

15 JUN 1981

MEMORANDUM FOR: Deputy Chief, Plans and Programs Staff, OL
FROM:
Chief, Personnel and Training Staff, OL
SUBJECT: CORE Support to the DD/L

STAT

Paul:

In response to your recent note regarding efforts to cut costs and increase the efficiency with which we operate, I would like to point out the following which is keyed to the two paragraphs on your routing sheet.

1. Past Initiatives:

- a. Use of the computer terminal to calculate final scores from evaluation panel deliberations.
- b. Review and destruction of excess file material which has permitted the use of fewer safes.
- c. Creation of a single comprehensive statistical report on personnel where formerly several reports had been produced.
- d. Increased use of the Agency's Student Trainee Program as a recruitment device.
- e. Utilization of Printing and Photography Division for large duplication projects instead of the Copy Center.

2. Future Projects:

- a. Computerization of applicant data to track individuals who are not yet being processed formally for employment.
- b. Doing more applicant interviewing in lieu of turning such cases over to Agency recruiters.
- c. Use of word processing equipment for a wide variety of standardized memoranda which are produced in P&TS.
- d. Use of dictaphones or similar equipment.

SUBJECT: CORE Support to the DD/L

e. Greater utilization of stenographers by supervisors and managers throughout the Agency.

f. More cross-training within office units.

If I have been too brief in recording these suggestions, please give me a call and I can elaborate.



STAT

