

S-E-C-R-E-T

Approved For Release 2001/07/31 : CIA-RDP80-00773A000100050052-0

JUN 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : ██████████
Acting Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 9 June 1978

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1. (U) Job Fair: The Capital Hilton is the site of the 1978 National IMAGE (Hispanic organization) Convention which is being held from 6 through 10 June. Recruiter ██████████ and EEO representatives are taking part in the Job Fair which opened at noon on Wednesday, 7 June. An attractive CIA exhibit is on display and early reports indicate that it is being well received. Other agencies represented at the Job Fair include Department of Transportation, Department of Energy, Department of Housing and Urban Development, Defense Mapping Agency, National Park Service, and Civil Service Commission.

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2. (U) Special Recruitment: Dr. Elliott Blum, Chief of the Clinical Psychology Training Division at St. Elizabeth's Hospital invited ██████████, OP/Recruiter, to brief his intern class on Thursday, 8 June, from 11:30 a.m. to 12:30 p.m. on ██████████ Agency job opportunities. Roy will be accompanied by ██████████ Chief, Behavioral Activities Branch/OTS, in this effort to obtain Assessment Psychologists. ██████████ has approximately 15 doctoral students and eight of them have expressed interest in meeting with Agency representatives. ██████████ will brief the group as a whole and then speak with each interested individual.

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3. (U) Subsistence Allowance: There are an increasing number of complaints from applicants that the \$35.00 maximum subsistence allowance does not even cover their motel bill, much less meals and other expenses. The problem is that the General Services Administration administers the subsistence standards and since other agencies do not generally bring applicants to Washington for interviews and processing, the Agency is the only

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organization which is feeling the impact of the \$35.00 legal ceiling. The Acting Legislative Counsel has advised us that it was probably too late to request in this year's legislative/budget cycle, but he suggested that we prepare a memo so that the Offices of the Legislative Counsel and Comptroller can start work on it for the next session of Congress.

4. (U/AIUO) Summer Only Program: A total of 132 summer employees have entered on duty as of 7 June 1978. In addition, 101 are scheduled to enter on duty before the last scheduled summer only EOD date of 29 June 1978.

5. (U/AIUO) Selective Placement: The Chief of the Professional Placement Branch attended the first meeting of the Selective Placement Sub-Committee of the Interdepartmental Placement Committee at the Civil Service Commission on 1 June 1978. The basic purpose of these meetings, which will be held monthly, is to get Selective Placement Coordinators (primarily at the working level) together to exchange information, refer applicants for vacancies, etc. This was a productive meeting, if only because a review of the new discrimination complaint procedure verified that alcohol and drug abusers are included only in the complaint procedure process and not in the handicapped program in general.

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 232 persons to go by 30 June 1978, 97 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	52 (12)	85 (20)	137 (32)
Signed to go	30 (24)	65 (41)	95 (65)
Totals	82 (36)	150 (61)	232 (97)

7. (U) Out-Processing of Retirees: Approximately 75 retiring employees are scheduled for exit processing through the Personal Affairs Branch on 30 June 1978. Room 1 A 13, Headquarters, has been reserved to facilitate handling this large group.

8. (U) Combined Federal Campaign: [REDACTED] Agency CFC Coordinator, will visit Mr. William Schaeffler, Director of the Combined Federal Campaign, at the Campaign Headquarters in Washington on 9 June. Mr. Schaeffler plans to discuss the upcoming CFC Drive with emphasis on how the ideal campaign should be conducted.

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9. (U) Incentive Awards: Eleven Agency employees attended the one-day Seminar on 6 June, "Improving Productivity in Government," conducted by the National Capital Chapter of the National Association of Suggestion Systems and Office of Incentive Systems, U.S. Civil Service Commission.

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11. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began 1 June 1977 is 52.

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

COMING EVENT:

Skills Session: On the 29th of June, there will be a skills session on the Freedom of Information Act and the Privacy Act. This presentation responds to an expressed need for personnelists to keep informed of developments in these areas. In addition, a series of other timely subjects will be scheduled to begin in September and will be announced during the summer.

(S)

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Att

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EA-D/Pers [REDACTED] rj (8 June 78)

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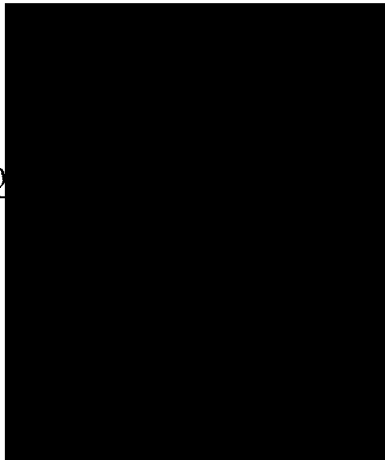
7 June 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (1 - 7 June 1978) (U/AIUO)

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

DDA

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- Independent Contractor, Office of Security, one-year extension.

rehired civilian annuitant cases were terminated:

DDO

- Independent Contractor, EUR Division, terminating 30 June 1978.
- Independent Contractor, Central Cover Staff, terminated 6 April 1978, (deceased).
- Independent Contractor, EUR Division, terminating 30 June 1978.

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