

O F F I C E O F P E R S O N N E L

A N N U A L R E P O R T S

1967

TAB

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15 July 1967

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director of Personnel
for Recruitment and Placement

SUBJECT : Annual Report of FY 1967 Accomplishments
and FY 1968 - FY 1969 Plans and Objectives

FY 1967 ACCOMPLISHMENTSINTRODUCTION

Although the future may hold more of the same in store, FY 1967 will be remembered as a year in which our Recruitment effort was challenged by on-campus picketing and anti-Agency demonstrations, and a considerable amount of adverse publicity. In FY 1966 there were only two demonstrations worthy of note. In FY 1967 there were twenty-seven! The degrees of harrassment ranged from a "silent protest" at Hunter College on 10 March--during which students carrying placards marched silently through the halls but did not interfere with recruiting--to the serious incident at Columbia University on 8 February in 25X1A9a which the demonstrators prevented recruiters [REDACTED] [REDACTED] from interviewing applicants by physically blocking the entrance to the interview room.

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As indicated below, nine of the twenty-seven incidents involved either physical interference with recruitment or cancellation of scheduled recruiting visits. (Please see Tab A for summaries of each of the twenty-seven incidents).

Cancellations

Columbia 16/17 Nov. 66
University of Mich. 2 Feb. 67
New York U. 17 Feb. 67
(Washington Square Campus)
Harvard 27/28 Feb. 67
Kent State 8/9 March 67

Interference

Brooklyn College 19 Oct. 66
New York U. 15 Dec. 66
(University Heights Campus)
Iowa 18-20 Jan. 67
Columbia 8 Feb. 67

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The RAMPARTS magazine article of mid-February 1967 pertaining to the National Student Association/CIA relationship precipitated an avalanche of adverse publicity. The affect of this publicity upon recruitment is the subject of a report written by the Deputy Director of Personnel for Recruitment and Placement. The Report is dated 29 June 1967 and is titled Campus Recruitment Impact of Recent Publicity. The report represents careful research, analysis and assessment of information submitted by our Professional Recruiters. As the findings are fully documented in the report, they will not be repeated herein other than to quote the following two statements with which we are in full agreement:

"It cannot be clearly established that the CIA-NSA expose by RAMPARTS magazine has had any crippling impact upon Agency recruitment in the last half of FY 1967."

"The most that can be said is that the RAMPARTS publicity did some harm and less good--good in the sense that it did awaken certain acceptable candidates to the possibility of career opportunities with CIA."

Despite campus demonstrations, unfavorable publicity and intensive competition from Industry and other government agencies, FY 1967 was a successful recruitment year. Although the year began with a deficit of some 500 employees and approximately [redacted] more left during the year, the Agency was at authorized ceiling strength on 30 June 1967. Of the total [redacted] employees who entered on duty during FY 19 [redacted] as a result of cases generated by personnel of the Field Recruitment Branch and the Washington Area Recruitment Office. Contract employees are not included in this figure. (Please see Tab B). 25X9A2 25X9A2

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WASHINGTON AREA RECRUITMENT OFFICE

The Washington Area Recruitment Office (WARO) moved from 1016 Sixteenth Street into attractive offices in the new Ames Center building on 12 August 1966. Apparently the move from the center of Washington to Rosslyn has discouraged, to some extent, the "curiosity seeker" type of applicant. The genuinely interested applicants, however, have had little difficulty in locating the new offices. Thus, even though fewer applicants were interviewed during FY 1967 than in the previous year, the number of EOD's actually increased.

In addition to the handling of routine cases, Chief/WARO and staff expeditiously processed a number of Special Interest cases throughout the year.

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COOPERATIVE EDUCATION

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Under the capable stewardship of [REDACTED] the Agency's Co-op and Summer Intern programs have made steady progress throughout FY 1967. Two new schools have been added to the original number in the Co-op program and approval has been granted to develop (in addition to the NPIC program) a limited Summer Intern program for advanced students in China Studies. Two important administrative provisions made during the year permit personnel of both programs to be hired on contract--not chargeable against staff ceiling--and to receive payment for travel. The first provision is very important in periods of tight personnel ceilings and the second makes us competitive with Industry in this respect. (Please see Tab D).

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NPIC RECRUITING

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At the beginning of FY 1967, the NPIC Recruitment Action Group (RAG) consisted of Recruiters [REDACTED]. During the first quarter, personnel requirements were essentially for Photogrammetrists and Photo Scientists. The recruiters visited leading cities promising recruitment potential and ran ads directed toward Photogrammetrists and Photo Scientists.

During the second quarter, emphasis was placed on recruitment of Mathematicians and Programmers. RAG recruiters visited small four-year colleges not appearing on the schedules of the regular field recruitment force.

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During the last half of FY 1967, NPIC was undergoing reorganization and definite recruitment requirements were difficult to establish. It was determined that three recruiters could not be fully utilized; therefore, Mr. [REDACTED] was reassigned to the Skills Bank. In February, [REDACTED] returned to the Recruitment Division where he was engaged in clerical recruiting until going on six months' LWOP in April. On 15 May, [REDACTED] was replaced by [REDACTED] as Special Recruitment Coordinator for NPIC. [REDACTED] is now the Professional Recruiter responsible for Washington, D. C., Northern Virginia, West Virginia, Maryland, and Western Pennsylvania.

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(Please see Tab E for statistics on results of the various advertising campaigns conducted in support of NPIC recruitment objectives).

CLERICAL STAFFING BRANCH

The long awaited move of the Clerical Staffing Branch (CSB) and the Interim Assignment Section (IAS) from 1016 Sixteenth Street took place on 7 April 1967. The new accommodations consist of portions of the third, fourth, and seventh floors of the Ames Center Building. The present space is considerably larger, brighter, newer, and more attractive than that previously available at the Sixteenth Street location.

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Now that CSB is located in office space adjoining mine, I have become even more cognizant of the harmonious and efficient manner in which the Branch carries out its numerous, important, and often tedious, responsibilities. (Please see Tab F).

EXTERNAL PLACEMENT BRANCH

This Branch renders services to the following categories of personnel:

- A. Individuals retiring from the Agency.
- B. Individuals separating from Agency employment. Although the majority of individuals in this category are being separated involuntarily, some are doing so voluntarily to seek employment elsewhere.

To date, the Branch has had a limited staff consisting

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[REDACTED]
Chief, Recruitment Division, has also assisted in the senior retiree cases.

Services performed by the Branch include: assisting individuals in the preparation of resumes or Forms 57, as applicable; reproduction of resumes in quantity; preparation and mailing of letters and resumes to prospective employers; and providing guidance in employment opportunities.

Present plans call for the incorporation of the functions performed by this Branch into an expanded Retiree Placement Counselling Staff headed by [REDACTED]

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(Please see Tab G for a summary of External Placement Branch FY 1967 activities).

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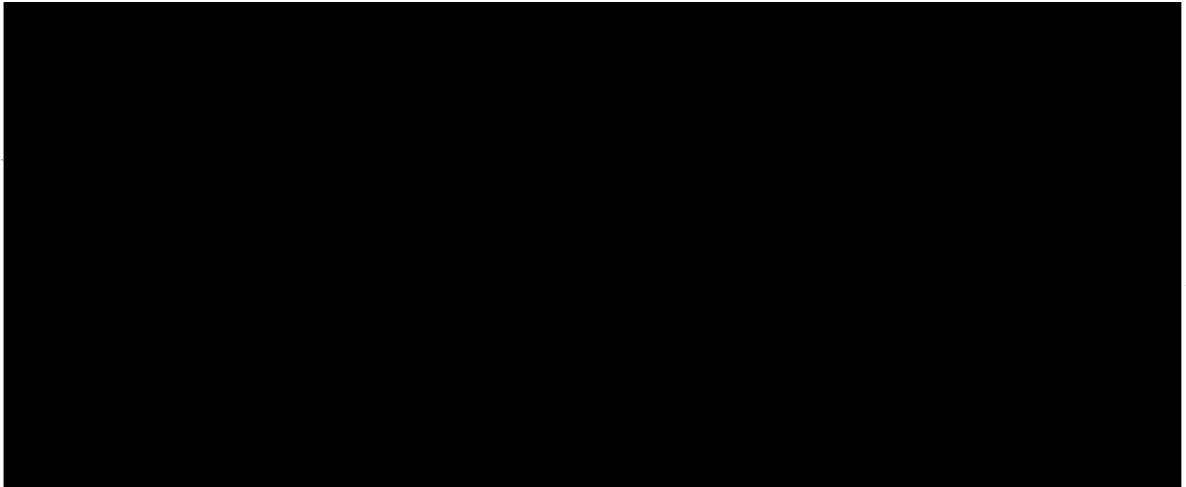
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RECRUITMENT DIVISION STAFFING

As mentioned earlier in this report, WARO and CSB are now located in the Ames Center Building. In addition to providing more pleasant offices and working conditions, this move has permitted more secure and expeditious handling of matters requiring consultation with, and action by, Chief, Recruitment Division. It has also resulted in greater Division esprit.



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(Please see Tab H).

RECRUITER CONFERENCES

During FY 1967, there were three Recruiter Conferences beginning with the Professional Recruiters in September 1966 at which all the Professional Recruiters were present. This was followed by the Spring Conference for the Eastern Recruiters only. The Clerical Recruiters' Conference was held in June 1967.

(Please see Tab I for the agenda of these conferences).

100 UNIVERSITIES PROGRAM

Due to the inroads on prime recruitment time, the annual Autumn running of the 100 Universities Program was postponed until a Spring 1967 scheduling. It was

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also decided to limit the speaker engagements to three dinners during the week as against the five to which we had adhered in years past. There was some feeling within the Agency, and among the recruiters themselves, that the attention focused on the Agency by student demonstrations and picketing argued for the cancellation of the program altogether in FY 1967; this decision ultimately was made, but only after nation-wide publicity in February and March pertaining to CIA financial sponsorship of National Student Association (NSA) activities overseas. Until this publicity broke, the position to hold the dinners had been taken. When the FY 1967 program was cancelled, recruiters were instructed to "take the campus pulse" throughout the Fall months of the 1967-1968 academic year with the view to reviving the program in the Spring of 1968.

UNIVERSITY ASSOCIATES PROGRAM

The Annual Conference of University Associates (agenda included in Tab I) was marked by low attendance (for reasons of overseas sabbaticals and conflicting campus schedules) and high appreciation for the outstanding briefings by the DDI components who carried the heavy end of the agenda load. Also, lively discussion with the Director of Personnel ensued as the result of the student picketing incidents then getting under way, serving to point up the need for future agenda to allow considerably more schedule time for consultation. Further, looking toward the future, the Director called for increasing the membership of the University Associates and making the annual dinner a stag affair. Approval was obtained and the preliminary work started with the view to adding University Associates from the following institutions (with Chicago, Georgia Tech, Rutgers, University of California at Berkeley to be added at a later date):

Arizona State University
Colorado
Columbia
Florida
Howard

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Louisiana State University
Minnesota
Mississippi
North Carolina
Notre Dame
Oregon
Penn State
San Diego State
Stanford
Tennessee
U. C. L. A.
Washington

RECRUITMENT DIVISION INNOVATIONS DURING FY 1967

Decentralized Correspondence

Based upon a recommendation of the Deputy Director of Personnel for Recruitment and Placement, a procedure was inaugurated in July whereby recruiters in the field would correspond directly with "write-in" applicants from their areas. Previously such correspondence had been accomplished from Headquarters.

A review of the results throughout FY 1967 indicates that this is an efficient, personalized and effective way of handling such correspondence.

(Please see Tab J, Item 1 for "Decentralized Correspondence" procedure).

"Follow-up" on Graduate Students

In November a system was established for maintaining contact with promising students pursuing graduate studies. Prior to adopting this system, the initiative for keeping the Agency informed of continued interest in employment was left to the applicant. Consequently, many desirable candidates probably fell by the wayside.

(Please see Tab J, Item 2).

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Headquarters Training/TDY for Senior Recruiters

During FY 1967, the Inspector General made an inspection of the Career Training Program. In his inspection report the IG recommended that Professional Recruiters be afforded an opportunity to participate more actively in formal OTR training and that they also be given, from time to time, TDY on-the-job assignments at Headquarters. These recommendations are now being complied with.

(Please see Tab J, Item 3).

Single Personal History Statement Copy

During the Eastern Recruiters' Conference, one of the recruiters asked if it would be possible to require applicants to complete only a single copy--rather than two--of our 17-page PHS. As it is almost impossible to use a carbon to make a duplicate copy, applicants must spend considerable time in completing both copies.

It was determined that if CSB (which is required to reproduce eight copies of each PHS submitted plus thirty copies of the summary page) could obtain a more efficient reproducing machine one PHS per applicant would suffice.

The Director of Personnel acted promptly. Approval was granted for the leasing of a Xerox 2400, capable of reproducing forty pages per minute. This machine is in operation, and applicants are now required to submit only a single copy of their PHS. Thus, one of the "hurdles" previously faced by applicants for CIA employment has been eliminated.

(Please see Tab J, Item 4).

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FY 1968 and FY 1969 PLANS AND OBJECTIVES

Recruitment Division's plans and objectives for FY 1968 and 1969 will reflect and be influenced by: the world situation; U. S. objectives and policies; the Agency's role and assigned missions; and personnel ceilings and attrition. Thus, predicting future recruitment plans and objectives is difficult as it is dependent upon numerous factors over which Recruitment Division has no control. Our mission for FY 1968 and FY 1969 will, as we see it, be the same as it has been: i.e., to put into the pipeline--in sufficient numbers and categories--enough qualified applicants to insure that the Agency's personnel requirements can be met.

Estimates by Plans and Review Staff/OP which forecast the numbers and categories of personnel required for coming fiscal years are excellent guides. Statistics are not yet available, however, to establish precisely how many applicants, by category, must be put into the pipeline to insure one EOD employee. Recruitment Division, therefore, relies upon the Deputy Director of Personnel For Recruitment and Placement to keep us advised of recruitment priorities so that recruiter efforts can be channeled most effectively.

We are aware that FY 1968 and 1969 may well prove to be the most competitive recruiting years thus far. The following, quoted from the July 14, 1967 issue of TIME, outlines many of the reasons:

"The supply of available graduates is stretched tighter than ever. One major reason is the high demand from the military. Many companies are now signing on people who are only weeks away from draft calls in the hope of getting them back after their two-year stint. Another factor in reducing the supply is that the number of students going on for graduate degrees is still increasing."

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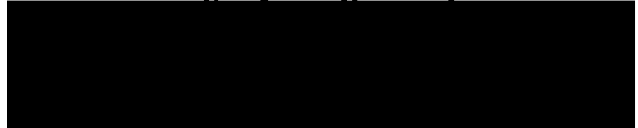
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"As demand intensifies, the prices go up. The Harvard Business School last week announced that its 648 new M.B.A.s had been hired at an average of \$11,300 a year, as compared with \$10,300 in 1966. According to the College Placement Council, the average starting salary for chemical engineers, last year's highest-paid group--at \$682 a month--has risen to \$733. Math and physics students are getting \$698, compared with \$648 in 1966. Even the \$589 that lowly humanities students got was a brisk increase over last year's \$547."

"Looking ahead, it can be expected that the spiraling commencement competition will increase. Labor Department statistics watchers note that an unusual shortage of people in the 35-50 age bracket will occur between 1968 and 1976, reflecting the low birth rate of 1933-41. They figure that the dearth of middle-agers for middle management will raise the ante for young graduates still higher."

In light of the foregoing, Recruitment Division and the recruiters recognize that maximum effort will be called for during FY 1968 and 1969. It is recognized further that we very likely will have to contend with further campus demonstrations. In this respect, we hope that officials of the institutions which may become involved will adopt more aggressive policies and actions which will insure our continued access to the campuses for recruitment purposes. To meet the increased competition, we anticipate that considerably more advertising will be necessary, and we will continually seek new sources of recruitment potential. The ever-present requirement for maintaining a high input of clerical personnel is recognized. Steps are being taken to insure, as much as possible, that Agency needs will be met in this most competitive category.

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Chief, Recruitment Division

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TAB

A

RESUMES OF DEMONSTRATIONS DURING FY 67

1. 19 October 66, Brooklyn College, Advance Notice

25X1A9a Leaflets were distributed on the 17th by members of W.E.B. DuBois Club, SDS and Youth Against War and Fascism. Recruiters were [REDACTED] from ORR. Picketing outside Student Union Building and toward noon three demonstrators sat down in front of doorway to interviewing room. After lunch interviewing room moved to Admin Building. However, "sit-ins" and other demonstrators actually interfered by reading material over shoulders of those being interviewed. University officials and campus police tried but were unable to cope with situation without calling N. Y. City Police. [REDACTED] therefore, elected to leave at 1500. Remaining applicants were interviewed at [REDACTED]

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2. 14 March 67, Brooklyn College, Advance Notice

Representatives from W.E.B. DuBois Club, SDS and Youth Against War and Fascism issued leaflets and from 60-100 demonstrated in front of Boylan Hall. Dr. Roberta Baker had wisely selected a room in Whitehead Hall for the interviews. This room was so situated that the hall entrance leading to it could be used to deny entrance. This was done by stationing a uniformed member of the campus police at that point. Dr. Baker had also pre-interviewed each applicant, in order to screen out non-bona fide ones, and had restricted the location of the interview room to approved applicants. Because of the foregoing measures, [REDACTED] was able to conduct all interviews with no interference.

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In addition to campus police, several uniformed members of NYC Metropolitan Police were present as were at least two plain clothes members of the Force. Cooperation of University and NYC Police was outstanding.

3. 25 October 66, California State College at Hayward, Advance Notice

25X1A9a SDS issued "flyer" and stationed themselves at door of Placement Office. [REDACTED] carried out interviews with no actual interference.

4. 25 October 66, City College of New York (CCNY), (Convent Campus)
1-day Advance Notice

Sponsors were SDS, DuBois Club, Young Socialist Alliance, and the Progressive Labor Party.

The Placement Director, other University officials and the Student Government cooperated fully. In fact, recruiter [REDACTED] 25X1A9a reported that if he had not been advised of the demonstration he would have been completely unaware of it. Demonstration was confined to the outside of the building and was virtually noiseless.

5. 15, 16, 17 November 66, University of Missouri (Columbia)
No Advance Notice

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Sponsored by SDS. Only about 12 people demonstrated for three hours on 15 November, about $\frac{1}{2}$ hour on the 16. None on 17th. Demonstrators passed out "flyers" and carried signs. Six signed up for interviews with [REDACTED] but only three showed up. Our University Associate at Missouri, Jack Matthews (Dean of Students) made counter-poster sign but didn't use. Otherwise no actual interference with interviews.

6. 15 November 66, Columbia University (New York), No Advance Notice

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[REDACTED] was scheduled to be on campus 15, 16 and 17 November. After lunch on 15 November, Alexander Clark, Placement Director, was advised by Dr. Laurence Chamberlain, Vice President of the University, that approximately 150 demonstrators were outside the interviewing rooms and demanding a "confrontation" with the recruiter. At

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[REDACTED] suggestion, and since it was indicated another demonstration was scheduled for the 16th, [REDACTED] cancelled his 25X1A9a schedule for 16th and 17th. Demonstrators were from the SDS. Anti-CIA flyers were distributed. It appeared to [REDACTED] that University 25X1A9a officials were "afraid of another Berkeley." Apparently no arrangements had been made by officials to counter the demonstrations.

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[REDACTED] rescheduled interviews [REDACTED] There was 25X1A a considerable number of newspaper articles on our being put off campus in N.Y. Times, Post, etc., also Washington Post. Up to 300 demonstrators participated in this caper. No disciplinary action taken.

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On 21 November President Kirk of Columbia spoke to over 800 students, faculty members and administrators and stated CIA would be permitted to continue recruiting at Columbia. A letter from [REDACTED] 25X1A9a [REDACTED] to President Kirk thanked him for his stand and advised that [REDACTED] was scheduled to return in February and appropriate safe-guards should be provided.

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7. 8 February 67, Columbia University, Advance Notice

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██████████ interviewed on 7 February 67 with no interference (last day of mid-term break and very few students on campus). On 8 February at 0930 approximately 25 vociferous placard carrying pickets were outside entrance to regular interviewing rooms. ██████████ went to sixth floor where a special interviewing room had been set aside for their use. At about 1100 hours 15-20 demonstrators gathered in front of entrance to room and physically blocked entrance. This situation lasted until 1530 when demonstrators left after ██████████ had signed an agreement not to recruit any more that date. Remainder of week, ██████████ interviewed at ██████████

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Several University officials (see Columbia file for names) tried to alleviate the situation by advising demonstrators they were violating University regulations and would be subject to disciplinary action. They also asked for student identifications. Demonstrators refused to leave and did not show their identifications. Photographs were taken of the "sit-ins".

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Although ██████████ had been advised on 6 February by the Placement Director that campus security guards would be present "all over the building", none were seen by ██████████. Chief, RD had been advised by ██████████ on 8 February by telephone that the University would not employ force against the demonstrators.

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SDS sponsored this demonstration. Numerous newspaper articles appeared on this matter.

Footnote to 15 November Columbia demonstration

The President of the Metropolitan New York College Placement Officers' Association, sent a letter to President Kirk on 22 November on behalf of the Board of Directors of the Association which expressed strong support of Kirk's position in regard to the rights of students to be interviewed by CIA. The letter also stated students had right to express their displeasure with a prospective employer but did not have the right to interfere with an orderly interview between student and prospective employer.

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Disciplinary Measures Imposed as a Result of 8 February Demonstration at Columbia

- (a) One (1) student was suspended for 1967-68 academic year
- (b) Nine (9) undergrads placed on disciplinary probation
- (c) Three (3) graduate students were censured.

8. 28 November 1966, University of California at Davis, No Advance Notice

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A small group of students distributed anti-CIA flyers and set up a table in front of the building in which the Placement Office was located. [REDACTED] had arrived on campus at 0900. The above action took place at 1200. Although the students wanted to "confront" Fred at a noon rally on the 29th, he declined and left the campus to meet other schedules at 1100 on 29 November. He experienced no interference with his interviewing. [REDACTED] did grant interviews to a reporter from the Sacramento Bee and a campus newspaper reporter.

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9. 14 February 1967, University of California at Davis, No Advance Notice

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[REDACTED] arrived on campus at 0845. A table had been set up outside the Placement Office and a bearded student was handing out flyers entitled "St. Valentines' Day Massacre." No one interfered with scheduled interviews and no pickets came into the building.

After returning from lunch, the Placement Director advised Fred that a fair number of students had gathered at the Quad at noon but as the microphone and loudspeaker were inoperable and a strong wind was blowing the crowd dispersed after 10 minutes.

10. 29 November 1966, Washington University (St. Louis, Missouri)
No advance notice

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4 SDS members passed out a one-page anti-CIA leaflet. [REDACTED] was asked by an SDS spokesman to engage in a debate on foreign policy with Dr. Caspary of the Political Science Department. [REDACTED] declined. Demonstrators did not interfere in any way. On 30 November, the last interviewee, a member of the SDS was interviewed by [REDACTED] Friendly.

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11. 6 December 1966, Boston University, 2-hour advance notice

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██████████ interviewed 6 prospects during the morning. After lunch he was informed by ██████████ that he would be picketed at 1530 hours. Earlier, upon his arrival, ██████████ had been informed that a campus newspaper reporter wanted to interview him at 1600 hours. As ██████████ had completed his interviewing prior to 1530, he left some literature for the reporter and departed. He was picketed in absentia by approximately 20 SDS members. The demonstration was broken up by water bombs dropped by other students from the Engineering Building.

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12. 12 December 1966, Hunter College (Bronx Campus), advance notification

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██████████ on this visit. Interviews were given to campus newspaper reporters. University officials had made excellent plans. As a result, demonstrators did not interfere with interviewing. Placement Director had pre-screened all applicants thus preventing "ringers" from appearing on the schedule and taking up time. The NY City Police Department had been notified of the proposed demonstration and on the preceding Friday the Dean of Students had notified the Students in writing of the agreed upon "Principles of Picketing." These principles prescribed picketing would be orderly and students would be required to remain on their feet at all times. The Dean reminded the demonstrators that violators would be immediately suspended.

Participants in foregoing demonstration were members of SDS and W.E.B. DuBois Club.

13. 10 March 1967, Hunter College (Park Avenue), No advance notice

Approximately 50 members of Hunter Students for Peace maintained a silent protest against ██████████'s recruiting visit. Students carried placards and marched silently through the halls from 1000 to 1600 hours. No interference with recruiting.

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14. 15 December 1966, New York University (University Heights Campus), no advance notice

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██████████ accompanied by a representative from DDS&T began interviewing at 0900. Anti-CIA placards were observed in the lobby of the Student Center building. Interviews were being carried out on 3rd

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floor of the same building. At 1130 demonstrators moved into the hallway outside the interview room. After lunch approximately 20 SDS "beatnik types" sat in hall in front of door to room in an effort to block the entrance. This plan did not work as applicants were able to enter the interview room via the Placement Directors office. Thus [REDACTED] was able to conduct interviews with a minimum of interference. All in all the demonstrators were relatively well behaved. Placement Director, Irene Charles, was most cooperative.

15. 17 February 1967, New York University (Washington Square Campus)
advance warning, cancellation

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On 15 February, [REDACTED] received a call from Mr. Whiteman, Assistant to President Hester (Washington Square Campus). Mr. Whiteman reported that, in light of the incident against [REDACTED] and [REDACTED] at Columbia the preceding week, a much more active demonstration was likely at NYU. There was reason to believe that the demonstration would be of such magnitude that arrests would be made and that the faculty would not support efforts to force access to our recruiter. He then asked Jim to call off his visit. 25X1A9a

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Based on the foregoing, [REDACTED] was instructed to cancel the 17 February date and plan to interview prospective applicants from NYU [REDACTED]. The University would provide applicants with [REDACTED]'s phone number. Later in the afternoon, Mr. Whiteman again called Jim to say that "if you want to struggle through with this (the visit) we are behind you. However, since your goal is the recruitment of good people, we feel this goal would be best achieved if you interview the students at your own office." 25X1A9a

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The recruiting date for 17 February at NYU was cancelled.

16. 18, 19, 20 January 1967, University of Iowa

Afternoon of 17 January, a group of SDS members read an open letter to Dr. Bowen, President of the University of Iowa condemning CIA. After completing the letter, the group asked [REDACTED] if he would leave the campus. His answer was "no". Shortly thereafter, approximately 30-40 students jammed into the interview room and the hallway outside the room and sat down. Unable to continue interviewing, [REDACTED] gathered his materials and proceeded to the main Placement Office. The protestors followed. Several minutes later the campus police arrived on the scene and [REDACTED] was able to interview the remainder of the applicants for the date in the Placement Director's office. Applicants were escorted in and out of the interview by members of the campus police. The demonstrators remained until the last interview was completed. 25X1A9a

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arrival) nor was he aware of the planned demonstration.

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Later in the morning, [redacted] was asked by a member of the SDS if he would address a group of students at 1630. After clearance from Headquarters, [redacted] agreed to do so. After lunch, more placards had been posted, many very close to the interview area.

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At 1630, [redacted] met with a group composed of 5 students. He parried questions of a policy nature by referring to Headquarters for such items.

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[redacted] was able to conduct all scheduled interviews, however the location of the interview section in an area not sufficiently protected from noise interference by demonstrating students, left something to be desired.

20. 27, 28 February 67, Harvard University, Advance notice, cancellation

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[redacted] was notified by [redacted] DCS that SDS was planning a demonstration against CIA when [redacted] visited the campus on 27-28 February. In anticipation of the demonstration, C/RD assigned [redacted] to accompany [redacted] on 27-28 February.

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On 17 February [redacted] was notified by the Placement Director at Harvard that CIA "will not be welcome on campus for the scheduled recruiting dates 27-28 February. [redacted] was further advised that if he was to recruit on campus, the Dean and half the faculty would join the demonstration against CIA. D/PERS instructed [redacted] to contact [redacted] and inquire as to the position Harvard would take toward [redacted]'s visit. [redacted] stated it would be very unwise to recruit and that he and the entire academic community were outraged at the recent NSA-CIA relationship as revealed by Ramparts Magazine. In light of the situation, D/PERS instructed [redacted] to cancel his visit to Harvard and to carry out recruitment at [redacted]."

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21. 8 March 67, Western Washington State College (Bellingham, Wash.), Advance notice

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Recruiter [redacted] arrived on campus during the afternoon and visited the Placement Office. "Flyers" urging participation in the demonstration had been issued earlier in the day and the college newspaper had an article announcing the demonstration. On 8 March about 25 young men and women, carrying signs and handing out "flyers", gathered in front of the Placement Office at 1300 hours. The Placement Director was asked by several of the group if they could interview the

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CIA recruiter. This was not possible because all interviews had been scheduled 10 days earlier.

The demonstrators and pickets left the Placement Office at 1415. They did not physically interfere with applicants nor did any heckling take place.

This demonstration was reported to have been carried out by members of the Bellingham Committee to End the War in Viet Nam.

25X1A9a

Office of Security's representative in the area worked closely with [REDACTED] during this incident.

22. 8-9 March 67, Kent State University (Ohio), Advance notice, Cancellation

25X1A9a

Recruiter [REDACTED] was scheduled to recruit at Kent on 8-9 March. On 7 March he received a call from the Placement Director (speaking for the Administration) that a student demonstration was planned to protest CIA recruitment at Kent. As Kent had never experienced a demonstration the administration was at a loss to know how to cope with one. Additionally it was surmised that the President of Kent would have to explain the disturbance to the State Legislature. In light of the foregoing, [REDACTED] was asked to cancel his visit to Kent. He was also requested not to interview students at a motel or hotel in Kent.

25X1A9a

25X1A9a

[REDACTED] cancelled his visit and made arrangements with Kent's Placement Director to interview applicants from Kent in Cleveland, Ohio, during the period 27-31 March.

23. 17 March 67, Long Island University (Brooklyn, New York), No advance notice

25X1A9a

When recruiter [REDACTED] arrived on campus at 0930 a protest demonstration was in progress. Pickets were carrying signs and passing out leaflets. Approximately 15 demonstrators remained outside the interviewing room throughout the day; however, they were quiet and orderly and did not interfere with [REDACTED] nor the students he interviewed.

25X1A9a

Organizations involved were the SDS and Student-Faculty Committee Against the War in Viet Nam.

24. 23-24 February 67, University of Wisconsin (Milwaukee Campus)
No advance notice

Upon arrival on campus at 0900 23 February, Recruiter [redacted] was advised that several student organizations had registered with the Dean of Students their intentions to protest and demonstrate against CIA recruitment on campus. Two TV stations and reporters sought interviews with [redacted] but these were denied. 23 February passed without incident. On 24 February about 40-50 students demonstrated in orderly manner outside the closed interview area but did not prevent [redacted] from carrying out his recruiting duties.

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25X1A9a

25X1A6a

Office of Security representative [redacted] was on hand during this incident and lent considerable moral support to [redacted] as well as keeping him informed on happenings outside the interview booth.

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Following organizations were involved in this demonstration:

- SDS
- UWM Young Democrats
- Student Ironist Organization
- Committee on C. O. and the Draft
- Student-Faculty Committee to End the War in Viet Nam
- B'nai Brith Hillel Foundation
- Snide Magazine
- Anthropology Club (unofficial representation)
- Mid Continental Model UN.

25. 11-12 April 67, University of Wisconsin (Madison), Considerable advance notice

This constitutes perhaps the most involved demonstration thus far. It does, however, point out quite clearly that a determined stand (by the Recruiter and University Officials) can pay off.

25X1A9a

Originally [redacted] planned to interview at Wisconsin 6-10 March, however, because of recent disturbance caused by demonstrations against Dow Chemical Corporation, Roy Luberg - U of W University associate advised postponement to 11-14 April. Because of press buildup and mounting tensions it was agreed [redacted] would recruit off-campus at the Downtowner Motel. Later, University officials - from the President on down - agreed that it would be better to interview on campus and that full support would be forthcoming as agreed. Because of the large number of applicants, Recruiters [redacted] were dispatched to assist [redacted]. Recruiters were supported by U. of Wisconsin's Security section and campus police. Fifteen uniformed

25X1A9a

25X1A9a

25X1A9a

Security Officers were in the area and an additional 25 were made available.

Although demonstrators were estimated to number over 500 and applicants were hissed as they entered and left the interviewing room, they were not physically prevented. A total of 53 applicants were interviewed.

25X1A6a

O/S representative [REDACTED] was again present and afforded considerable aid to the recruiters.

25X1A9a

[REDACTED] gave off-campus interviews to reporters.

Recruiting was carried out on 12 April also without physical obstruction by demonstrators.

25X1A9a

It should be mentioned that the manager of the Downtowner Motel (where [REDACTED] originally planned to conduct interviews), because of pressure put on him by leaders of the demonstrators, asked [REDACTED] not to recruit there. 25X1A9a

Involved in the Wisconsin incident were: SDS, University-Community Action Party and the Committee to End the War in Viet Nam.

The cooperation extended by the University Administration, in addition to use of Campus Police Force, included issuance of picketing guideline procedures by the Dean of Student Affairs, and a statement issued by the Chancellor which spelled out the steps the University would take if protestors interfered with University operations and that all means would be taken to preserve the peace.

26. 23 February 67, Vassar, No advance notice

As has been his custom at Vassar, Recruiter [REDACTED] spoke to a group of some 80 Vassar students during his recruiting visit on 23 February. Many of the group were members of the local SDS. Many questions, based on leaflets which had been passed out concerning alleged CIA activities, were asked. [REDACTED] answered only those questions pertaining to employment and referred all others to Headquarters. 25X1A9a 25X1A9a

An article which was written by a "stringer" for the NY Times, was toned down by the Public Relations Officer of Vassar.

27. 25, 26 April 67, University of Minnesota, Extensive advance notice

25X1A9a
This incident received considerable advanced publicity because of the "Love" theme by Citizens in Love group (CIL) - sponsored by SDS. Signs displayed such statements as: "Love. Peace is patriotic. Love doesn't require spies." On 25 April the CIL held a rally expounding the "Love" theme. This group, limited in number, passed out bouquets and balloons. CIL was opposed by members of the Young Socialists Alliance and Committee Against the War in Viet Nam non-militant and carried such signs as "Chase the Murderers off the campus." All in all there were perhaps a greater number of students for, rather than against ██████'s presence on campus. One water bomb was dropped on the demonstrators and a large sign displayed reading "Love CIA."

The demonstrators did not interfere with ██████ nor with the applicants he interviewed. Because of general lack of support and enthusiasm, the 26th passed without incident.

25X1A9a

This particular incident again demonstrates the effectiveness of adequate backing by school administration. In this instance, Campus Police were not called out but they were in readiness. In addition, the University of Minnesota requires groups wishing to hold rallies, demonstrations, or conduct picketing, to register their intentions with the Student Activities Bureau and approval must be obtained. Violators of applicable University of Minnesota regulations are subject to immediate expulsion.

Office of Security representatives were again very helpful and cooperated fully with Recruiter ██████ throughout this incident.

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TAB

B

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TAB

C

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FIELD RECRUITMENT BRANCH

FY 1967 Statistics

Clerical Recruiters (6)

EOD's

Clerical
Commo
CTP
Other (Professional)



25X9A2

SI's

Professional Recruiters (18)

EOD's

Clerical
Commo
CTP
Other Professional



25X9A2

SI's

TOTALS - Professional & Clerical Recruiters (24)

EOD's

Clerical
Commo
CTP
Other Professional



25X9A2

SI's

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TAB

D

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6 July 1967

Cooperative Education Program

I. FY 67 Accomplishments

A. Early in the year two more schools were added to the twelve visited last year in order to develop our Co-op Program: Drexel Institute of Technology and Purdue University.

B. Our concentration during this year was on interviewing students at the schools which previously had agreed to work with us. One aim here was to get representation, no matter how small, from as many of the schools as possible in order to start developing a reputation on as many campuses as possible. The Coordinator took a representative of the operating office or offices concerned on each interviewing trip. By the year's end we had signed up co-ops from 10 of the 12 schools in the program (see Appendix I).

C. During the year two new components joined the program, Office of Computer Services and the Technical Services Division. OCS already has 3 co-ops aboard and we hope to have TSD started this Fall.

D. An administrative change was made during the year in the employment status of co-ops. Approval was granted to employ them on contract and, as intermittent employees, not count them against staff ceiling; a flexibility important during any period of tightening personnel ceilings.

E. We have urged all the University Coordinators of Cooperative Education with whom we have developed a relationship to visit the Agency, see their students and be briefed to the extent possible as to what the students are doing. First, all coordinators have been cleared through SECRET. Next, a planned tour and briefing was developed in NPIC within security limitations. OCS has done the same. To date, coordinators from 7 universities have visited us and seemed most enthusiastic with what we could show them. They fully understand the security restrictions necessary.

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F. At four schools we have been able to employ an interviewing technique that is most helpful to the interviewers as well as to the interviewees. This is a group meeting of interested students that precedes individual interviews. At such a gathering the Agency story and the Co-op Program can be presented once and questions answered. More meaningful interviews can then be held with those individuals whose interest has been sustained. Such meetings have ranged from the most informal to a carefully planned presentation with slides. We will continue to try to get other schools to let us do this.

G. Because of a stated interest by NPIC in Forestry students as possible photo interpreters, we talked to the Forestry Department of Virginia Polytechnic Institute and urged them to join the Cooperative Program at VPI. They did so and we now have 2 such students signed up.

H. The Agency Co-op Coordinator has made a point of having an exit interview with each student finishing his first work period with the Agency [REDACTED]. So far, all have been enthusiastic about their experience and have wanted to continue. He plans to see them once or twice again during their work experience here, especially at the close of it.

.25X1A6a

I. In addition to the NPIC Summer Intern Program, approval was granted to develop a limited one in certain DDI offices for advanced students in China Studies. Out of a target of 7 such specialists, we were able to EOD 5. In NPIC we have 8 Interns this year against 3 last.

One principle upon which the Summer Intern Programs were based was that of allowing us access to undergraduates in schools or departments that did not have cooperative education programs. The NPIC and China Studies programs this summer opened up 9 such to us (see Appendix II).

J. Of course the pay-off in any Cooperative Education Program is the number of students who elect full-time employment with the Agency after graduation. It is still too early to have any meaningful statistics. However, in the last year 2 of the Summer Interns in NPIC have graduated and 1 came to us full-time, the other went elsewhere. In COMMO, 10 graduated, of which 3 came on board, 2 selected other employment and 5 went on to graduate school with statements of varying interest in returning to the Agency after getting an advanced degree.

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APPENDIX I

Schools Providing Co-ops

Northeastern University	2
Virginia Polytechnic Institute	5
University of Missouri/Rolla	6
University of South Florida	6
Georgia Institute of Technology	3
University of Louisville	3
Rochester Institute of Technology	4
University of Florida	1
Drexel Institute of Technology	5
Purdue University	3

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APPENDIX II

Schools Providing Summer Interns

Dartmouth	2
Princeton	1
University of California - LA	1
University of Indiana	1
Cornell	1
Rensselaer Polytechnic Institute	1
East Michigan University	1
Rochester Institute of Technology (Photo Sciences School)	3
University of Illinois (Geography Department)	2

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~~SECRET~~II. FY 68 and 69 Plans and Objectives

A. In the next two years it is planned to expand the number of students in the Co-op and Summer Intern Programs to the following figures (COMMO will remain the same - 16 Co-ops):

	<u>'68</u>	<u>'69</u>	
NPIC	30	40	Co-op
	15	15	S. I.
IAS/DDI	8	4	Co-op
	8	4	S. I.
OCS/DDS&T	10	10	Co-op
OCI	3	4	S. I.
ORR	3	4	S. I.
OBI	4	5	S. I.
TSD/DDP	8	16	Co-op

B. It is probable that several new schools will have to be brought into the program as the co-op student requirements rise; perhaps 5 or 6 during this period.

C. We hope some additional offices of the Agency can be brought into the program; some discussion with the Office of Finance has already been held as well as with OSA and FMSAC of the DDS&T. The Office of Logistics will also be approached.

D. As our experience increases and participating offices learn how many co-ops and interns they can best handle at any one time, we plan to develop firmer planning figures detailing the maximum number of students in each office by academic discipline, by school and by academic schedule.

E. We plan to have had all Cooperative Education Coordinators in schools participating with us visit the Agency.

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TAB

E

~~SECRET~~NATIONAL PHOTOGRAPHIC INTERPRETATION CENTERLocal advertising for Photo Scientists, Photogrammetrists,
Physical Scientists, Engineers.

	<u>CITY</u>	<u>RESPONSES</u>	<u>INTERVIEWS</u>
2-12-66	Houston, Texas	11	1
2-16-66	Dallas, Texas	2	0
2-20-66	Oklahoma City, Okla.	5	1
2-22-66	St. Louis, Mo.	13	7
3-6-66	Minneapolis, Minn.	20	3
3-9-66	Milwaukee, Wisc.	10	0
3-13-66	Louisville, Ky.	12	4
3-15-66	Chicago, Illinois	6	4
4-3-66	St. Louis, Mo.	44	19
4-8-66	Little Rock, Arkansas	(Ad appeared in Memphis paper)	1
4-10-66	San Antonio, Texas	15	7
4-12-66	Albuquerque, N. M.	11	5
4-13-66	Memphis, Tenn.	(Total loss-ad mistake by Agency)	
4-14-66	Santa Fe, N. M.	0	0
5-9-66	San Francisco, Calif.	55	17
5-12-66			
5-16-66	Sacramento, Calif.	10	2
5-17-66			
5-18-66	San Jose, Calif.	12	4
6-28-66			
6-30-66	Detroit, Michigan	2	1
5-30-66	Greensboro, N. C.	5	1

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FY 1967 NPIC ANNUAL REPORT
(CON'T)

6-1-66	Charlotte, N. C.	2	1
6-2-66			
6-5-66	Columbia, S. C.	4	2
6-6-66			
6-7-66	Charleston, S. C.	4	2
6-8-66			
7-25-66	Los Angeles, Calif.	43	13
8-1-66	San Diego, Calif.		
8-3-66			
8-22-66	Kansas City, Mo.	16	4
8-23-66			
8-24-66	Omaha, Neb.	14	7
8-26-66			
8-29-66	Minneapolis, Minn.	6	1
8-31-66	St. Paul, Minn.		
9-1-66	Madison, Wisconsin	3	1
9-2-66			
9-26-66	Rolla, Mo.	4	0
9-27-66	Columbia, Mo.	4	0
9-29-66	Tulsa, Okla.	4	0
9-30-66			
10-2-66	Wichita, Kas.	8	3
10-3-66			
10-5-66	St. Louis, Mo.	16	6
10-24-66	Buffalo, N. Y.	6	1
10-26-66	Rochester, N. Y.	5	0
11-11-66	Albany, N. Y.	4	2
	Schenectady, N. Y.		
11-17-66	Utica, N. Y.	0	0

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Colleges Visited for purpose of recruiting Mathematicians.

	<u>COLLEGE</u>	<u>INTERVIEWS</u>	<u>RECOMMENDED</u>
10-5-66	Slippery Rock State	12	6
10-6-66	Erie	3	2
10-10-66	Edinboro State	14	2
	Southern State College, Ark.	3	1
10-11-66	Alliance College, Ohio	12	2
	Arkansas A&M	2	0
10-12-66	Clarion State	38	19
	College of Ozarks	3	1
10-13-66	Indiana State	26	11
	Little Rock	0	0
10-17-66	St. Bonaventure Univ.	8	1
	East Central State	15	5
10-18-66	Alfred	8	0
10-19-66	Canisus College	career conference	
	Oklahoma City	4	1
10-20-66	College of Buffalo	11	2
	Northeastern College, Okla.	8	4
10-21-66	College of Geneseo	11	1
10-25-66	St. John Fisher	10	1
10-26-66	Fairmont State	5	3
10-27-66	College at Oswego	8	1
	Frostburg State	4	3
10-28-66	College at Courtland	19	1
	Shepherd College	4	4
11-1-66	Bluefield State	1	1
	Juniata College	9	3
11-2-66	Concord College	8	7
	Shippensburg State	4	1

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~~SECRET~~Colleges Visited
(CON'T)

11-3-66	Roanoke College	1	1
	Gettysburg College	0	0
11-4-66	Millersville State	4	2
11-7-66	Iona College	16	3
	Ursinus College	7	2
11-8-66	Jersey City State	0	0
11-9-66	Siena College	8	2
	Newark State	22	2
11-10-66	Union College	3	1
	Montclair State	0	0
11-14-66	St. Lawrence College	15	3
11-15-66	Ball State Univ.	0	0
11-16-66	Hartwick College	5	1
	Anderson College	2	1
11-17-66	Mariam College	8	1
11-18-66	Butler Univ.	1	1
11-25-66	N. Michigan Univ.	13	10
11-29-66	High Point College	3	0
11-30-66	Appalachian State	14	4
12-1-66	Belmont Abbey	13	1
12-2-66	Central Piedmont	7	1
	Detroit Institute of Tech.	4	2
12-5-66	Furman University	5	0
12-6-66	Newberry College	4	2
12-7-66	Winthrop College	21	11
12-8-66	Pembroke State	19	2

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The advertising in April for Photo interpreters produced the following results:

<u>NEWSPAPER</u>	<u>RESPONSES</u>	<u>INTERVIEWS</u>
New York Times	29	1
Chicago Tribune	9	1
Boston Globe	11	1
Denver Post	6	0
Philadelphia Inquirer	8	0
Omaha World Herald	2	1
Norfolk Va. Ledger-Pilot	0	0
Army Times	5	0
Air Force Times	9	0
Navy Times	8	0

Assessment of replies from the three editions of the Military Times are now being assessed. Interviews are projected and reflect a more favorable response ratio in this instance than in the major news city media utilized.

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TAB F

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

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SUBJECT: Clerical Staffing Branch Annual Report - Fiscal Year 1967

Work Force

The normal staffing complement during Fiscal Year 1967 consisted of 11 positions.

Production Figures

25X9A2

- 1. Cases in process as of 30 June 1967
- Applications received
- New cases put into process
- Rejects
- Cancellations
- Entered on duty
- Resignation after EOD
 (Medical, Security or personal reasons)
- Number remaining in process as of 30 June 1967
- Employees in the Pool as of 30 June 1967
- Detailed to White House
- Detailed to Personnel

Assignments

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

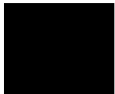


"Summer Only" Program

- Number of applications received
- Requirements
- Assignments
 (Scheduled to EOD in July 1967 9)
- **Includes Summer Only who resigned 29 June 1967
- *11 Transferred to IAS Rolls from other Offices and detailed to White House

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~~CONFIDENTIAL~~

SUBJECT: Clerical Staffing Branch Annual Report - Fiscal Year 1967

2. Letters prepared and dispatched	12,219	
Reproduction "Xerox" and "Ozalid" copies	840,000	25X9A2
Hotel reservations		
EOD's reimbursed for travel		
Total cost of travel reimbursement		 25X1A
(8 vouchers still outstanding making total of )		
Overall average per person	\$37.31	25X9A2
SSG's entered on duty		4
SSG's remain in process		5

Activities during Fiscal Year 1967

(1) The most important item to report for Fiscal Year 1967 is the fact that DDP's clerical requirements were exceeded by 25. This could only be accomplished to the detriment of all other offices.

(2) The Clerical Staffing Branch move from 1016 - 16th Street to Ames Center Building was accomplished 7 April 1967. We feel that the morale of personnel assigned to the Interim Assignment Section has improved as demonstrated thru less absenteeism and fewer personal conflicts.

(3) Because of the influx of Clerical EOD's after June graduation, it was necessary to locate another apartment building for temporary housing purposes. Arlington Towers Apartments was added to the list. Rates are \$3.00 per day and EOD's are required to sign a monthly lease inasmuch as day to day rentals are prevented by zoning laws.

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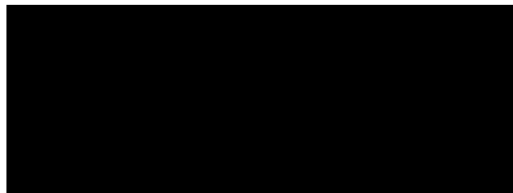
~~CONFIDENTIAL~~

SUBJECT: Clerical Staffing Branch Annual Report - Fiscal Year 1967

At the end of the 1st month our personnel are given the option of renewing for a second month or moving to an apartment of their own choice. The EOD's seem to be quite delighted with the accommodations provided by Arlington Towers and the nearness of their housing to their place of employment.

(4) 160 new Remington manual typewriters were donated to the Interim Assignment Section by the Office of Logistics. No cost to the Office of Personnel.

(5) A new "2400 Xerox" and Collater machine was installed on 3 June 1967. Needless to report, it was a most welcome addition. The reproduction of the Personal History Statements was quite a problem with the old Xerox and Ozalid machines which were subject to constant breakdowns, thus creating a backlog at all times. The new "2400 Xerox" is not only nicer to look at, but it is a pleasure to operate. It reproduces 40 copies per minute. We truly appreciate this magnanimous gesture by the Office of Personnel.



Chief, Clerical Staffing Branch

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TAB G

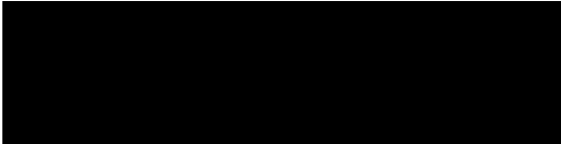
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6 June 1967

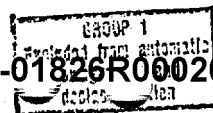
MEMORANDUM FOR: All Recruiters (FY 67-54)
SUBJECT : Personal History Statement

1. The Xerox 2400 is now in operation. Therefore, from now on only one copy of the Personal History Statement per applicant need be forwarded to Headquarters.

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Chief, Recruitment Division

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EXTERNAL PLACEMENT BRANCH

FISCAL YEAR 1967 ACTIVITIES

Attached are the necessary statistics to show the volume and the results of the efforts of the Branch. The statistical reports are in two parts: Attachment A, Retiree Placement, and Attachment B, Separate Placement.

A. Retiree Placement

A careful analysis of the retiree data will show that the likely field of endeavor in which to develop a second career is education, the National Students Association flap notwithstanding. This Branch has heard of no qualified candidate rejected by the academic world because of his Agency affiliation.

Last year's report indicated that the vast majority of retirees planned to remain in the Washington area. This continues to be the trend.

During the past year the Branch has installed a flexoline and visible index filing system that affords almost instant reporting. Furthermore, a daily activity report is made to the Chief and Deputy Chief of the Recruitment Division and circulated through the External Placement Branch in order to keep all hands informed of specific cases. We have acquired a flexowriter which has proven indispensable to whatever small success the Branch may have had, and the arrival of the new Xerox 2400 in the Clerical Staffing Branch is already paying dividends in time and appearance of reproduced documents. In addition, we have expanded our library.

Particularly in the past six weeks or two months, there has been a small but significant increase in the number of requests for personnel received from both the private sector and from other government agencies. This is attributed to the large canvas afforded by the use of the flexowriter, the weekly attendance at the Interdepartmental Placement Committee meetings, the personal contacts of members of the staff and to the reputation and acquaintances of other members of the Division, Office and Agency.

B. Separatee Placement

During fiscal year 1967, the External Placement Branch handled a separatee case load of 329, as compared with 220 for fiscal year 1966, or an increase of 109 cases. During fiscal year 1967, we diverted to some extent in our monthly reporting. In 1966 and earlier, separatees desiring assistance only in the preparation of a 57 or resume were reported by number only, whereas in 1967

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they were reported by name. While the amount of service rendered in each case is not great, it does add a significant work load. One important factor emerges as a result of this change. The effectiveness percentage will be down since many of the separatees were leaving the area, and there are no figures on their placement.

Just prior to the closing of fiscal year 1966, routine reference work was transferred from the Branch. This has resulted in a decrease in fiscal year 1967 of 585 replies to Employment and Examination Inquiries, as compared with fiscal year 1966. As had been anticipated, the transfer of this work has resulted in the availability of more time for counselling, job search efforts and preparation of correspondence on behalf of both separatees and retirees.

C. Advertising

During the second quarter of fiscal year 1967 a new method of advertising control was installed. The Agency now utilizes the control numbers. As a result, we are better able to identify bills, pink routing sheets and responsible Agency components. At the end of fiscal year 1966, the Agency had a total obligation of \$16,040. At the end of fiscal year 1967, our obligation amounts to \$1,631.

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GS-13 GS-7 to GS-4 to
& up GS-12 GS-6 Total

DCI				
Placed				
Other Services		1		1
Pending				
Total:				1

DDP				
Placed	2	1		3
Other Services	8	4	1	13
Pending	4	4	1	9
Total:				25

DDI				
Placed		2	1	3
Other Services	5	4	2	11
Pending	7	4	1	12
Total:				26

DDS&T				
Placed				
Other Services	1			1
Pending	1			1
Total:				2

DDS				
Placed	1	3		4
Other Services	2	5		7
Pending	2	5	3	10
Total:				21

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SEPARATEE PLACEMENT CASES - 1 July 1966 to 30 June 1967

Total Number of Cases Handled 329
 Cases Open as of 1 July 1967 125
 Cases Closed 204

<u>Analysis by Grade</u>	<u>Cases Handled</u>	<u>Remained Agency*</u>	<u>Placements</u>			<u>Resigned ** No Position</u>	<u>Open</u>
			<u>Government</u>	<u>Private</u>	<u>Industry Total</u>		
GS-12 and above	54	5	2	1	3	7	39
GS-7 to GS-11	150	14	20	23	43	29	64
GS-3 to GS-6	<u>125</u>	<u>4</u>	<u>41</u>	<u>19</u>	<u>60</u>	<u>39</u>	<u>22</u>
	329	23	63	43	106	75	125

* Remained Agency includes those employees who eventually were reassigned in the Agency or those who showed no further interest in looking for external opportunities. In the latter case their voluntary external interest had been concurred by Management.

**Of the 75 no placements, 30 were leaving the area and consulted EPB for advice on CSC examination and private industry leads just before resigning.

OFFICIAL CONTACTS WITH FEDERAL INVESTIGATORS 367

EMPLOYMENT AND EXAMINATION INQUIRIES 241

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TAB **1**

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20 July 1966

DD/PERS/RP MEMO TO: Professional Recruiters

SUBJECT: Decentralized Correspondence

1. I believe there are many write-in candidates whose letters can best be answered in the field by letter or, locally, by phone. I suggest that it would strengthen the Agency's image and personalize the response to have this correspondence handled regionally by a Personnel Representative of the Agency.

2. I do not think it would place any great burden on the secretaries concerned and I think they would welcome the opportunity to use more of their initiative in such matters. As you know, most of these letters fall into patterns that would clue your secretaries as to how you would want the letter handled. I'm sure we haven't handled certain write-ins the way you would have had us do. Be our guest.

3. We shall soon start relaying "NR" letters to you for direct reply. We ask that all letters be acknowledged promptly and indicate that "Mr. E. D. Echols, our Director of Personnel, has forwarded your letter of given date to me for reply." When I say promptly, I do indeed mean for the field secretaries to sign certain replies, as Secretary to Personnel Representative, when the situation requires; for example, "Mr. E. D. Echols, our Director of Personnel, has forwarded your letter of 20 July to [REDACTED] 25X1A9a Personnel Representative. I am holding your letter for [REDACTED]'s return from (leave, Montana, Washington, D. C.) on 28 July--or [REDACTED] will return to Portland on 28 July. In the meantime, I know he would want me to forward these preliminary forms to you for your completion and return."

4. By this technique, the applicant's original letter and subsequent letters to you, together with copies of your replies (or Memo of Telecon), will be forwarded to Headquarters for the permanent record when you submit your IR or otherwise close out the case. We prefer that all letters be typed by your secretary; some of you are pretty fair typists, we know, but, on the other hand, I see nothing but thumbs.

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- 2 -

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5. If the write-in is obviously a COMMO or clerical candidate, and your territory is shared with a specialized recruiter, your secretary will still prepare the letter for your signature, indicating, for example, "I shall ask [REDACTED] of this office to contact you on the occasion of his next trip to Akron."

6. We shall be reasonably selective as to the letters we send you, weeding out and handling here, as best we can determine, the kiddie letters, non-applicants, misfits, etc., but we can't guarantee a perfect screening operation. I am anxious to start decentralized correspondence now so that we can iron out some of the lumps while you are here in September.

[REDACTED]

25X1A9a

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Recruited on 9 Feb 1966

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23 November 1966

C/RD MEMORANDUM FOR: All Recruiters (FY 67-11)

SUBJECT : "Follow-up" on Applicants Planning Graduate Study

1. This memorandum prescribes procedures and defines responsibility for maintaining more effective contact with promising students who have indicated an interest in CIA but who plan graduate work prior to acceptance of employment. Up to the present there has been no established method for maintaining such contact. For the most part, the applicant is expected to exercise his own initiative in keeping the Agency informed of his continued interest and availability. This method has probably resulted in loss to CIA of a considerable number of well-qualified individuals. If CIA is to realize maximum benefit from this primary source of high-quality talent, a more active and dynamic follow-up program--with the Agency exercising the initiative--is needed.

2. For purposes of efficient administration and establishing "follow-up" responsibilities, it is necessary to distinguish between those individuals who have applications in process and those who have not. Procedures for handling these two categories will be as follows:

A. Individuals in process

1. Initial responsibility is with the Placement Division. Notification that the individual has elected to pursue graduate studies in lieu of Agency employment will usually reach Headquarters via telephone or correspondence. If the name of graduate school, degree being sought and applicable dates are not available from the initial notification, the Placement Officer

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GROUP 1
Excluded from automatic
downgrading and
declassification

concerned will see that the applicant is sent a courtesy letter stating that his application has been cancelled and requesting that he complete and return the enclosed, stamped addressed card (see Attachment A). At this point, the applicant's file will be held in suspense up to ninety days while awaiting return of the card. If no word is received within the 90-day period, the file will become inactive.

2. As soon as the information indicating the individual's graduate school plans is available, the entire file will be sent to the Recruitment Division. The Recruitment Division will notify recruiters of each such student entering graduate schools in their areas. Recruitment Division will also maintain a "tickler-file" for purposes of insuring that recruiters follow-up these prospects on a timely basis.

3. After the above action has been taken by RD, the file will be forwarded to the Applicant File Section with a notation that the file be held in suspense until a specified date in the future.

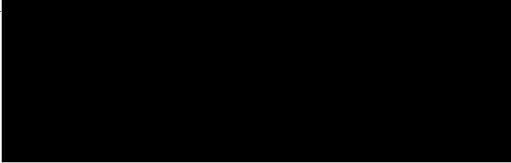
B. Individuals not in process

1. Frequently, recruiters will interview promising students who are interested in career possibilities with the Agency but who plan graduate study prior to submitting applications. In these instances the recruiters should inquire into the individual's graduate study plans, i.e., name of school, degree and courses sought and applicable dates. If this information is not known at the time of interview, the interviewee should be given a self-addressed postcard (see Attachment B) and asked to return it to the recruiter as soon as the desired information is known. When an individual's

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finalized graduate study plans are known to the recruiter, the recruiter will forward this information to the Recruitment Division for inclusion in the "graduate student tickler-file". The recruiter will forward this information on all such prospects even though the individual may undertake his graduate study in the home territory of the recruiter doing the interview. We realize that recruiters are fully capable of following up on outstanding prospects; however, maintaining a "tickler-file" at Headquarters will insure continuity in event a recruiter is transferred, seriously injured or otherwise incapacitated.

2. In those instances where prospective applicants plan graduate study in other recruiters' territories, responsibility for contact will be assigned to the appropriate recruiter by Recruitment Division.



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TAB

2

12 May 1967

MEMORANDUM FOR: Chief, Recruitment Division

SUBJECT : Summer TDY Headquarters Assignments
for Senior Recruiters

1. In keeping with the Inspector General's recent recommendation that field recruiters be given more Headquarters training and on-the-job assignments, which will give them a better understanding "of the factors affecting applicant processing" and the "workings of the Agency," I have asked the below named recruiters to give us a hand in the Skills Bank in accordance with the following schedule:

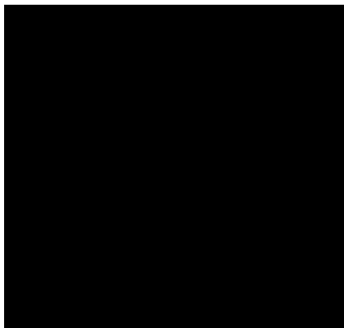
29 May - 9 June

12 June - 23 June

26 June - 30 June

10 July - 21 July

24 July - 4 August



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2. With the transfer of [redacted] to [redacted] on 22 May, 25X1A9a and with no prospect at the moment of a third person to assist [redacted] in the Applicant Selection Branch, we have much to gain from the assistance the above recruiters can give us and there is much that they can learn in the process that will be helpful to them. All understand that they are to report to [redacted], Room 5E61 Hqs, at 25X1A9a 0830 on the Monday their tour commences.

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25X1A9a

3. It would be well if [redacted] could arrange the annual physical examinations for these recruiters while they are in Headquarters on these tours.

*Requested
5/17/67*

25X1A9a

[redacted]
Deputy Director of Personnel
for
Recruitment and Placement

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Pouched to All Professional Recruiters, [REDACTED] on 5/24/67.

and 25X1A9a

22 May 1967

MEMORANDUM FOR: Professional Recruiters

SUBJECT : Headquarters Training for Professional Recruiters

1. Having recently completed his inspection of the Career Training Program, the Inspector General's report touched upon the wisdom of affording professional recruiters the opportunity of more active participation in formal OTR training. We can support the thought wholeheartedly, but have pointed out (a) the limited offerings during the, for us, off-season summer months and (b) the problem of adding to the time most recruiters already are spending away from their home and family during the academic recruiting year.

2. The course that is considered by all concerned to offer the best over-all tune-up for all recruiters, experienced and new, is the Intelligence Review Course, given twice a year for professionals at middle and senior levels from all segments of the Agency. Please refer to a copy of the February 1967 OTR Bulletin, the next time you are at Headquarters, for a detailed description of this course. Personnel who have completed this course recommend it highly, and we have agreed to enroll in it all professional recruiters over the next two or three years.

3. For your advance planning purposes, we will start with the Western Recruiters and tack the two-week IRC on to the end of the one-week semi-annual Spring Conference in 1968. Since the IRC normally is given in early May, this would mean a late April conference. Specific dates will be furnished when known. For the time being, the recruiters who should plan on their being enrolled are:

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4. A copy of one of the small unclassified text books used in this course is being sent to each regional office for retention as an Office copy. It is National Intelligence, published by the Industrial College of the Armed Forces for use in its correspondence course in "The Economics of National Security." This is an excellent book, with an interesting list of "Suggestions for Further Reading." Read the book. Copies for applicants are out of the question, so don't raise it.

 25X1A9a

Deputy Director of Personnel
for
Recruitment and Placement

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TAB *I*

25X1A

Approved For Release 2000/08/16 : CIA-RDP80-01826R000200090002-3

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Tuesday	13	0900-1100	1000 Key	Director, Office of Central Reference and Staff.
STATSPEC		1100-1200	1000 Key	[REDACTED]
		1330-1430	1000 Key	Director, Office of Basic Intelligence and Staff.
		1500-1600	1000 Key	Director, Office of Research and Reports and Staff.
		1600-1700	1000 Key	Chief of Support, Office of Logistics and Staff. ^{Director}
Wednesday	14	0900-0930.	1000 Key	Chief and Deputy Chief, Recruitment Division.
25X1A9a		0930-1030	1000 Key	[REDACTED], CIA Equal Employment Opportunity Officer.
		1030-1200	1000 Key	Chief and Deputy Chief, Recruitment Division.
		1330-1700	1000 Key	Deputy Chief, Technical Services Division and Staff.
Thursday	15	0900-1100	1000 Key	Senior Officials, Office of Current Intelligence.
25X1A9a		1100-1200	1000 Key	[REDACTED], Special Assistant to Director of Personnel for Cooperative Education.
25X1A9a		1300-1700	1000 Key	[REDACTED], DDP/OPSER/P.
Friday	16	0900-1700	706 Ames	General Discussion between DD/Pers/R&P, C/RD, DC/RD, and Recruiters.

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AGENDA FOR SPRING CONFERENCE OF EASTERN RECRUITERS

April 17 to 21 1967

17 April

5-E-62 Hqs. Bldg.	1300-1500	DDP/OPSER Personnel Requirements and Status of Recruitment
	Coffee Break	

5-E-62 Hqs. Bldg.	1530-1700	Recapitulation with Recruiters
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18 April

1216 Ames Bldg.	0930-1130	Joint Session with Chief/CTP and staff
	Lunch	

5-E-62 Hqs. Bldg.	1300-1400	Tour of Skills Bank
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5-E-62 Hqs. Bldg.	1415-1515	Business Session with Director of Personnel
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5-E-62 Hqs. Bldg.	1530-1630	Unscheduled
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	1630-1730	Unscheduled
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19 April

5-E-62 Hqs. Bldg.	0900-0945	OSP Personnel Requirements and Status of Recruitment
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7-D-34 Hqs. Bldg.	1000-1100	Acting Deputy Director of Support
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7-D-34 Hqs. Bldg.	1100-1200	Executive Director-Comptroller
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Lunch

5-E-62 Hqs. Bldg.	1300-1350	ORR Personnel Requirements and Status of Recruitment
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5-E-62 Hqs. Bldg.	1400-1450	OSI Personnel Requirements and Status of Recruitment
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5-E-62 Hqs. Bldg.	1500-1600	OCS Personnel Requirements and Status of Recruitment
5-E-62 Hqs. Bldg.	1600-1730	Deputy Director/Pers/R&P

20 April

707 Ames Bldg.	0900-1030	Chief, Recruitment Division and Deputy Chief, Recruitment Division. Discussion of Recruitment Policies, Prodedures, and Administrative items.
5-E-62 Hqs. Bldg.	1115-1215	Attend Director of Personnel's Weekly Staff Meeting

Lunch

5-E-62 Hqs. Bldg.	1330-1430	Cooperative Education and Summer Intern Programs
5-E-62 Hqs. Bldg.	1500-1600	NPIC Personnel Requirements and Status of Recruitment
	1600-1730	Unschedules

21 April

707 Ames Bldg.	0900-1200	Chief, Recruitment Division and Deputy Chief, Recruitment Division General Discussion
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 CLERICAL RECRUITERS' CONFERENCE

19-23 June 1967

	<u>JUNE</u>	<u>HOOR</u>	<u>ROOM</u>	<u>AGENDA</u>		
25X1C	Monday	19	0830	Physical examinations - men only		
			1000	Physical examinations - women only		
			1245	Physical examinations - continued; women only		
			1400	706 Ames	Meeting with Chief/RD, Deputy Chief/RD, [REDACTED] Staff	
	Tuesday	20	0900	5E62 Hqs.	Meeting with Director of Personnel, Deputy Director of Personnel, and Deputy Director of Personnel for Recruitment and Placement	
				1030	1A53 Hqs.	Tour of Cable Secretariat/ODCI
				1300	GDO404 Hqs.	Tour of Office of Computer Ser- vices/DDS&T
				1500	1D4135 Hqs.	Tour of the Records Integration Division OPSER
	Wednesday	21	0900	706 Ames	Meeting with Chief, Clerical Staffing Branch/RD and Staff	
				1100		Tour of new Interim Assignment Section
				1400	2D03 Hqs.	Meeting with Director of Communi- cations and Staff
STATSPEC	Thursday	22	0930	1004 Key	[REDACTED]	
				1030	1211 Key	Meeting with Administrative Staff, Office of Finance/DDS
				1300	1201 Ames	Meeting with Personnel Officer, Office of Logistics/DDS

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		1500	706 Ames	CSPS Personnel on the Special Secretarial Group (SSG) and Language-qualified clericals
Friday	23	0930	706 Ames	Roundup with C/RD and DC/RD

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TAB J