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Memo E-2

Jerry R. Holliman, Executive Vice Chairman
The President's Committee on Equal Employment
Opportunity

23 October 1961

[redacted] Employment Policy Officer
Central Intelligence Agency

Use of Complaint Form

In reply to your Memorandum E-8, dated October 18, 1961, subject as above, I wish to inform you, thus far, we have had no occasion to utilize the formal complaint form. It appears, however, to be useful and convenient and I propose to use it or a reasonable facsimile thereof when and if it becomes necessary.

Distribution:

- Original and 1 - Addressee
- ✓ 1 - ER
- 1 - Subject File (Empl. Policy Officer)
- 1 - [redacted] Chrono

O/IG/[redacted] (23 Oct. '61)

White House

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61-8340
THE PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY
Washington 25, D. C.

MEMORANDUM E-8
October 18, 1961

TO: Heads of Federal Agencies

FROM: Jerry R. Holleman
Executive Vice Chairman

SUBJECT: Use of Complaint Form

By Memorandum E-6 the Committee forwarded copies of a complaint form to be used by agencies when the original complaint does not furnish sufficient information.

It would be appreciated if each agency would submit a report, not later than November 30, to the Committee as to whether this complaint form is being utilized.

Approved For Release 2002/08/21 : CIA-RDP80B01676R000800070022-5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Kirkpatrick	23 Oct.	J
2			
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6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
For your information and for necessary action.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Asst. to the DCI			10/20/61

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