


3 March 1977

MEMORANDUM FOR: MZ Career Board Members

STATINTL

FROM :   
Acting Chairman, MZ Career Board

SUBJECT : Personnel Policies and Procedures


1. In the recent address by Mr. May to ODP employees, he indicated that changes would be made in the near future in our personnel policies, particularly those dealing with promotion.

2. I have also found that our present Office Notices and Instructions, which cover various aspects of personnel administration and policy, need to be brought up to date. I have in mind incorporating these into an ODP Personnel Management Handbook similar to the one prepared by the DDA.

3. Please review the DDA Handbook and the following ODP (OJCS) publications which have been previously distributed:

Instruction 20-3-76, 6 Nov. 75  
Instruction 20-4-75, 2 Sept. 75  
Instruction 20-9-75, 19 Sept. 75  
Instruction 20-10-75, 5 Nov. 75

Notice 18-1-75, 30 June 75  
Notice 18-2-72, 30 Nov. 72  
~~Notice 20-8-76, 29 Mar. 76~~  
Notice 20-9-75, 27 June 75  
Notice 20-10-75, 27 June 75  
~~Notice 20-11-75, 30 June 75~~  
Notice 20-12-75, 30 June 75  
Notice 20-14-75, 30 June 75

4. As you review the ODP data, keep in mind Mr. May's interest in procedures that would require less frequent career board meetings and would be more in keeping with the tighter control now required over promotions. Make a list of major items that you think need to be prepared or changed for inclusion in the ODP Personnel Management Handbook and forward these  by 15 March 1977. I am asking him to supervise the drafting of the ODP Handbook.

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Distribution:

- 1 - C/SPS
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- 1 - DD/A/ODP
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- 1 - ~~CC~~/AS
- 1 - DC/AS
- 1 - EO
- 1 - O/D/ODP chrono
- 0 - O/D/ODP file

4 February 1977

MEMORANDUM FOR: Chairman, AE Career Board  
FROM : Clifford S. May, Jr.  
Director of Data Processing  
SUBJECT : Promotional headroom

When the Board submits a recommendation for a promotion in an organizational component which does not have promotional headroom in the approved TO, I would like the minutes to show what organizational component the required additional grade point will be taken from. I would also like a record of grade points that have been "borrowed" to be kept up-to-date.



Clifford S. May, Jr.

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cc: Secretary, AE Board  
DD/A/ODP  
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C/SPS  
EO/ODP