DD/A Registry

File _O+M_

STATINTL

DD/A 75-0036

15 JAN 1975

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MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

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Chief, ISAS

SUBJECT : Addition of the APP to the DD/A
MBO Conference Agendas

1. During future management conferences we will include as an agenda item a report of your progress toward achieving your APP goals. To assist you in preparing the report, we have listed below the items which will be covered during the meeting. Reports should be in the specific APP format for the data presented and three copies should be delivered to the DD/A Plans Staff with the action plans for your MBO conference.

2. Items to be covered in the report by APP title are:

    a. Overall Plan for Projected Changes in Personnel Strength - FY 1975. We are interested in the gains, losses, and promotion rates by grade up to current month as compared to plans for the year.

    b. Personnel On-Duty Strength Report by Category. Compare projected ODS by grade, by category to actual ODS up to the current month.

    c. Planned Alterations or Significant Changes in Current Occupational or Skills Mix during the Next Three Years. Report progress up to the current month.

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     d. Personal Rank Assignments. In addition to the data provided, show the current status of PRA's in your Office.

     e. Number of Consultants and Re-employed Annuitants. Report the number on board up to the current month and compare this information to July 1974 on-board and July 1975 proposed figures.

     f. Estimated Voluntary Retirees. Contrast actual FY 1974 and FY 1975 retirements to date with your FY 1975 estimate.

3. To the extent possible, reports and comparisons may be made in the margin or extra space on your most recent APP submission.

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Assistant for Resources, DD/A

DDA/PS:RLS:kf (15 Jan 75)
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