

STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 24, 1977

PERSONNEL MEMORANDUM 18-77

TO: ALL DEPARTMENT/Agency Heads

SUBJECT: Reduction of Backlogs

The Personnel Department has an urgent need to reduce the number of backlogged authorizations. To do this, it will be necessary to minimize the number of routine interruptions. For these reasons, Thursday afternoons, from 12:00 to 5:00 p.m., will be set aside to reduce backlogs and to train new personnel. It is, therefore, requested that agencies refrain from calling or visiting the Records Section or the Data Processing Section on Thursday afternoons until further notice. Bonafide emergencies may be directed to the Director of Personnel Administration on Thursday afternoons.

Your wholehearted cooperation in this effort is requested, since in the long run, it will benefit all agencies.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS