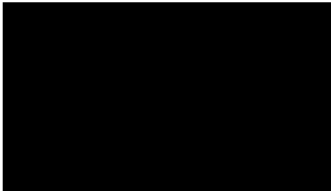


1 June 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting 4 May 1976

1. The following ADMAG members were present at the business meeting held on 4 May 1976:

<u>Office</u>	<u>Name</u>	
Communications		(Chairman)
Finance		
Medical Services		
Joint Computer Services		
Logistics		
Personnel		STATINTL

2. The Director, EEO had forwarded to ADMAG a memorandum concerning the Fiscal Year 1977 Affirmative Action Plan and had invited our participation in the Plan. After discussion, the ADMAG members agreed that the Affirmative Action Plan was a subject about which we had limited substantive knowledge. As ADMAG members, none of us had been approached with EEO related problems or suggestions. It was felt that any input we might make to the Plan could be made more effectively through our own Career Subgroups. A memo to this effect has been sent to the Director, EEO and a copy of that memo is attached to these minutes.

3. ADMAG had been asked for comments re an employee suggestion that lunch periods be extended from 30 minutes to 45 minutes. The consensus of the members present was that the lunch period should be left at thirty minutes. It is our opinion that the individual making the suggestion has a supervision problem that would not be solved to the benefit of all Agency employees by acting affirmatively on the suggestion. A copy of our response is attached.

4. ADMAG has discussed, for some time, the question of an "Information Service", a service that would assist employees in knowing where to call to get certain types of information. We have concluded that such is currently being done as adequately as possible through the Agency telephone directory, employee bulletins and notices, etc. While we recognize there are errors in the directory and that bulletins and notices tend to be forgotten and lost, it is felt that additional efforts would rapidly succumb to the same fate.

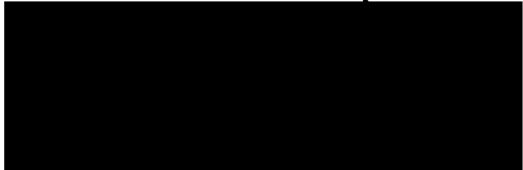
5. Agenda for the next business meeting to be held Wednesday, 2 June 1976 at 1630 hours in the OMS Conference Room (1D4021).

~~ADMINISTRATIVE INTERNAL USE ONLY~~


PAGE 2

a. Come prepared with short and to the point answers or solutions to questions and problems posed in Trends and Highlights courses.

b. Select new Chairman and recorder.



STATINTL

Distribution:
1 copy each ADMAG member
1 - 

STATINTL

~~ADMINISTRATIVE INTERNAL USE ONLY~~