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OTE 87-6308

2 APR 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

VIA: Deputy Director for Administration

FROM:
Director of Training and EducationSUBJECT: Presentations on New Agency
Compensation System

1. The purpose of this memorandum is to ask you to make opening remarks at the Auditorium program we are designing to familiarize senior Agency managers (SIS and GS-15) with the Human Resource Modernization and Compensation Task Force activities in designing a new personnel and compensation system. In order to accommodate senior managers, the one-and-a-half-hour program will be given on two dates, 29 April, and 10 June from 0900 to 1030.

2. The purpose of the program is to:

- a. demonstrate top management's commitment to the benefits and compensation undertaking and to the necessity for involving all Agency people;
- b. provide some information on progress, prospects, and schedule;
- c. impress on senior managers the importance of their leadership in the total effort;
- d. explain to managers the problems inherent in large scale organizational change, expected employee reaction and how to deal with it.

We want the senior managers to leave the Auditorium feeling upbeat about the opportunity and feeling challenged and needed for the effort. Your introducing each of these sessions will demonstrate your support for the new system and your concern that this landmark change be managed effectively.

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3. We have in mind:

--Opening remarks by Robert Gates....5 to 10 minutes

--The status of the work of the Task Force and the responsibilities of senior managers in the new system by [redacted], Chairman of the Task Force.

--A discussion of the problems and opportunities involved in change in large organizations led by Dr. Robert Marshak, a nationally recognized authority on systemic and strategic change. Dr. Marshak was selected for the auditorium presentations after briefing the HRMCTF. He will also offer some strategies for implementing the new system and for helping our people cope with change.

4. If you wish further information, please have a member of your staff contact [redacted], Chief, Executive Development Staff on [redacted] is prepared to assist in drafting your presentation.

* I agree to open the program on the new Agency compensation system at 0900 hours on ____ 29 April and ____ 10 June.

OTE/LDD/EDS [redacted] cz (1 Apr 87)

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