

DD/M&S 74-2356

MEMORANDUM FOR: Director of Personnel
SUBJECT : Official Bulletin Board

Fred:

1. As you are aware, I am continuing to press Mike Malanick to come through with the delivery of additional bulletin boards so that they might be appropriately placed in other Agency buildings in the Washington metropolitan area. At the same time, as we are about to increase our coverage, I am increasingly concerned about the quality of material that is being placed on the one existing board in the Headquarters Building.

2. Most certainly it is much easier to be critical than to be constructive, but the following reflects some general observations which you might wish to check, confirm, and/or remedy.

a. Agency employees, particularly younger staffers, have shown a very genuine interest in the bulletin board when there is something reasonably worthwhile on display, as in the exchange of correspondence between the DCI and Senator Baker. I believe the [redacted] material was also a winner.

STATINTL

b. In the very recent past, the bulletin board has taken on the appearance of a DD/M&S property. The OTR posters do not help the cause in this respect.

c. Some items have remained on the bulletin board entirely too long. A 1973 memo from the DCI was on for months, and the code of ethics lasted for several weeks. (It seems two weeks would be a reasonable limit.)

d. It strikes me that the Office of Personnel is in a unique position to uncover interesting facts, statistics, and trends which cut across Directorate lines and are of concern to the entire Agency. A few examples which immediately come to mind include honor and merit awards; educational statistics on Agency employees; summer interns; summer-only employees; Presidential Classroom Program; homecoming day; visiting black professors; retirements; etc. The recent work on the memorial plaque caught the attention of Agency employees, and some background data might have been put on the board.

e. Quite aside from internal Office of Personnel efforts, is enough being done to encourage other Offices and other Directorates to participate? The Brookings Program is administered by the Office of Training, but it is an excellent example of a program which involves participation by all four Directorates. Possibly the five MAG groups would be anxious to contribute on a regular basis. If one wants to volunteer an interesting item, do they know where to send it?

f. There was a lot of Agency interest in the TV appearance of Marchetti on the Dick Cavett show. Possibly we could have given some advance warning on this event--something short and to the point.

g. The DCI was quite interested in giving wide dissemination to his speech of 3 May 1974 before the Los Angeles World Affairs Council. The 3-page pamphlet was unclassified, but it does contain significant information on how the DCI views the intelligence process. Possibly we would have gotten some easy mileage from that.

3. I am very much aware that responsibility for the official bulletin board is an administrative headache, and I also know that some elements of the Agency oppose its existence. Notwithstanding, I feel that with a little imagination and initiative, we can save paper, cut down on "notices" and improve communications. The Management and Services Directorate did not originate the idea of having a bulletin board, but we should attempt to get the most possible mileage out of it, within the reasonable confines of cover and security.

John F. Blake
Associate Deputy Director
for
Management and Services

25X1A EO-DD/M&S: [redacted] (31 Jul 74)

Distribution:

Orig - Adse

1 - DD/M&S Subject w/background (DD/M&S 74-2773)

1 - DD/M&S Chrono

1 - JFB Chrono

25X1A DD/M&S 74-2773: Memo dtd 11 Jul 74 to DD/M&S thru D/Pers fr [redacted], CIA Presidential Classroom Representative, subj: Presidential Classroom for Young Americans, 1974