

6 July 1966

MEMORANDUM FOR: Chief, Placement Division

SUBJECT : Clerical Staffing Branch Annual Report
Fiscal Year 1966

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 and French clerical employees - including special Language testing prior to EOD; (c) initial selection and processing of the Special Secretarial Group; (d) interviewing each of the regular employees after they have entered on duty; (e) administering an over-all 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 CTP; (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 and French clericals; (d) preparation of travel orders and vouchers for all typists, stenographers, clerks, couriers, etc., living beyond the 50 mile radius of Washington, D. C.; (e) guidance to Agency personnel on housing problems; (f) maintenance and upkeep of the building at 1016 - 16th Street; (g) responsible for the

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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 1966 consisted of 11 positions.

Production Figures

- 1. Cases in process as of 30 June 1965
- 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 1966
- Employees in the Pool as of 30 June 1966
- Detailed to White House
- Detailed to Personnel

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Assignments

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

"Summer Only" Program

- Number of applications received
- Requirements
- Assignments
 (Scheduled to EOD in July 1966 ___9)

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2. Letters prepared and dispatched	10,227
Reproduction "Xerox" copies	145,472
Reproduction "Ozalid" copies	1,018,304
Hotel reservations: Female	
Male	

EOD's reimbursed for travel
 Total cost of travel reimbursement
 (10 vouchers still outstanding making total [redacted])

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SSG's entered on duty
 SSG's remain in process
 Spanish clericals in process
 French clericals in process

Activities during Fiscal Year 1966

(1) One of the long standing problems has been the objections of the female EOD's to being housed at the Meridian Hill Hotel for Women. A happy solution was reached this year when arrangements were completed for EOD housing with three apartment units all within walking distance of 1016-16th Street. In September 1965 [redacted] agreed to accept our girls, and the [redacted] Charges are \$2.50 and \$3.00 per night and the EOD's are not committed to any specific length of occupancy but are free to move whenever they like.

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(2) A new system for scheduling medical and polygraph appointments was instituted in November 1965.

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(3) The scheduled move to Ames Building on 19 March 1966 was postponed indefinitely.

(4) In April 1966, authority was granted for the payment of travel of provisionally cleared typists and stenographers. In June 1966, authority was granted for the payment of travel for clerks/couriers, etc.

(5) The 1966 "Summer Only" program was the largest in the history of CIA. . . 514 requirements. Recommendations for changes in the yearly Notice will be sent under separate cover.

(6) A long established procedure in IAS processing of having all EOD's read the Security Regulations prior to the first day Security Briefing has been changed. In May 1966, the Office of Security ruled that no new employee was to be permitted to read their Regulations until the employee had completed his physical examination and his polygraph interview. We have, of course, conformed to the OS directive though it does add somewhat to the administrative load of operating the IAS, particularly at peak periods.

(7) [REDACTED] reported to CSB on 1 June 1966 as Deputy Branch Chief.

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Chief, Clerical Staffing Branch

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