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Next 1 Page(s) In Document Exempt

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SECRET

9 March 1970

25X1

Mr. [redacted]

25X1

I talked to [redacted] today:

Six reports prepared by PSS for the IG (First is the initial study triggered by President Johnson's requirement).

1. Job Related Attitudes of New CIA Employees - November 1969.

2. Job Related Attitudes of New CIA Employees - Part II - February 1969.

3. Supplemental Report: An Analysis of Job Related Attitudes of Some Young Careerists in DD/I - March 1969.

4. Supplemental Report: An Analysis of Job Related Attitudes of Some Young Careerists in DDS&T - March 1969.

5. Supplemental Report: An Analysis of Job Related Attitudes of Some Young Careerists in DD/S - March 1969.

6. Supplemental Report: An Analysis of Job Related Attitudes of Some Young Careerists in CS - March 1969.

The 5 - 10 year study.

The Committee on Young Professionals decided that this should be done.

He is not aware of any written requirement.

PSS will brief the Committee on this matter on Wednesday, 11 March at 10:00. [redacted] will attend.

25X1

[redacted]

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GROUP 1
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APR 1970

NOTE FOR: Mr. Bannerman

SUBJECT : Your Meeting with MAG - 2 April

On the subject of "employee relations" you might include:

1. Support Directorate Longevity Awards Ceremonies

1968 - 300 were presented
1969 - 200 were presented

Photos taken of all recipients signed by the DD/S and given to recipients.

DD/P held similar ceremony in 1969.

2. Exceptional Service Awards

First ceremony now in planning stage. About 150 eligibles.

3. Take Stock Plan.

4. Medical Consulting Service.

5. Retirement:

Counseling
Seminars
Occupational Testing by PSS/OMS

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Mission

Circulate to the staff

for info —

Return to me in time

for my 5 apr. meeting

with the MAG.

26 Mar. 70

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STAT

TRANSMITTAL SLIP

DATE

TO: Mr. Bannerman via Mr [redacted]

ROOM NO.

BUILDING

REMARKS: Re. Meeting w/MAG - 2 April

STAT

FROM: [redacted]

ROOM NO.

BUILDING

EXTENSION

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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MEMORANDUM FOR: Mr. Bannerman

Attached for your background information are the breakdowns by Directorate of the preliminary results of the "Survey of Job-Related Attitudes of Five- and Ten-Year Agency Officers" conducted by the Office of Medical Services.

20-3-70
(DATE)

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19 March 1970

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Inspector General

SUBJECT : Preliminary report on Job Satisfaction in a sample of Support Services Officers

1. This memorandum provides a brief and very general overview of the expressed job satisfaction of a sample of Support Services Officers toward various basic dimensions or aspects of their jobs. For reference purposes, comparative attitude data on a combined group of officers from other Agency Directorates is also provided.

2. The Support Services sample, numbering 133, and the Agency comparison sample, numbering 415, consisted of employees who had EODed approximately five or ten years ago in professional-level jobs and who were under age 30 when hired. Survey data were collected last fall.

3. Attachment A shows the percentage of the Support Services sample and others responding "Satisfied" and "Dissatisfied" to each of the job aspects mentioned above. Attachment B contains the actual questionnaire items and responses on which Attachment A is based.

4. Statistically reliable differences (indicated by asterisks on Attachment A) between the responses of the Support Sample and the rest of the Agency sample were found on 3 of the 15 job aspects. A slightly larger percentage of Support officers expressed satisfaction with both the work they have done -- this would include how interesting and meaningful it has been -- and with their personal work accomplishments. Proportionately more Support than other Agency officers noted satisfaction with their physical surroundings and working conditions. It is estimated that about two-thirds of the Support Sample were from the Office of Communications.

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SUBJECT: Preliminary report on Job Satisfaction in a sample of Support Services Officers

5. The statistical data given in the attachment represent only a small fraction of the information obtained in the Agency-wide attitude survey conducted in the Fall of 1969. A report, now in preparation and to be released to you through the Office of the Inspector General, will describe in detail the results for the Support Services sample on the full survey.

25X1

Research Branch
Psychological Services Staff
Office of Medical Services

Attachments A: Comparison of Attitudes of DDS with other Agency Professionals on Basic Job Dimensions
B: Job Satisfaction Questionnaire Items

cc: Inspector General

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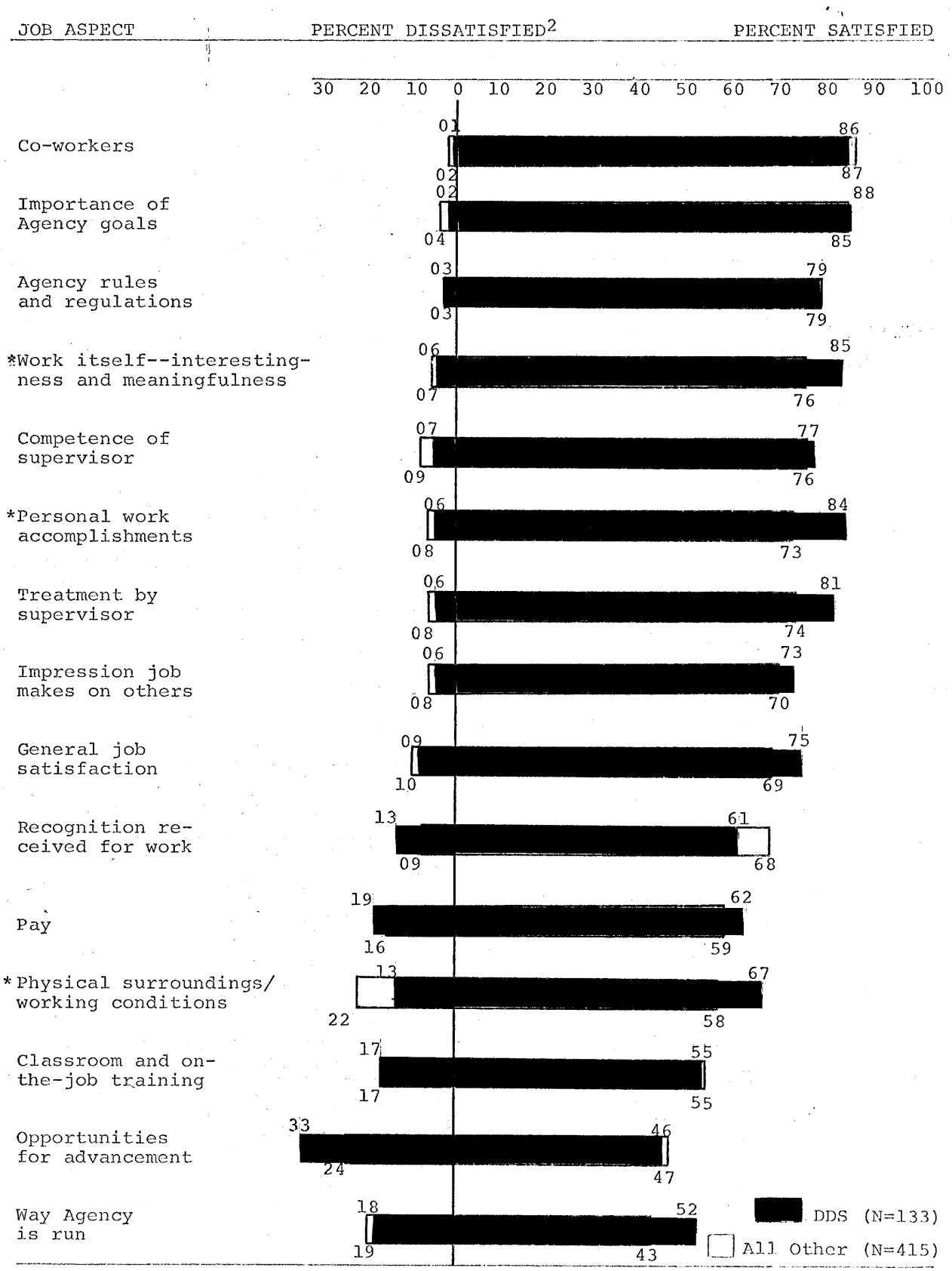
ATTACHMENT A

COMPARISON OF ATTITUDES OF DDS[1] WITH OTHER AGENCY PROFESSIONALS ON BASIC JOB DIMENSIONS



[1]Percents for DDS Sample indicated by numbers above individual bar graphs; percents for rest of Agency Sample are given below bar graphs.

[2]Does not include percent responding "About as satisfied as dissatisfied."

*Represents a statistically significant difference between DDS and all others.

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ATTACHMENT B

JOB SATISFACTION QUESTIONNAIRE ITEMS

For each of the questions below respondents indicated on a 5-point scale the degree to which they were satisfied or dissatisfied. The points on the scale were: Very Satisfied; Satisfied; About as Satisfied as Dissatisfied; Dissatisfied; and Very Dissatisfied. In Attachment A the responses Very Satisfied and Satisfied were combined as were the responses Dissatisfied and Very Dissatisfied. The job aspect corresponding to each question appears in capital letters above the question.

CO-WORKERS
How do you feel about your co-workers? (This would include how well you get along with them and how much cooperation they give you.)

IMPORTANCE OF AGENCY GOALS
How do you feel about the importance of the Agency's goals?

AGENCY RULES AND REGULATIONS
How do you feel about the Agency's rules and regulations as they affect you?

WORK ITSELF--INTERESTINGNESS AND MEANINGFULNESS
How do you feel about the work you have done? (This would include how interesting and meaningful it has been.)

COMPETENCE OF SUPERVISOR
How do you feel about your supervisor's ability to understand the nature of your work?

PERSONAL WORK ACCOMPLISHMENTS
How do you feel about your personal work accomplishments? (This would include such things as whether or not you have successfully accomplished your work assignments or to what degree you feel you have been able to make a real contribution.)

TREATMENT BY SUPERVISOR
How do you feel about the way your supervisor has treated you?

IMPRESSION JOB MAKES ON OTHERS
How do you feel about the impression your job or occupation makes on your family and friends?

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ATTACHMENT B: JOB SATISFACTION QUESTIONNAIRE ITEMS

GENERAL JOB SATISFACTION
How do you feel about your job as a whole?

RECOGNITION RECEIVED FOR WORK
How do you feel about the recognition you have received for your work? (This would include such things as any praise or criticism you might have received for your work.)

PAY
How do you feel about the salary you receive?

PHYSICAL SURROUNDINGS/WORKING CONDITIONS
How do you feel about your physical surroundings and working conditions? (This would include such things as the appearance of your office and whether you have adequate lighting or quiet.)

CLASSROOM AND ON-THE-JOB TRAINING
How do you feel about the classroom and on-the-job training you have received in and for your present position? (This would include such things as the quality of the training and its relevance to the job.)

OPPORTUNITIES FOR ADVANCEMENT
How do you feel about the opportunities for promotion provided by the Agency?

WAY AGENCY IS RUN
How do you feel about the way the Agency is run?

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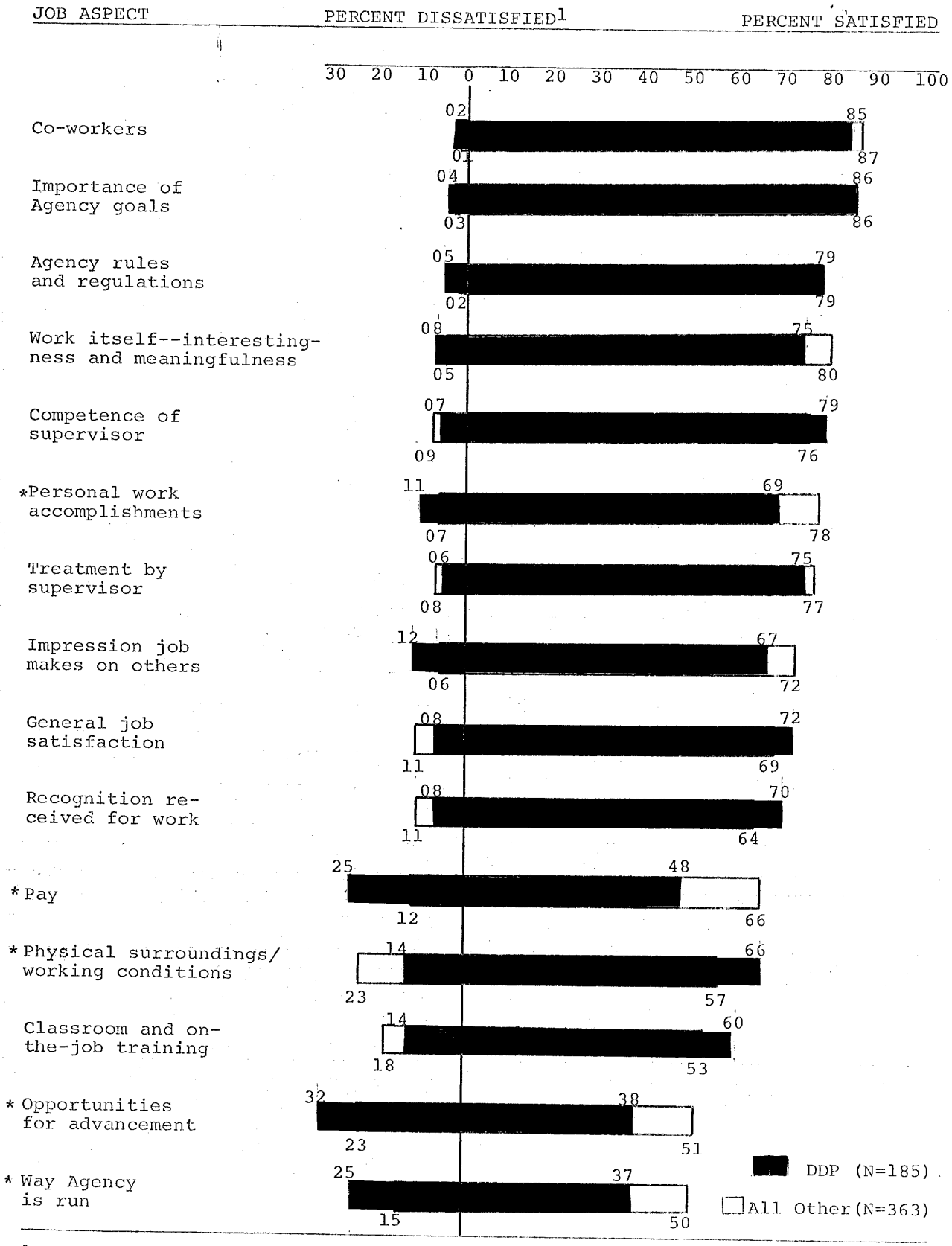

[1]Percents for DDP Sample indicated by numbers above individual bar graphs; percents for rest of Agency Sample are given below bar graphs.

[2]Does not include percent responding "About as satisfied as dissatisfied."

*Represents a statistically reliable difference between DDP and all others.

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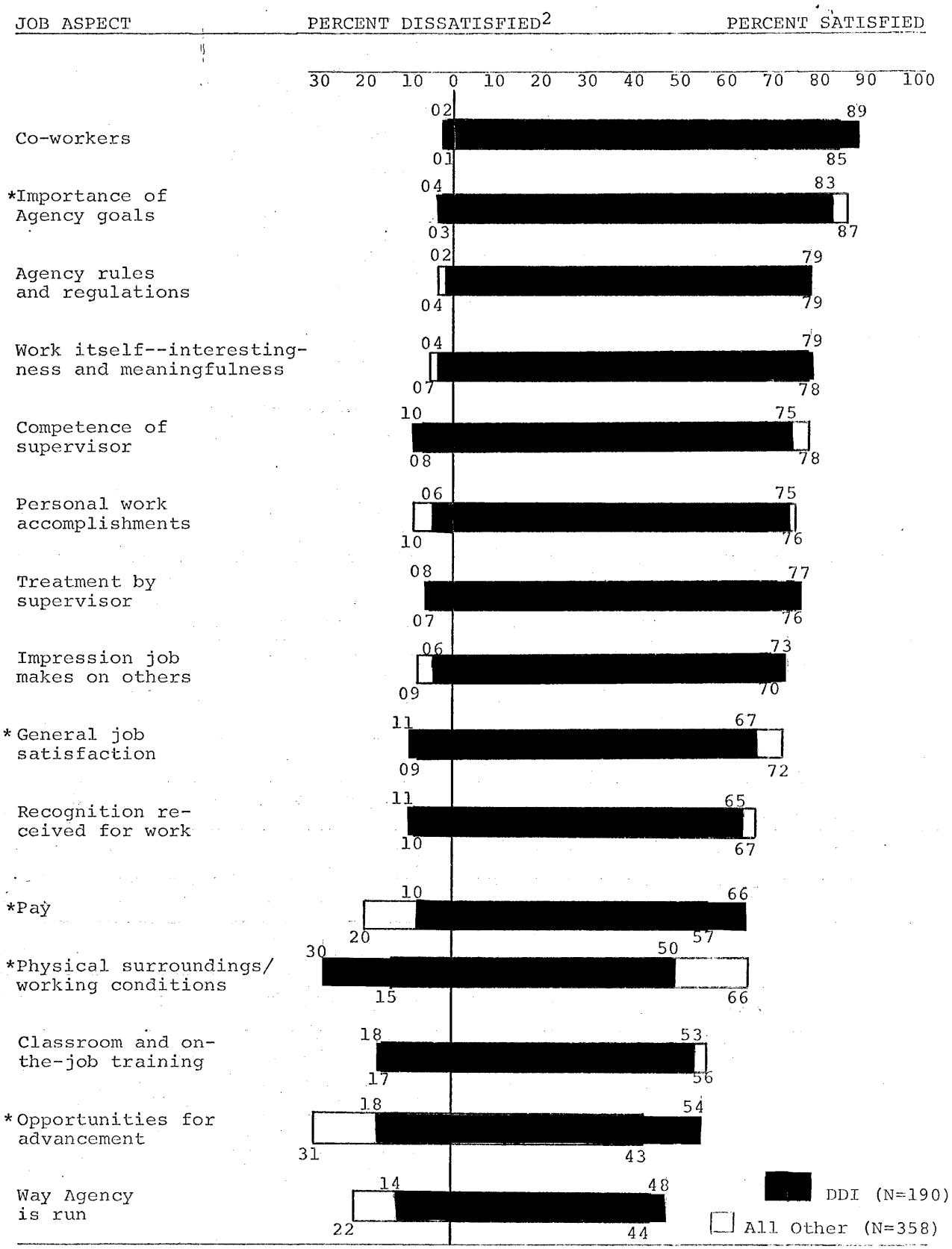
COMPARISON OF ATTITUDES OF DDI[1] WITH OTHER AGENCY PROFESSIONALS ON BASIC JOB DIMENSIONS



[1]Percents for DDI Sample indicated by numbers above individual bar graphs; percents for rest of Agency Sample are given below bar graphs.

[2]Does not include percent responding "About as satisfied as dissatisfied."

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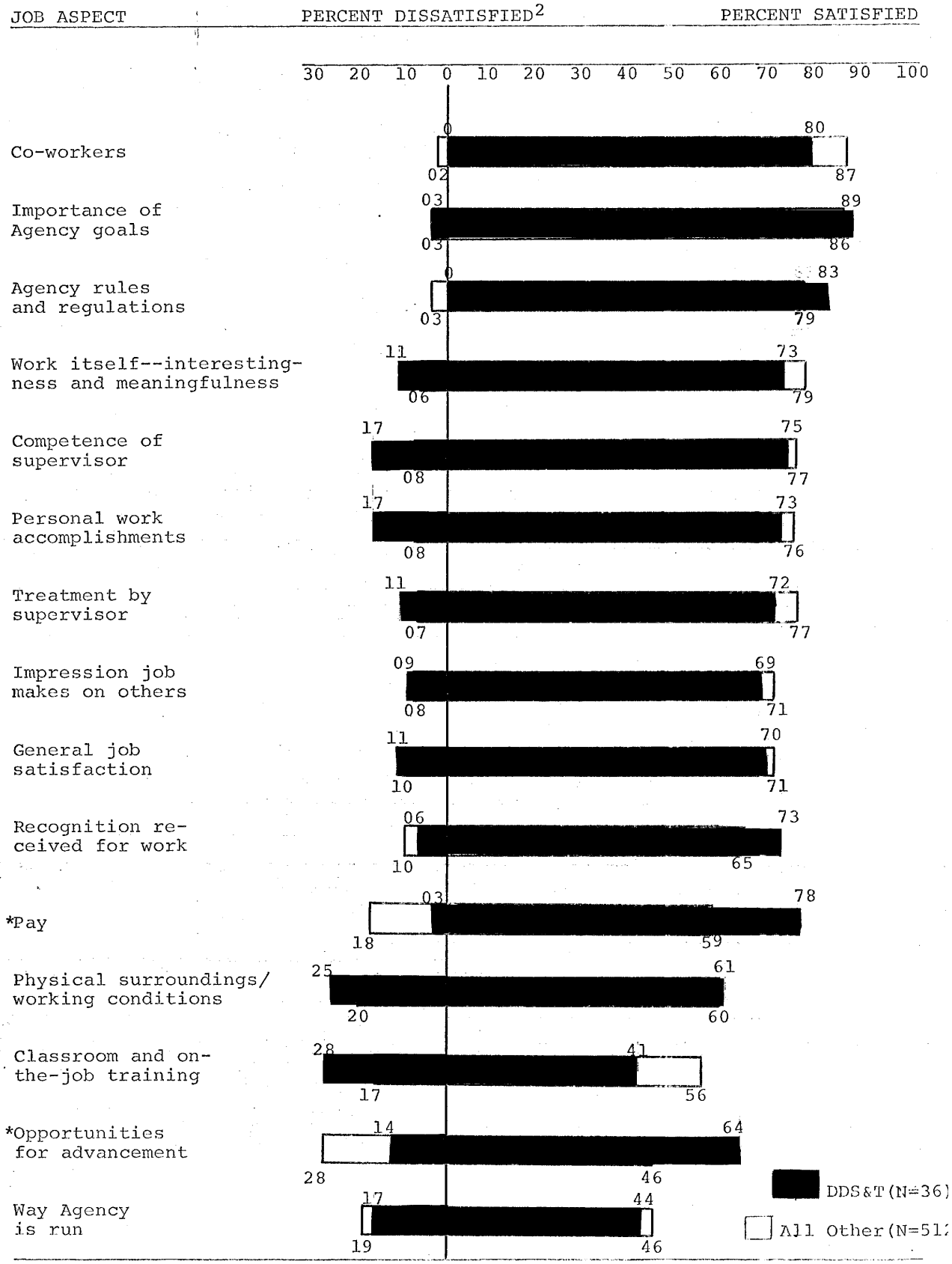
ATTACHMENT A

COMPARISON OF ATTITUDES OF DDS&T[1] WITH OTHER AGENCY PROFESSIONALS ON BASIC JOB DIMENSIONS



[1]Percents for DDS&T Sample indicated by numbers above individual bar graphs; percents for rest of Agency Sample are given below bar graphs.

[2]Does not include percent responding "About as satisfied as dissatisfied."

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