DD/A Registry
File *Meetings*

ODP 9-532
3 APR 1979

MEMORANDUM FOR: Chief, Management & Assessment Staff
                    Deputy Director for Administration

FROM   : Bruce T. Johnson
                    Acting Director Of Data Processing

SUBJECT   : Material for Office Directors' Conference

REFERENCE   : Chief, Management & Assessment Staff Memo
                    Same Subject (DDA 79-1054), Dtd 18 March 1979

    1. Attached is material pertaining to an "Orientation to ODP" program which is about to be implemented in ODP. The objective of this Orientation is to provide new EOD's, at all grade levels, an informal overview of ODP, how it is organized, how it fits into the Directorate, Agency and Community, and how it functions in meeting its primary mission. In part, this is felt to be necessary because of the geographical dispersion of ODP in components now located in Ames Building, _____ Building and Headquarters.

    2. The MZ Board recently concluded that new EOD's should attend OTR's orientation courses and they are now mandatory for all new employees of ODP. We don't believe these orientations can be expected to prevent Kampiles-like problems, but we do think it should be Agency policy that all new employees attend the appropriate orientation within a few months after entering on duty.

    3. We agree with _____ that more needs to be done in terms of clerical orientation. However, we don't think a correspondence manual would be useful because of the lack of an Agency-wide correspondence standard. We think we should concentrate on the many areas of commonality throughout the Agency which clericals/secretaries must now learn once they are assigned. Just a few that come immediately to mind are:

preparation of routing slips (Form 610); preparation of
fitness reports; processing financial advances and account-
ings; how and where to draw office supplies; use of black,
red, green and gray telephone lines; preparation of time
and attendance reports; how and where to get official
personnel files; preparation of training requests (Forms 73
and 136); how to open safes; an explanation of our classifi-
cation system, including the use of markings; a review of
the regulations, HHB's, and HN's; and escorting unbadged
visitors within the buildings. Such an Orientation could
be built around the theme of "Office Practices in CIA".
Should the day come when a correspondence standard is devel-
oped and implemented Agency-wide, a correspondence manual
would be a useful addition.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachment: a/s