

ROUTING AND TRANSMITTAL SLIP

Date
17 OCT 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. MS/DA	<i>M</i>	17 OCT 1986
2. EXA/DDA	<i>J</i>	17 OCT 1986
3. DDA	<i>A</i>	17 OCT 1986
4.		
5. <i>D/AM Reg.</i>		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*A good response.
Jim*

*Jim -
Pls get me (two sets)
2 copies of [unclear]
of attachments*

*Called Steve. He will send
2 copies to us*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
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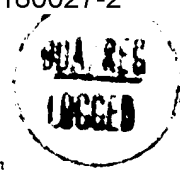
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TRANSMITTAL SLIP		DATE 16 Oct 86
TO: DDA		
ROOM NO. 7D18	BUILDING HQS	
REMARKS:		
FROM: D/CO		

STAT

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~~SECRET~~



OC-0927-26
16 OCT 1985

90-1

MEMORANDUM FOR: Inspector General
VIA: Deputy Director for Administration
FROM:
Director of Communications

25X1

SUBJECT: Progress of Implementation of the Inspector General's (IG) Recommendations on the Headquarters Elements of the Office of Communications (OC)

25X1

REFERENCE: ER 85-2560, dated 27 June 1985, Subject: IG Survey of Headquarters Elements of the Office of Communications

1. The purpose of this memorandum is to provide you with the current status of the Office of Communications' (OC) efforts to fully implement Recommendation 9 and inform you of OC action on Key Finding Number 6 contained in the Inspector General's (IG) Report on the Headquarters Elements of the Office of Communications, dated May 1985.

Recommendation 9: Develop and publish a model career track, or tracks, for the communications operator, identifying the types of sequential assignments and training which would comprise a normal career progression.

Status: Under Attachments A through D are examples of OC's efforts in responding to Recommendation 9. A comprehensive career profile has been developed for the various occupational disciplines which comprise OC. The profiles are designed to present to employees a general picture of assignments and pay grades or levels to which they may aspire in specific areas of career interest, and orientations and training available to assist in reaching their goals. Additionally, OC has prepared manuals for field engineers (Panel N) and telecommunicators (Panel D) to provide basic or essential information on the Experimental

25X1



~~SECRET~~

S E C R E T

SUBJECT: Progress of Implementation of the Inspector General's (IG) Recommendations on the Headquarters Elements of the Office of Communications (OC) [redacted]

25X1

Pay System (Banding) and the related administrative procedures, i.e., skills certification, promotion criteria, and training needs. Also attached is a Developmental Training brochure published to furnish guidance to OC employees in identifying training courses to improve their skills, expand career opportunities, and respond to requirements. [redacted]

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2. OC believes the published material attached herewith, and briefly explained above, is a positive step in fulfilling the spirit of recommendation 9 contained in the IG report. If you have any questions regarding any aspect of the OC publications, please do not hesitate to call. [redacted]

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3. Additionally, the IG team provided comments relative to the OC assignment and personnel evaluation process contained in Key Finding Number 6 located on page 6 of the IG Report. This Key Finding concentrates on the perceptions of the assignment process by "many employees, including some supervisors and managers." While OC has always felt that its assignment process was basically fair as it pertains to consideration for the individual, and equal treatment for all employees, it also agrees that the entire process may not have always been completely understood. Consequently, in an effort to correct future misunderstanding, OC now invites new employees to observe the assignment process by attending scheduled assignment panel meetings. Under Attachment E you will find comments prepared by four new OC officers who recently had the opportunity to attend assignment panel sessions. I believe you will find their insights interesting and individually unique. [redacted]

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Attachments:

- A. [redacted]
- B. [redacted]
- C. [redacted]
- D. Development Training Brochure
- E. Review of Assignment Panel

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