

File: DDA  
(copy in EEO)

ODP # 1773-77

copy sent to  
ODP Dir/Staff chief  
9/21/77

EO-CD  
D/ODP. *ARM*

31 August 1977

→ Copies to  
All Div/Staff  
chiefs and ODP/PO

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 : Review of Minority Applicant Files

1. We are experiencing an inordinate time lapse in processing minority applicant files. Some files are reported lost when periodic checks are made by members of my staff. To assure control and the more timely review of minority applicant files, the following procedures should be followed:

a. Each office should designate a control point for the receipt and logging of files. *ODP/ADMIN/PO has been logging and tracking*

b. Requests for PATB assessments and pre-processing interviews should be made through the DDA EEO Staff. *ODP/ADMIN: Note change*

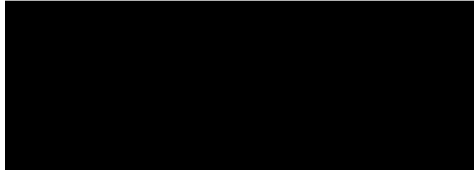
c. Final decisions on all rejection of files should indicate reasons for rejection, (i.e., which job qualification the applicant is lacking) and should be approved by the Office Director prior to returning the file to the DDA EEO Staff. (Please remember, PATB test results are not to be considered as the sole criteria to reject or hire an applicant.) *ODP has been doing this but could be more explicit in some cases*

d. All minority applicant files should be returned to DDA EEO Staff within 30 days. *Note tight deadline - it's going to be hard to do b. above in 30 days.*

2. Please notify my office no later than 9 September 1977 of the person you designate as control point for the receipt and logging of minority applicant files.

*EO will draft memo appointing ODP personnel office.*

STATINTL



DDA/EEO/ [redacted] : ckn (31 Aug 77)

Distribution:

- Orig - D/OC
- 1 - ea addressee
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STATINTL