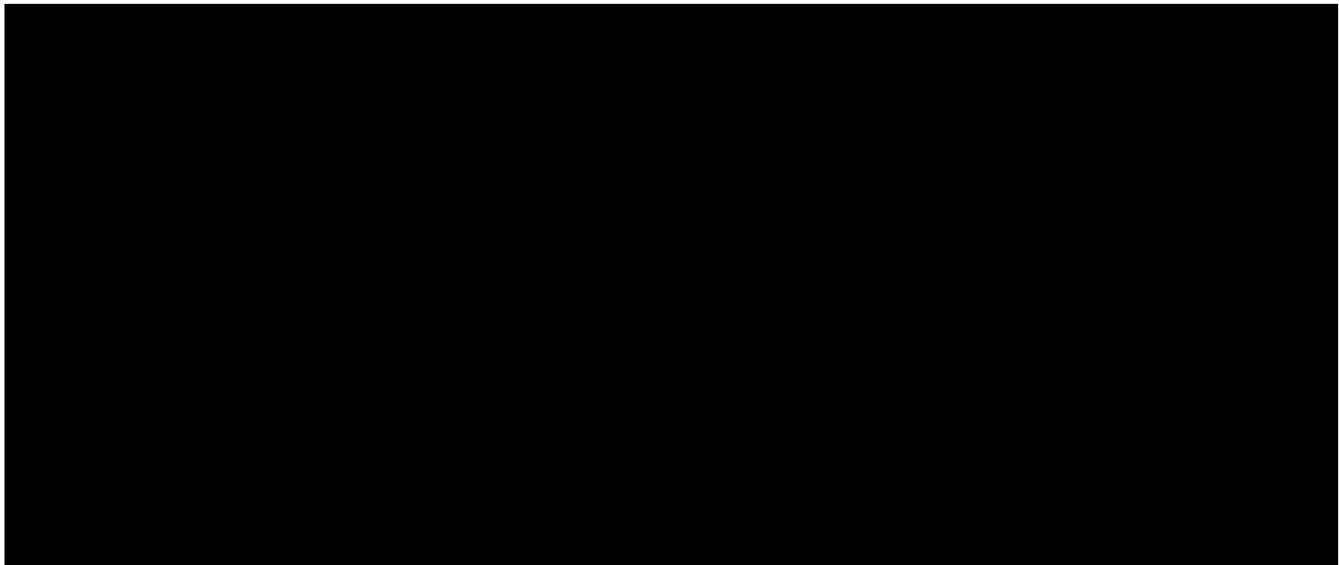


29 JUN 1978

MEMORANDUM FOR: Acting Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 30 June 1978

25X1A



25X1A

2. (U/AIUO) State Department's Need for Technicians:  
A letter was received from Mr. Stuart E. Branch of the Office of Communications, Department of State, informing us of an urgent need for Electronic Technicians. State wanted to know if CIA has a surplus of applicants for technician positions who would be interested in worldwide assignments in the Foreign Service. [REDACTED], Deputy Chief, Recruitment Division, called Mr. Branch to acknowledge receipt of his letter and to state that he would alert the appropriate officials in the Agency to this need.

E 2 IMPDET  
CL BY 012752  
This memorandum may  
be downgraded to  
CONFIDENTIAL when  
separated from  
attachment.

S-E-C-R-E-T

25X1A

25X1A

3. (U) Intergovernmental Personnel Act: [REDACTED] Chief, Staff Personnel Division, met on 22 June with Mr. Andrew Boesel, presently Director of the Presidential Management Intern Program and formerly Director of the Office of Faculty Fellows and Personnel Mobility, Bureau of Intergovernmental Personnel Programs, Civil Service Commission. The purpose of the meeting was to explore the use of the Intergovernmental Personnel Act (IPA) as a vehicle for the exchange of personnel between the Agency and universities and vice versa. The Personnel Mobility Program is broad enough to cover any professional occupation. The Federal Personnel manual chapter on IPA has been rewritten to provide direct contracting with a university for the services of a professor at any grade without approval of the Commission.

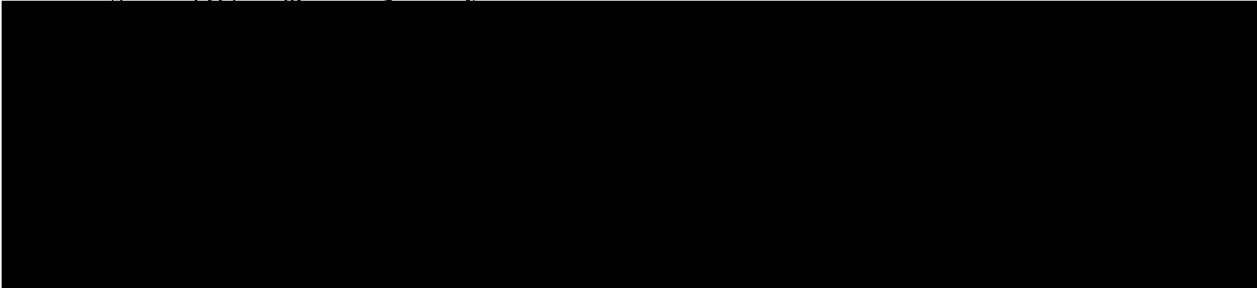
4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 266 persons to go by 30 June, 126 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	57 (13)	98 (26)	155 (39)
Signed to go	<u>41 (36)</u>	<u>70 (51)</u>	<u>111 (87)</u>
Totals	98 (49)	168 (77)	266 (126)

5. (U) Helicopter Service: A new helicopter service was put into effect 9 June 1978 serving London's Gatwick and Heathrow airports. It is a no reservation service which operates 10 flights per day in both directions between the two airports. This will supplement the surface transportation which was previously the only means of transportation available. There are no stops in London. (Previously reported at 0830 meeting.)

6. (U/AIUO) Exit Processing: Approximately 110 employees are scheduled to check out of the Agency on Friday, 30 June 1978. We have made arrangements to use Room 1A 13 to accommodate this large group. Representatives from Insurance, Retirement, Finance, Cover and Security plan to assist with last minute questions departees might have.

25X1A



\*

8. (U) Suggestion Box: Four suggestions were received this week. One was forwarded to the Office of Security, one to Central Cover Staff, one to Public Affairs and one retained in Benefits and Services Division/OP. The total number of suggestions received since the program began on 15 June 1977 is 56.

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

COMING EVENTS:

(1). (U) Annual Personnel Plan: We plan to distribute the Annual Personnel Plan (APP) and meet with senior Personnel Officers on guidelines.

(2). (U) EAA Store: The EAA Store will be closed 3-6 July for the quarterly inventory. Sales will resume on Friday, 7 July.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

Distribution:

Orig & 2 - Addressee  
1 - DD/Pers/SP  
1 - DD/Pers/R&P  
1 - DD/Pers/P&C  
1 - Chief, SAS  
1 - D/Pers/Subject File  
1 - D/Pers/Chrono

25X1A

EA-D/Pers [REDACTED]:rj (29 June 78)

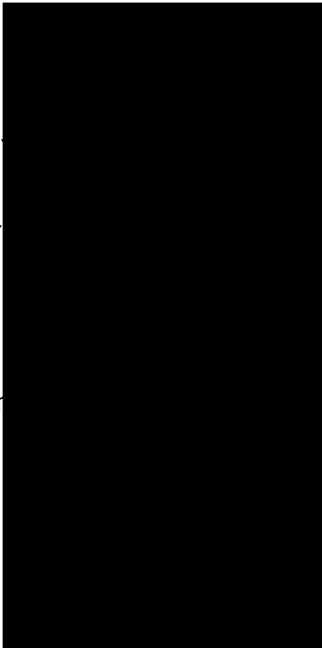
28 June 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (22-28 June 1978) (U/AIUO)

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

DDS&T

25X1A



- Contract Employee, OSO, one month extension.

app

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

DDA

- Independent Contractor, OS, one-year extension.

terr

Following rehired civilian annuitant cases were:

DDO

- Independent Contractor, [redacted] terminating 30 June 1978.
- Independent Contractor, [redacted] terminating 30 June 1978.

25X1A

25X1A

22 JUN 1978

MEMORANDUM FOR: Deputy Director for Administration

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

SUBJECT : Office of Personnel Report --  
Week Ending 23 June 1978

25X1A

1. (U) Special Recruitment - Handicapped: As part of his continuing efforts to recruit handicapped veterans and other handicapped persons, [REDACTED] Recruiter, recently sent correspondence to numerous counselors and placement officials in his recruitment territory. The letters outlined Agency job opportunities and basic employment criteria and asked that referrals [REDACTED]

25X1A

2. (U) Clerical Recruitment: Clerical recruiters based at the Washington Area Recruitment Office (WARO) have launched the first phase of an extensive advertising campaign designed to attract clerical applicants. Advertisements have been placed for guards, couriers, security escorts, typists and stenos. The early returns are encouraging.

25X1A

3. (U) Handicapped Program Briefing: [REDACTED] Chief of our Professional Placement Branch, addressed a joint session of EEO counselors and investigators on 20 June on the Handicapped Program. With the extension of coverage of the discrimination complaints system to include persons with mental and physical handicaps, it is necessary that the counselors and investigators have a basic knowledge about the program.

25X1A

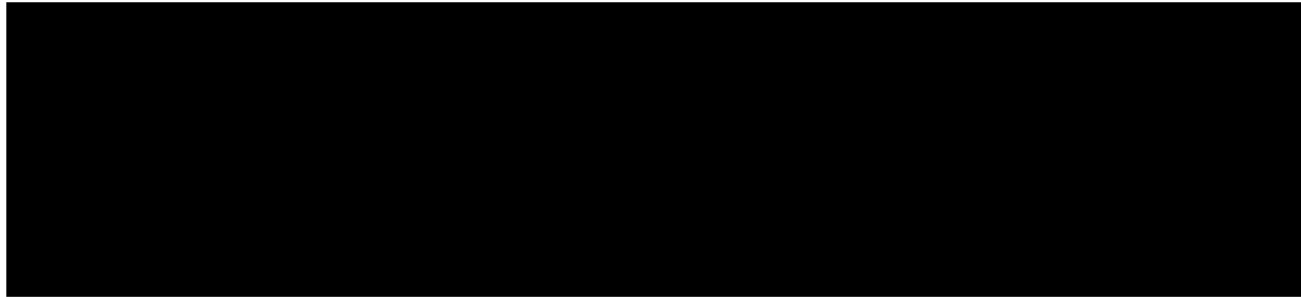
E 2 IMPDET  
CL BY 012752  
This memorandum may  
be downgraded to  
CONFIDENTIAL when  
separated from  
attachment.

5. (U/AIUO) PMCD Survey of the Office of Data Processing: Representatives from the Position Management and Compensation Division (PMCD) met with the Director of Data Processing (ODP) and his senior staff members to discuss the forthcoming survey of select ODP components and to define priorities, determine areas of special interest, audit schedules, and procedures and methods to be used in conducting the survey.

6. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 January through 30 June 1978. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement; the figures in parentheses are included in the total figure. Thus, of 254 persons to go by 30 June, 116 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	56 (13)	94 (25)	150 (38)
Signed to go	<u>36 (32)</u>	<u>68 (46)</u>	<u>104 (78)</u>
Totals	92 (45)	162 (71)	254 (116)

25X1C



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

COMING EVENT:

Skills Session: The Skills Session on the Freedom of Information Act and the Privacy Act scheduled for 29 June has been oversubscribed. The overage will be placed on standby and the attendance list double checked to see if some standbys can be accommodated.

(Signed) F. W. M. Janney

F. W. M. Janney

Att

Distribution:

Orig & 2 - Addressee  
1 - Chief, SAS  
1 - DD/Pers/SP  
1 - DD/Pers/R&P  
1 - DD/Pers/P&C  
1 - Subject File  
1 - D/Pers/Chrono  
EA-D/Pers/[REDACTED] rj (22 June 1978)

25X1A



~~SECRET~~

21 June 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (15-21 June 1978) (U/AIUO)

1. (S) The following rehiired civilian annuitant cases were processed as new hires:

NFAC

25X1A



- Contract Employee, NIO, effective 1 June 1978.

DDO

- Contract Employee, SE Division, effective 1 June 1978.

appro

rehiired civilian annuitant cases were  
the Deputy Director for Administration:

NFAC

- Independent Contractor, OER, three month extension.

DDO

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

appro

rehiired civilian annuitant cases were  
the Director of Personnel:

DDA

- Independent Contractor, OS, one-year extension.

DDO

- Independent Contractor, DCD one-year extension,
- Independent Contractor, DCD

~~SECRET~~