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300661

INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 July 1960 - 30 June 1961

New Employees

Clerks.....	
Clerk-Typists.....	
Clerk-Stenographers.....	
Miscellaneous (Other).....	
Professionals.....	
Total	

25X9

Type Clearance

Full Clearance.....	
Provisional Clearance.....	
Total	

Minimum, Maximum and Daily Average

Minimum number of personnel for one day.....	
Maximum number of personnel for one day.....	
Daily average.....	

Number of employees referred to Appointment Clerks for assignments...

Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officers, office of assignment.....

Resignations

Security, medical and personal reasons.....	72
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Memoranda to Pay Roll Branch certifying leave balance from other

Agencies.....	39
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Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday....

36

Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses.....

66

Work Project Man Hours

Typing.....	36,424
Clerical.....	52,516
Total	<u>88,970</u>

Personal History Statement Sets.

25X9

In addition, requests totaling approximately [redacted] were received for separate forms of PHS's, Appendix I, Clerical Brochures, Report of Medical History, Personal Resume, Certificate of Proficiency, Language Data Form, Employment Information Agreement, etc.

25X9

REV DATE	22 JUL 1961	BY	029725
ORIG CLASS	C	TYPE	o/c
ORIG CLASS	C	REV CLASS	C
JUST	22	NEXT REV	Roll
AUTH	HR	HR	10-2

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25X9

Bus tickets issued (approximately).....



NOTARY PUBLIC

Average weekly Notary Public service for official use and assistance to Agency employees.....

10

SUPPLY

The IAS is responsible for the requisition, maintenance and issuance of the diverse types of supplies, forms and equipment used by the various offices in the building. Two-to-three provisionally cleared employees are continuously trained to perform this service.

TRAINING FILMS

Each week four training films are obtained from the Film Branch, OCR, and one is shown daily. The running time for the film averages one hour and a half. Two-to-three male employees are continuously trained to operate the projection machine. For the rest of the summer, while the population is high, two travelogues and four training films will be shown weekly.

INSURANCE PROGRAM LECTURE

Each Tuesday morning at 0930 hours, immediately following the IAS Orientation, a representative of the Insurance Branch conducts a one-hour lecture for new personnel on the Agency hospitalization and insurance benefits program.

CLERICAL TRAINING INDUCTION SECTION, OTR, LECTURE

Following the Insurance and Hospitalization lecture, at 1030 hours a representative of the Clerical Training Induction Section explains the clerical training program.

EMPLOYEE SERVICES ORIENTATION

On 1 May 1961 the Employee Services Orientation for new personnel was official transferred to I Building. Also, at the request of the Employee Services Branch, the assembling and responsibility for the information contained in the EOD Folder was transferred to that office.

HOUSING, BULLETIN BOARDS AND CAR POOLS

Continuous widespread Agency interest in this triple function requires the services of a full time employee plus the assistance of a male employee to post the bulletin board notices three times a week.

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