

File: DDA

cc: EEO

ODP-650-77
8 APR 1977

STATINTL

MEMORANDUM FOR: [REDACTED]
DDA EEO Officer

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : ODP EEO Quarterly Status Report

1. During the period 1 January - 31 March 1977, ODP interviewed a total of 35 applicants, of which 9 (26%) were black. Of the 9 blacks, 4 were candidates for professional positions and 5 were candidates for clerical positions. Two of the candidates for clerical positions are now in process. During this same period, 1 Hispanic Co-op employee entered on duty.

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2. On 14 and 15 March, [REDACTED] Chief, Division D, Applications, visited Grambling State University with [REDACTED] the Associate Coordinator for Cooperative Programs, OP, to recruit minority students for the Agency's Co-op Program. ODP currently employs a black female student from Grambling as a Co-op employee. Approximately ten students were interviewed of which five were given applications. One second semester junior was advised to apply for a staff position next fall.

3. During this period there were five enrollments of female professionals as follows:

Management by Objectives	-	1
Managerial Grid	-	1
Mid-Career Course	-	1
External Developmental Training	-	2

4. ODP has no formal FUST Program, but managers are constantly seeking ways to challenge the skills and training of their people. The following are two recent examples:

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a. [REDACTED] a former clerk/typist in the Ruffing Computer Center, demonstrated administrative skills and was given the opportunity to replace [REDACTED] as Administrative Officer for ODP's Operations Division.

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b. [REDACTED] who had demonstrated managerial potential and the ability to work well with people, was reassigned as Chief of the Data Conversion Branch.

5. Although there is no formal requirement to make specific comments on the supervisors' fitness reports, all supervisors are assessed as to their sensitivity to EEO, Upward Mobility, FUST, and similar concerns and on their ability to manage and develop human resources a part of ODP's competitive ranking for promotion.

[REDACTED]

for Clifford D. May, Jr.

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ODP # 580-77

DDA 77-1717

30 March 1977

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

STATINTL

FROM : [REDACTED]
DDA EEO Officer

SUBJECT : EEO Quarterly Status Report

REFERENCE : Multiple adse memo dtd 10 Aug 76,
fr DDCI, subj: Additional Action
Items Arising Out of the 1978
Program Review (DDA 76-4005)

1. The EEO quarterly status report requested by the DDCI in Reference is due early in April for the quarter ending 31 March 1977.

2. Please furnish the following information to me by CoB 6 April so that a Directorate response can be prepared.

a. Hiring of Minority Citizens - Describe the specific efforts which have been made to hire minority citizens. How many minority citizens were entered on duty during the quarter?

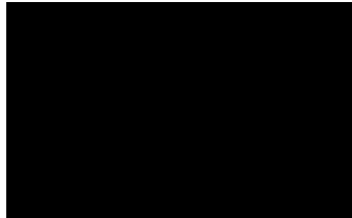
b. Development of Female Employees and Managers - Describe specific efforts made in the development of female employees. Provide statistics on external and internal training provided. Specifically, how many females were sponsored to

attend the following courses:

Advanced Intelligence Seminar
Career Counseling
Fundamentals of Supervision & Management
Information Science for Managers
Management by Objectives
Managerial Grid
Mid-Career
Senior Seminar
Supervisory Skills
(or any other developmental courses)

c. Full Utilization of Skills and Training -
A formal Directorate program will be developed and implemented during the third quarter of FY 1977. Describe any informal efforts you have made in this direction.

d. Assessment of Managerial Performance in Human Resource Management - What efforts have been made to ensure supervisor compliance with this aspect of management.



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