

ORD-0789-76

3 May 1976

MEMORANDUM FOR: All ORD Employees  
 FROM: ORD MAG  
 SUBJECT: ORD MAG Survey Results

1. The ORD MAG Memorandum/Survey was distributed to all employees on 14 April 1976. Of 99 copies distributed, 48 were returned completed. The results are summarized below.

QUESTION (See Attachment)	VOTES		
	High	Medium	Low
1	23	11	13
2	17	10	19
3	12	23	12
4	13	18	16
5	20	18	10
6	15	12	20
7	24	10	14
8	31	9	8
9	6	24	18

2. In reviewing the results of this rating, it can be seen that the four highest ranking study areas are questions 8, 1, 7, and 5 in that order. With the exception of question number 1, which pertains to personnel procedures, there is a very heavy emphasis on administrative questions and the attendant paper work represented by questions 8, 7, and 5. Based on these observations, ORD MAG will undertake to investigate administrative procedures, scheduling, and paper work in an effort to identify mechanisms for streamlining procedures and eliminating unnecessary requirements.

ORD MAG SURVEY

1. Perform a comprehensive study of ORD practices for reviewing and rating employees. Develop explanatory descriptions of purposes and functions of various elements in this area, including the Career Service Panel, the Special Panel, the LOI, Fitness Reports, etc. Distribute results to employees to provide a better understanding of this process.
2. Investigate present techniques for customer liaison and coordination. Review methods for potential improvement.
3. Review Agency use of employee rotation and the effectiveness with which it might be used by ORD.
4. Discuss training experiences with ORD employees and develop recommendations to management on ways to improve training effectiveness.
5. Study the current ORD project initiation and review system and develop recommendations for restructuring and/or improvement.
6. Review Agency progress on the upward mobility concept and propose possible approaches that could be pursued within ORD. This would include the solicitation of suggestions and participation by the ORD Staff.
7. Develop and distribute to ORD an overall calendar for administrative actions. This would include programming, budgeting, fitness report reviews, and any other items which would aid scheduling and employee effectiveness.
8. In the face of snowballing administrative requirements and paperwork, review the need for and purpose behind various reporting requirements and recommend changes as appropriate.
9. Provide ORD employees with an alternative to personal meetings for communicating concerns to the D/ORD. This channel would employ ORD MAG to assemble and present these concerns and comments periodically to the D/ORD on a nonattributable basis.

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3. Since ORD MAG can only provide guidance to ORD management, this investigation will seek to identify and propose potential improvements. The continuing assistance of all ORD employees is solicited in identifying areas of potential improvement. The final results of this study will be made available to all employees as well as ORD management.

4. Your participation in this survey is gratefully acknowledged. ORD MAG will endeavor to provide an efficient channel of communication and a consolidated mechanism for use in identifying employee concerns and areas for management attention.

Attachment: ORD/MAG Questionnaire

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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