

13 JUL 1978

25X1A MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 13 July 1978

25X1A 1. (U) Special Recruitment--ODP: On 11, 12 and 13 July, [REDACTED] Recruiter, and [REDACTED] from the Office of Data Processing conducted seminars and held interviews in the Dallas/Fort Worth and College Station, Texas areas concerning job opportunities in ODP. Professional seminars preceded each interview session in which [REDACTED] briefed faculty and students concerning state-of-the-art computer activities at CIA. Sizable representations from faculty and students from five major universities attended these presentations.

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25X1A 2. (U) Compliments from the Director: Last week we reported that [REDACTED] the senior secretary at the [REDACTED] Recruitment Office, had assisted in interviewing a deaf applicant after developing sign language skills on her own. On 11 July [REDACTED] received a personal telephone call from Admiral Turner. He told her that he had been advised of her sign language self-study, complimented her on the initiative she had displayed, told her he had a deep interest in the handicapped program, and said that he hoped to meet her some day.

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3. (U/AIUO) External Placement Assistance: The Retirement Counseling and Employee Assistance Branch has reported that June was one of the most successful and productive months it has ever experienced. Ten clients obtained jobs in private industry during this period. Of those ten, who are now working for private firms, three were on the Operations Directorate reduction list.

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This memorandum may be
downgraded to U/AIUO
when separated from

4. (U/AIUO) New Clerical Employees: The Clerical Staffing Branch entered 40 clerical employees on duty during the month of June. Of this total, 28 were female, nine were Black, five were former employees, and 13 were either Agency dependents or relatives of Agency employees.

5. (U/AIUO) Project Opportunity: Forty-four applicants are in process under Project Opportunity (hire the disadvantaged) as of 30 June 1978. Of these, somewhere between 15 and 20 applicants will be brought on duty on 7 September 1978. It appears that we have even better qualified applicants this year than last year. After completion of their training at the Civil Service Commission at the end of September, they will be available for assignments to the directorates.

6. (U) Health Insurance: Representatives from the Home Office of Mutual of Omaha held their annual meeting with GEHA officers on 10 July in the Headquarters Building. The primary purpose of the meeting was to review the first six months of claims experience of the Association Benefit Plan and to prepare rate proposals for 1979. Such proposals must be filed with the Civil Service Commission by 31 July. The GEHA Board of Directors will meet on 20 July to review the data presented by Mutual and formalize the rate proposal.

* 7. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 56.

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

COMING EVENTS:

(1). (U/AIUO) PDP and APP: Continue with redrafts of Personnel Development Plan and the Annual Personnel Plan Evaluation Reports.

(2). (U) Promotions: Preparations are being made for a Supergrade Promotion Ceremony to be held in the Headquarters Auditorium on 21 July at 11:30 a.m. The Director will present the promotions and spouses of those being promoted will be invited to attend.

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Att

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EA-D/Pers/[REDACTED]:rj (13 July 78)

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S E C R E T

12 July 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (6-12 July 1978) (U/AIUO)

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

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[REDACTED]

- Independent Contractor, AF Division,
effective 12 July 1978.

2. (S) The following rehired civilian annuitant case was terminated:

NFAC

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[REDACTED]

- Independent Contractor, OGCR,
terminating 21 July 1978.

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