

30 SEP 1981

DD/A REGISTRY  
FILE: Personnel

MEMORANDUM FOR: Director of Personnel

FROM: [redacted] Deputy Director for Administration

SUBJECT: [redacted] - Nomination for Assignment as Director, Equal Employment Opportunity

REFERENCE: Memo to Multiple Addressees from D/Pers dtd 25 Sept 1981; Subject: Director, Equal Employment Opportunity Vacancy

1. The Directorate of Administration is pleased to nominate [redacted] for consideration as the replacement for Mr. Omega J. C. Ware, Jr., the Director, Equal Employment Opportunity.

2. From [redacted] entrance on duty with the Agency in 1950 until his reassignment to the Office of the Deputy Director for Administration in 1976, he served in a variety of assignments of increasing responsibility within the Office of Logistics. In [redacted] last assignment with the Office of Logistics, he was the primary action officer in the planning, implementation and execution of that Office's upward mobility program. During that period, [redacted] was innovative and aggressive in seeking to meet the goals and objectives of the Agency's EEO programs.

3. [redacted] came to the Office of the DDA in September 1976 to take charge of the fledgling DDA EEO program. Up to that time the Directorate's EEO function was fragmented among several Staff offices. [redacted] quickly consolidated the EEO function within the Directorate and became immediately productive in initiating programs for affirmative action concerning minorities. [redacted] has provided inspiration, guidance and direction to help this Directorate become the Agency leader in the fair and equal employment of our employees. [redacted] has vigorously pursued the employment of qualified minorities, and each year brings greater success in reaching a proper employee mix for this Directorate.

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4. [redacted] implementation of a viable and meaningful Directorate-wide upward mobility program (Project AIM) was especially noteworthy. As a result of his efforts in this Program, deserving employees were selected for and are serving today in responsible positions. [redacted] was also a major innovator in the development of the Full Utilization of Skills and Training Program (FUST) as well as the Special Career Tracking Program within the DDA. [redacted] also played an instrumental role in initiating a program to bring faculty members from minority institutions to the Agency for the summers. In addition, he has opened up new recruitment avenues with higher education institutions and with state employment services.

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5. During his entire assignment to the DDA EEO Staff, [redacted] has been aggressive, highly productive, dedicated, and committed to fair and equitable treatment of all employees and applicants. He has been an active member and served as Chairman of the DCI's EEO Advisory Panel. [redacted] has also gained a well-deserved reputation for giving equal and fair consideration to the role of management as well as to the rights of employees, and has ensured that proper communications exist between the two. He is a widely respected Agency authority on matters concerning EEO, and today, because of his efforts, the Directorate of Administration's EEO programs enjoy the reputation of being among the most successful and productive in the Agency.

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6. [redacted] maturity, experience, considerable talents, and comprehensive knowledge of EEO matters make him an excellent candidate to serve as the Agency's Director of Equal Employment Opportunity. This assignment would be beneficial to the Agency and also provide a most meaningful career development experience [redacted] Your most serious consideration of this excellent officer would be appreciated.

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[redacted]

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Attachment:  
Official Personnel File

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