

TRANSMITTAL SLIP		DATE 21 December 1977
TO: <input type="text"/>		
ROOM NO.	BUILDING	
	STAT	
REMARKS: Attached FYI are copies of the memo signed by the Acting DDCI requesting nominations for the new Secretarial/Clerical MAG and of the memo I sent to each attendee of the DCI's meeting with the secretaries. <div style="text-align: right;"><input type="text"/></div> STAT		
FROM: Deputy Executive Secretary		
ROOM NO.	BUILDING	EXTENSION

77-10247/1

21 December 1977

MEMORANDUM FOR: Acting Deputy to the DCI for the
Intelligence Community
Director, National Foreign Assessment
Center
Deputy Director for Operations
Acting Deputy Director for Administration
Deputy Director for Science and Technology
Administrative Officer, DCI

FROM : John F. Blake
Acting Deputy Director of
Central Intelligence

SUBJECT : Secretarial/Clerical Management Advisory Group

1. The Director has authorized the establishment of an Agency Secretarial/Clerical Management Advisory Group. The Group will identify and address issues relevant to secretarial/clerical employees and comment on those already identified by management.

2. NFAC, DDO, DDA, and DDS&T are requested to nominate three representatives each for the new MAG group, two for one-year tours and one for a nine-month tour. We also would like two nominations from the DCI Area and one from the IC Staff for one-year tours.

3. Nominees should be in the GS 06-09 range (with exceptions possible for higher graded senior secretaries), have at least two years of Agency experience, have a genuine interest in issues affecting secretarial and other clerical employees, and be capable of making a substantial contribution to the group. Nominees should be able to attend monthly meetings and be willing to devote some personal time to the Group's endeavors.

4. In selecting participants, please represent the various grade levels and the diverse secretarial/clerical elements in your components, such as secretary-stenos, senior secretaries, clerks, clerk-typists, intelligence assistants, etc.

5. Nominations should be forwarded to Ms. Dianne Rankin,
Deputy Executive Secretary, Room 7E-13, Headquarters, by 16
January.

STAT



John F. Blake

21 December 1977

MEMORANDUM FOR: See Distribution


SUBJECT : Formation of a Secretarial/Clerical
Management Advisory Group

1. Admiral Turner asked me to inform you that as a result of his 19 October meeting with secretarial/clerical representatives, he has authorized the formation of a Secretarial/Clerical Management Advisory Group.

2. The Acting DDCI has requested components to forward their nominations for the new group by 16 January 1978.

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/s/


Deputy Executive Secretary

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