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DD/A REGISTRY

29 NOV 1979

FILE: *Personnel*

MEMORANDUM FOR: Deputy Director for Administration
VIA : Deputy Director for Operations
Director of Personnel

DD/O 715 785

DD/A Registry
79.2222/10

25X1

FROM :
Acting Chief, East Asia Division

SUBJECT : Experimental Compressed Work Schedule

25X1

REFERENCE :

25X1

1. It is requested that East Asia Division be granted approval to establish an experimental compressed work schedule, as provided in Reference, at our Chinese Linguist Unit (CLU).

3. If approved, the CLU employees will be divided into three teams with overlapping work schedules to insure complete coverage of the unit during normal duty hours. Two of the teams will work Monday through Thursday and Tuesday through Friday from 0730 to 1800 hours respectively. The third team will continue to work the normal five day work week. The employees of the CLU are aware, that if approved, the compressed work schedule will be established on an experimental basis and could be terminated at some future date (June 1980).

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25X1

MEMORANDUM FOR: Deputy Director for Administration

VIA : Deputy Director for Operations
Director of Personnel

25X1 FROM [Redacted] ACTING Chief, East Asia Division

SUBJECT : Experimental Compressed Work Schedule

25X1 REFERENCE : [Redacted]

CONCUR:

25X1 [Redacted]
Deputy Director for Operations

30/11/79
Date

25X1 [Redacted]
Director of Personnel

10 DEC 1979
Date

25X1 [Redacted]
Director of Finance

12 Dec 1979
Date

APPROVED:

25X1 * [Redacted]
Deputy Director for Administration

13 DEC 1979
Date

*This report is approved with the understanding that the Office of Personnel will require an assessment report upon completion of the six-month experimental schedule in June 1980.