

~~COPY~~

~~CONFIDENTIAL~~
Security Information

9 October 1952

Chief, PPD

Chief, CRB/PPD

Interim Assignment Branch

25X1A9a

1. I visited IAB today on the invitation of [REDACTED] to talk to some of the clerical employees who had just entered on duty. [REDACTED] explained that these new employees had complained to her that our recruiters misrepresented the job to them.

25X1A9a

2. After talking with this group of five or six girls, answering their questions and explaining, wherever possible, the reasons for some of the delays and inconveniences that they were now being exposed to, I was convinced that the basic problem was not what the recruiters told them originally in the field, but rather a morale problem due to their reception by CIA when they first entered on duty. They had numerous questions of a varied nature which no one had answered satisfactorily during their initial processing. A proper orientation lecture when they first entered on duty would have been the answer.

3. The first impression that the new employee has of CIA is all-important and is carried by him throughout his career with the Agency. For this reason, we can never do enough to make this first impression a good one. [REDACTED], the new Chief of IAB, agrees that many improvements could be made to help their morale while the employee is involved in the necessary processing and clearance procedures. We further agreed that these improvements should be in the form of excellent orientation lectures, informative training courses and in combatting the prevalent attitude that these employees should merely be kept busy.

25X1A9a

4. It is respectfully recommended that this very important morale problem be brought forcefully to the attention of those who can bring about aggressive policies and training methods at the point where the individual first enters on duty and in the Interim Assignment Branch.

[REDACTED] 25X1A9a

PPD/CRB/JRW;aap (9 October)

Distribution:

Orig. and 1 - Chief, PPD
1 - Chief, IAB
1 - CRB File

~~CONFIDENTIAL~~
Security Information

~~COPY~~