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THE

ODP / MAG

minutes from the
April 7th 1981
meeting.

7 April 1981

MEMORANDUM FOR: ODP MAG Members

FROM:

[Redacted]
Executive Secretary, ODP MAG Group

SUBJECT:

ODP MAG Meeting Minutes of 7 April 1981

Members in Attendance

Representing

[Redacted]

BD
TS
DD (new)
PD
ED
CD
OD
MS
CMB/PTO
CSS and Processing Front Office

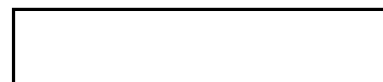
1. [Redacted] MAG Chairman, called the meeting to order at 1000 hours and introduced a new member [Redacted]
2. The ODP Career-Development Plans were once again a subject of much discussion. [Redacted] distributed Applications' Career-Development Plan to non-Applications MAG members, and Operations and Production Divisions' Plans will be disseminated this week. Some uncertainty exists as to what the group specifically should be looking for in the Plans (e.g., organization, logic, clarity). The group also expressed that it would be advantageous to have access to the original instructions for developing the plans. [Redacted] volunteered to contact Bruce Johnson for this information.
3. [Redacted] questioned the Group's rotational detailees' representative as to how rotational detailees received information (e.g., impending Career-Development Plans). The response was through such documents as "Morning Minutes," the "Weekly Reports," and the DDA Exchange." Because this representative had not received information regarding the preparation of the Plans, it was suggested that improved methods of informing these employees be explored.
4. It seems that item 4 of the last ODP MAG Minutes, dated 19 March 1981, was misunderstood. This possibly would have been clarified had mention of the freeze, which existed at that time, been included within the paragraph.
5. Another area of concern surfaced as a possible MAG item, which involves employees receiving dated mail/notices after the fact. For example,

announcement of selected speakers scheduled on a particular date at a particular time, being received a day or so later. Whether or not this is a chronic problem has not been determined at this time.

6. Because of a conflict (note item 9 of the last minutes), the briefing on the ranking process is being postponed until the next MAG meeting, 5 May 1981.
7. At the last MAG meeting, one of the substitute attendees found that meeting to be impressive and suggested that other employees might benefit from periodically attending the MAG meetings to gain a better understanding of MAG's functions and responsibilities. Because many employees may be interested in ODP's ranking process, it was suggested that the next MAG meeting might be a good candidate for non-MAG members to attend. Each MAG member agreed to take the responsibility of reminding employees in their component of this invitation and informing the Chairman as to the number who are interested.
8. The meeting was adjourned at 1110 hours. The next meeting will be held on Tuesday, ~~5~~ May 1981, at ~~0930~~ hours in 2D03 Headquarters.

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cc: ODP MAG members