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Office Memorandum ~~CONFIDENTIAL~~ STATES GOVERNMENT

TO : Chief, Plans and Policies Staff, OTR

DATE: 20 October 1960

FROM : Chief, Assessment and Evaluation Staff, OTR

SUBJECT: Comments on Recommendations Contained in the IG's Survey of the Office of Training, Dated: 30 August 1960

1. There were very few comments in this report pertaining to the A&E Staff, however, there are three statements in the context leading up to recommendation one in that report to which I would like to respond. These pertain to the clerical testing program.

"The recruiters themselves present and score the tests worked out by OTR's Assessment and Evaluation Staff covering basic attitudes and personality factors. About 80% of all candidates are rejected in the present period for poor test scores and other deficiencies."

"The recruiters with a knowledge of the market and in view of the high CIA attrition rate question the need and results of A&E testing and, to them, unrealistic rate of rejection of candidates."

"Does the A&E testing applied to clerical candidates justify itself in light of present day attrition rates?"

2. The first quotation above is inaccurate. The A&E Staff is presently using the Short Employment Tests. The total administration time is fifteen minutes. It consists of three sections one on vocabulary, one on arithmetic, and one on clerical accuracy. No other tests are given as part of the clerical screening, so the statement pertaining to tests of personality is inaccurate.

3. The quotations in paragraph one above were discussed with C/FRE/POD/OP. He stated that it is a misunderstanding on the part of the IG's office. He believed that they were confusing the clerical test with the JOT selection program. He has checked this matter of testing of clerical candidates with his recruiters, and they are all in agreement that the present SET battery is working adequately and that there is no need for a change in this program.

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25 YEAR RE-REVIEW

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