

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2000/05/16 : CIA-RDP81-00261R000700040025-8

28 September 1979

MEMORANDUM FOR THE RECORD

FROM : Acting ADMAG Recorder
SUBJECT : Minutes of ADMAG Meeting of 17 September 1979

The meeting was called to order at 1500. In attendance were the following ADMAG members:

Margaret S. - OP
Elisabeth J. - OMS
Bill M. - OF
Robert P. - ISS
Helen R. - ODP

STATINTL The chairperson began the meeting with the announcement that Bill M.'s presentation on EAF would be postponed until he has a chance to meet with [REDACTED]. She also announced that the Weather Emergency Bulletin has not yet been written by OP. It was decided to let the matter ride until the end of October, and if by then the Weather Emergency Bulletin still has not been published to contact OP again.

The chairperson then requested, from the ADMAG representatives, suggestions for improving cafeteria service. These suggestions are to be incorporated into a memo which will be drafted by Larry P. and addressed to the head of the cafeteria. The main thrust of the memo will be to make suggestions which the ADMAG feels, can be easily implemented and at the same time make the cafeteria a more pleasant place in which to eat. The suggestions are as follow:

1. Be sure that the water dispensers all have their rubber grommets in place to prevent glasses from cracking.
2. Insure that all the water dispensers work.
3. Relocate the condiments from their present location in front of the hot dogs. Their present location makes it difficult to get food without one's necktie or blouse tie getting dipped in the relish, etc.
4. Use individual packages of salt and pepper rather than salt and pepper shakers to avoid the necessity of refilling shakers. This should be more sanitary and also result in cleaner tables. The individual packages could be located with the sugar in the cashier lines.

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5. During the lunch hour, use all the cashiers. If some are ill or on vacation, try to use a supervisor. Also, try to let cashiers have breaks at times other than the lunch hour.
6. Relocate the menu by suspending it from the ceiling at the entrance to the food area or placing it in the foyer outside of the cafeteria. This should eliminate some bottlenecks at the entrance to the food area.
7. Try to ensure that glasses and silverware are clean.
8. Keep the tables wiped off during the lunch hour.
9. Ensure there is always clean silverware available. It is frustrating to have twenty or thirty minutes for lunch and have to spend five waiting for silverware or trays.
10. Make sure that the tray carriers will hold trays.
11. Try to eliminate discrepancy in portions from day to day.
12. Keep the soda machines full during lunch hour. Perhaps this could be done by hooking tanks together or at least by keeping extra tanks in that area.
13. Improve the 'I don't care attitude' of personnel, especially the food servers.
14. Try to keep the ice machines full and in working order.
15. Develop a more practical traffic pattern in the serving area.
16. Try to solve the problems with the leaky roof.
17. Enclose the openings along the staircase with woodwork. There is a reluctance among some female employees to use the balcony facilities because of the open stairs and the tables clustered around them.

The DDA Exchange article has been turned in. Don is arranging for someone from Logistics to address ADMAG on energy in October.

Margaret S., chairperson, suggested and the ADMAG representatives agreed to consolidate the ADMAG files to create one historical file to be maintained by the chairperson. There will be a maintained table contents and index.

Robert P., our representative from the newly created Information Services Staff, presented an overview of this staff. The Staff consists of four divisions: Classification Review, Information Privacy, Records Management, and Records Control. Tom W. heads the Staff.

Under new business Robert asked the ADMAG'S opinion of several

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STATINTL

requests made to him. The areas involved were retirement benefits, the establishment of a real estate brokerage by the EAA, auto insurance to be offered by the agency, and a simple explanation of the process for accessing one's personnel records. The group suggested that the best response would be for the individual concerned to contact the office involved directly. Helen R. agreed to look at [REDACTED] titled Access to Employee Records to attempt to recommend a simpler explanation of the process for accessing personnel records.

STATINTL

[REDACTED]

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A G E N D A

ADMINISTRATION MANAGEMENT ADVISORY GROUP

Monday, 15 October 1979

1500 — 7D32 Hqs.

1. Approval of Minutes of 17 September 1979 meeting.
2. Discussion on Energy Conservation - Representative from Office of Logistics
3. Constructive Ideas for Improving GSI Cafeteria Service - Report by Larry P.
4. Discussion of Financial Status of EAF - Report by Bill M.
5. Consolidation of ADMAG Files.

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