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TAB

Fiscal Year 1965 - Cancellations

July Aug Sept Oct Nov Dec Jan Feb March April May June

A	21	29	23	21	20	15	14	16	18	19	17	42	= 255
B	1	5	2	3	1	0	1	3	2	2	1	6	= 27
C	6	5	4	9	11	10	0	3	8	8	2	5	= 71
D	3	2	4	1	2	0	5	0	4	1	1	2	= 25
E	0	0	1	0	0	0	0	1	1	0	3	0	= 6
F	0	1	2	1	1	3	7	1	1	2	1	9	= 29
G	2	2	2	1	2	3	4	0	5	0	3	2	= 26
H	0	0	3	0	4	3	0	0	4	1	3	6	= 24
I	5	5	10	7	7	4	8	3	5	8	5	11	= 78
J	0	0	0	0	0	0	0	0	0	0	0	0	= 0
K	0	0	1	2	2	1	0	0	0	0	1	0	= 7
L	1	1	1	0	1	0	0	0	0	1	1	0	= 6
M	0	0	0	0	0	1	1	2	0	0	0	0	= 4
N	3	7	7	10	5	6	7	7	6	2	11	6	= 77
O	0	0	0	0	1	1	0	0	1	0	3	1	= 7
P	1	1	0	2	5	3	3	4	1	2	1	3	= 26
Q	7	7	6	3	8	8	1	9	15	6	2	2	= 74
R	6	6	4	1	3	8	3	3	7	4	8	9	= 70

FORM 10 X 10 TO THE INC. 350-B
KEUFFEL & ESSER CO. MADE IN U.S.A.

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CAB

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MEMORANDUM FOR: Chief, Personnel Operations Division
SUBJECT : Clerical Assignment Branch Annual Report
Fiscal Year 1965

Functions

The primary function of the Branch is to select, process, control, supervise and assign to permanent positions the Agency's clerical personnel. This function includes (a) initial selection and processing of clerical personnel; (b) initial selection and processing of Spanish clerical employees - including special Spanish testing after they EOD; (c) initial selection and processing of the Special Secretarial Group; (d) interviewing each of these employees after they have entered on duty; (e) administering an overall personnel briefing; (f) making hotel reservations for personnel arriving from out of town.

The Branch is also responsible for (a) reproduction of all Personal History Statements used by the Personnel Office, including JOT; (b) preparation and dissemination of all correspondence relating to the activities of the Branch; (c) preparation of travel orders and arrangements for reimbursement of travel expenses for Spanish clericals; (d) preparation of travel orders and vouchers for all typist and stenographer EOD's living beyond the 50 mile radius of Washington, D. C.; (e) guidance to Agency personnel on housing problems; (f) maintenance and upkeep of the

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GROUP 1
Excluded from automatic
downgrading and
declassification

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building at 1016 - 16th Street; (g) responsible for the scheduling of classes, orientation, and DAT testing for new EOD's; (h) receipt, storage, and issuance of supplies for the building.

Work Force

The normal staffing complement during Fiscal Year 1965 consisted of 11 positions. At the present time one employee is on Maternity leave.

Production Figures

25X1A

- 1. Cases in process as of 30 June 1964.
- Applications received.
- New cases put into process
- Rejects.
- Cancellations.
- Entered on duty.
- Resignations after EOD
(Medical, Security or personal reasons)
- Number remaining in process as of 30 June 1965
- Employees in the Pool as of 30 June 1965
- Detailed to White House.
- Detailed to Personnel.



Attach. A)

Attach. B)

Assignments

- DDP
- DDI
- DDS
- DCI
- DDS&T
- Total

GROUP 1
downgrading and
declassification

"Summer Only" Program

Number of applications received	762	
Requirements	383	
Assignments	382	
(1 requirement cancelled)		(Attach. C)

2. Letters prepared and dispatched	8,267	
Reproduction "Xerox" copies	133,741	
Reproduction "Ozalid" copies	668,705	
Hotel reservations: Female	507	
Male	76	
EOD's reimbursed for travel		██████████
Total cost of travel reimbursement	\$16,974.25	

STATINTL

Problems met and solved

(1) The most important item to report during the Fiscal Year 1965 is the approval of the "Summer Only" program which was deleted in 1964.

(2) Throughout the Fiscal Year 1965 every effort was made to keep the on duty strength of the IAS at a minimum. This caused little concern for the most part because most Agency components had to reduce their clericals to authorized ceiling levels. As anticipated, all operating offices seemed to reach ceiling levels simultaneously and within a very short period of time the clerical situation had reached a critical point. It became very apparent that the only way to alleviate the situation was to request authorization for provisional clearances. As of 27 May 1965

this authorization was granted through 30 June 1965. As a result, we were able to increase the pool personnel to [REDACTED]. Due to the tremendous attrition of clericals it is necessary that this authorization be extended well into the Fiscal Year 1966. And it would appear to be more to the point to have this continued throughout the next twelve months.

STATINTL

(3) [REDACTED] was detailed to the UGF Drive for three months during this past fiscal year.

STATINTL

(4) [REDACTED] who for many years was Chief of IAS, retired 30 July 1964. He was replaced by [REDACTED].

STATINTL

STATINTL

Problems met and not solved

- (1) The Meridian Hill problem still exists.
- (2) CAB did not meet the clerical requirements to DDP.

Forecast

- (1) Based on outstanding clerical requirements the input by the recruitment office should be at least [REDACTED] or more.

STATINTL

Recommendations

- (1) Recruitment of clericals should continue at present levels.
- (2) Since most offices are lacking their much-needed clerical assistance for the major portion of each fiscal year, it may be wisest to authorize them to "stock pile" clericals when available in order to take care of



their many requirements during the "lean" months. This would also allow them to promote worthy clericals to more responsible positions - something they cannot do now in many cases due to our inability to replace them. It appears that such would more than likely raise the morale of the clericals to a great degree and perhaps cut down attrition which this situation now causes.