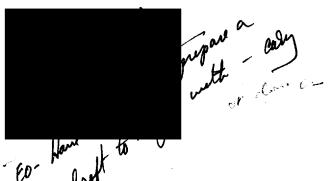
25X[A]



DD/A 77-4964

6 September 1977

MEMORANDUM FOR: Director of Data Processing

FROM

Career Management Officer, DDA

SUBJECT

: DDA Personnel Rotation Program (AIUO)

REFERENCE

Memo frm DD/A to DDA Office Directors dtd

15 Nov 76, Same Subj

(AIUO) In accordance with paragraph 2 c of referenced memorandum, it is requested that you forward your 12-month report on to the Acting Deputy Director for Administration by 1 October 1977. If you have any questions relative to this matter, please contact the undersigned on extension

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DD/A 76-5575

15 EGV 1976

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

FROM

: John F. Blake

Deputy Director for Administration

SUBJECT

DDA Personnel Rotation Program

REFERENCE

DDA Administrative Notice 76-6 dated

27 May 1976

- 1. Now that the Senior Personnel Rotation Program is under way and most of those chosen for rotation are in their new assignments, I want to establish a reporting system for monitoring the progress of each officer. I intend to use both personal interviews and written reports so that I will have first-hand information from those involved and have a permanent record for future guidance.
- 2. The following schedule of interviews and reports will be followed:
  - a. At the end of the third month in the new assignment both the rotatee and his supervisor separately will be interviewed by me or by the Associate Deputy Director for Administration.
  - b. At the end of the ninth month similar interviews will take place.
  - c. At the end of the 12th month a comprehensive report will be prepared by the Office Director

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covering all aspects of the rotatee's performance, his relationship with those with whom he dealt, his progress in the position, and any thoughts on the program as it applies to the rotatee's situation.

- d. At the end of the 24th month a report similar to that in Paragraph c above will be provided.
- 3. This reporting system will be in addition to fitness reports which will continue as scheduled.
- 4. The Office of the DDA/CMO will schedule interviews based on original reporting dates. If you have any questions about this program, please contact that office.

John F. Blake

cc: ADDA CMO/DDA

STATINTL