

CGC9-1237
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CONFIDENTIAL

23 July 1959

PLAN FOR THE USE OF EMPLOYMENT AGENCIES IN THE RECRUITMENT OF MEDICAL DOCTORS

1. The Medical Staff has immediate requirements for four medical doctors, one for staff employment at Headquarters and three for contract employment overseas. These four positions should be filled in the next six months. In the following six months, three additional medical doctors will be required for contract employment overseas. The most successful recruitment in the past few years has resulted from advertisements placed in the Journal of the American Medical Association. This advertising has reached doctors who were over-burdened by 70-hour-a-week practices and by doctors who had set up practice in small towns only to find that it was difficult to build the practice rapidly. In recent months we have not received the proper quality or the proper quantity of doctors from these advertisements. This paper describes a plan to develop other sources for doctors in order to increase the quality and quantity of the candidates.

2. It is proposed that the Agency should use the following medical employment agencies in Chicago:

The Medical Bureau (Burneice Larson)
900 N. Michigan Avenue
Chicago, Illinois

The Shay Medical Agency
55 E. Washington Street
Chicago 2, Illinois

The Woodward Medical Personnel Bureau (Ann Woodward)
185 N. Wabash Avenue
Chicago, Illinois

3. These agencies charge a fee which is customarily billed to the employee but is often paid by the employer. As far as can be determined, CIA has not used employment agencies in the past because the legality of this procedure has been questioned. The following references concern the legality

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of using employment agencies:

a) The Federal Personnel Manual, Chapter X-1-18, Section III, states: "Commercial employment offices. -- The services of commercial employment offices shall not be used as a source of recruitment if the office charges the applicant a fee for placement in Federal employment. The Commission believes that there is a violation of democratic principles inherent in any procedure under which an applicant is required to pay a fee, either directly or indirectly, for securing Government employment. In some cases, the charging of fees in connection with appointment may be subject to prosecution under Title 18, United States Code." Consequently, the use of employment agencies is forbidden under Civil Service Commission regulations.

b) Public Law 141 of the 82nd Congress amends Section 215 of Title 18 of the United States Code by adding this paragraph: "Whoever solicits or receives anything of value in consideration of aiding a person to obtain employment under the United States either by referring his name to an executive department or agency of the United States or by requiring the payment of a fee because such person has secured such employment shall be fined not more than \$1000 or imprisoned not more than one year or both. This section shall not apply to such services rendered by an employment agency pursuant to the written request of an executive department or agency of the United States." It is proposed that the Director of Personnel request the services of an employment agency under the exception granted in the last sentence of the quoted Public Law. A sample letter to an agency is appended.

4. These medical agencies usually charge five per cent of the first year's salary. Since these doctors will be hired at GS-13 and GS-14, the maximum fee per doctor will be \$580.00. If seven doctors were hired through these agencies, the fees could total \$4060. However, some of the seven will probably be recruited through normal Agency channels. Payment of the fee by the employer should result in selection from a greater number of candidates. The Medical Staff is willing to charge this amount to their allotment number 0172-1010. The Office of Personnel pays normal recruitment costs but will not pay for the expenses of this unusual procedure.

5. When this plan is approved by the interested offices, overt contact by the Medical Staff and the Office of Personnel will be made with the three medical agencies listed. No classified information will be given. The agencies will be told only of our need for doctors and of the required qualifications. At the first meeting biographic information will be obtained concerning the representative of

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each agency with whom we deal. This biographic information will be sent to the Office of Security for their approval. When the procedure is completed, the only classified information which the agencies will have will be the names of the candidates whom we accepted.

CONCURRENCES:

SIGNED
JOHN R. SWANSON M.D.

Chief, Medical Staff

[Redacted]

acting General Counsel

[Redacted]

acting Comptroller

[Redacted]

acting Director of Security

/s/ Gordon M. Stewart

Director of Personnel

11 AUG 1959

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