Norwich University on 26, 27 and 28 July to interview applicants with Russian and Asian language backgrounds. The joint OP-[REDACTED] recruiting venture to Middlebury has become an annual affair in recent years.

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6. (U/AIUO) Position Standards: Refinements to the Supergrade Factor Evaluation Guide have been completed and are being retyped. As a result of an adjustment in the weighted values of three factors in the supergrade position evaluation, a new rating scale has been constructed that reflects the point value range and midpoint for each factor level.

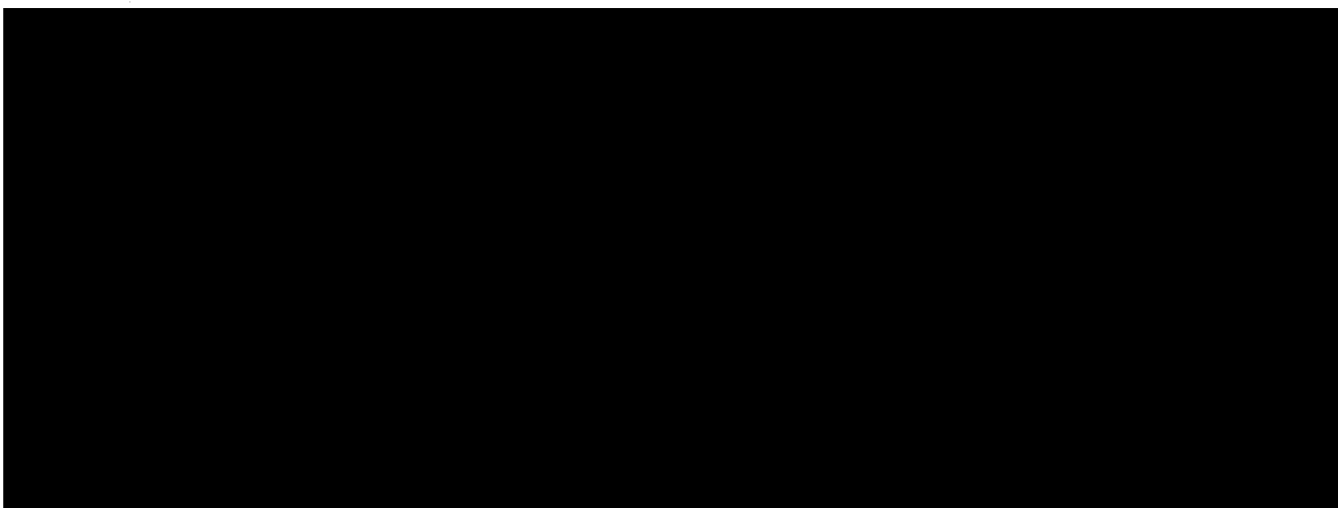
7. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 141 persons to go by 12 January, 18 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	5 ( 2)	9 ( 2)	14 ( 4)
Signed to go	36 (12)	91 ( 2)	127 (14)
Totals	41 (14)	100 ( 4)	141 (18)

8. (U) Suggestion Box: No suggestions were received from the Suggestion Box Program this week. The total received since the program's initiation remains at 56.

9. (U/AIUO) Educational Aid Fund: The Educational Aid Fund Selection Committee met on 19 July and selected 47 applicants to receive loans and four applicants to receive the special awards. On 27 July, the EAF Board of Trustees met to review and make recommendations concerning the 51 applicants chosen.

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

(Signed) F. W. M. Janney

F. W. M. Janney

Att

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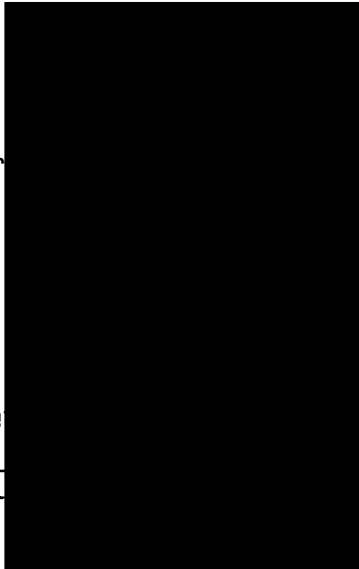
26 July 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (20-26 July 1978) (U/AIUO)

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

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DDO



- Independent Contractor, SE Division, one-year extension.

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g rehired civilian annuitant case was approved by the Director of Personnel:

DDA

- Independent Contractor, OS, one-year extension.

term

g rehired civilian annuitant case was

DDS&T

- Contract Employee, OSO, terminated 25 June 1978.

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