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3 APR 1979

MEMORANDUM FOR: Deputy Director for Processing
Deputy Director for Applications
Chief, Special Projects Staff
Chief, Management Staff
Chief, Administrative Staff
Executive Officer

FROM : Bruce T. Johnson
Acting Director of Data Processing

SUBJECT : Office Orientation Program

1. In order to increase the operational efficiency of ODP I have decided to implement an "Orientation to ODP" program. The format of the orientation will be informal presentations by each of you or your designee to explain how your component fits into ODP, and the relationships between ODP components, the Agency and, where appropriate, the Community.

2. The target audience will be new EOD's at all grade levels and specialties. This group will be supplemented by "oldtimers" when the EOD group is small.

3. Attached is a more detailed explanation of this program and a proposed agenda. The initial running is scheduled for 23 April 1979.

4. The Administrative Staff is the focal point for the program. Please coordinate your presentation plans with them. We will publish an ODP notice so all hands will be aware of this new program.

Bruce T. Johnson

Attachment: a/s

DDA Registry 79-1054

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ODP ORIENTATION

1. ODP gains approximately four to six new employees each month. To date, there has been no formal method of introducing these newcomers to all of ODP. At present, newcomers usually come directly to ODP after they have been processed into the Agency by the Office of Personnel. By the time a newcomer gets to ODP, he is saturated with more information than he can absorb about insurance, credit union, and pay, benefits, and services. When he reaches ODP Personnel, he is processed into ODP. The Personnel Officer briefly outlines the organization of ODP with special reference to where the newcomer will be working. Some of the information given to him by the Office of Personnel is reviewed and expanded to cover ODP particulars. The newcomer is taken to his component, where he is further briefed and sent to work.

2. We propose to orient newcomers to ODP by giving them a one-day briefing as outlined in the attached schedule. Briefings will be given quarterly. Thus, by the time new employees are briefed, they will have been in their jobs long enough to begin to think about how their jobs relate to the rest of ODP and to the Agency as a whole. One of the primary purposes of the one-day briefing is to convey an understanding of these relationships. Also, the briefing will show how the different components of ODP form a cohesive team. Further, the briefing will allow us to expand on ODP and Agency personnel practices and policies which will affect advancement of the new employees in their careers.

3. Employees presently in ODP will be scheduled for this orientation session if they and their supervisors indicate an interest in their attending. This would be a way for older hands to find out what is new in ODP; also, they could bring their knowledge to the new group.

4. One week before each briefing, the Administrative Staff will provide each briefer with a list of the names of the employees who will attend, along with their grades, position assignments, and a short summary of their experience before coming to ODP. This information should be used by briefers to tailor their talks to each group.

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SCHEDULE

1. 0900-0930: Welcome and "getting to know you" session with the Director of ODP and/or his Deputy.

2. 0930-1000: Briefing on the organization of the Agency by the Administrative Staff, including a brief description of the role and function of each directorate, followed by an organizational breakdown and brief description of each ODP component. The role and place of ODP within the total Agency organization will be stressed.

3. 1015-1030: Break.

4. 1030-1100: The role of Processing within ODP by the DD/P, stressing the relationship of Processing to other ODP components. Also, there will be a broad description of the hardware capacity of Processing, its complexity and peculiarities, and how it supports the rest of the Agency.

5. 1100-1130: The DD/A will discuss the role of Applications within ODP, with special regard to how Applications relates to other ODP components and to Agency customers. Also, there will be a description of how a typical application comes into being.

6. 1130-1200: SAFE overview. The Chief of CSPO will cover the concept of SAFE, its history, its status at the time of the briefing, and its future prospects.

7. 1200-1300: Lunch.

8. 1300-1330: The ODP CDO will discuss career development in ODP, and describe special Agency and ODP programs, such as EEO, grievance procedures, AIM, and ODP counselling procedures.

9. 1330-1420: Personnel. The Personnel Officer will review some material which employees got during their initial on-board briefings given by the Office of Personnel, but with the emphasis on ODP personnel practices and policies. There will be a question and answer period.

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10. 1420-1430: Break.

11. 1430-1500: Management Staff. The roles and functions of the Management Staff will be reviewed with emphasis on how the Staff relates to the other components of ODP and to other Agency offices.

12. 1500-1530: Security. The Security Officer will review the special security problems that ODP faces; e.g., systems security and password requests, spillage, relations with contractors, and an overview of computer security programs in ODP.

13. 1530-1600: Tour of the Ruffing Center, conducted by a representative of DD/P.

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