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25 February 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)  
FROM : Assistant Director (Personnel)  
SUBJECT : Personnel Ceiling for Clerical Pool

1. PROBLEM. To estimate the size and review related aspects of the clerical pool in light of the new personnel ceilings.

2. FACTS BEARING ON THE PROBLEM.

a. The relative scarcity of clerical personnel, particularly typists and stenographers, makes it difficult to recruit people for this kind of work.

b. The demand for clerical personnel is great enough that these individuals are able to locate immediate employment in other Federal and private agencies and are consequently unwilling to remain unemployed during the period required for full CIA security clearance.

c. The quality of presently available clerical people is such that some refresher training in job skills (office practice, typing, shorthand, etc.) is frequently desirable prior to assignment on the job.

d. Approximately 160 people in clerical positions were separated from CIA during November and December 1951 and January 1952. It is estimated that the turnover rate in this category will continue or possibly increase slightly as the On Duty strength of the Agency increases to full ceiling. Additional clerical vacancies are continuously created as personnel in these categories are promoted to higher grade positions.

e. It is believed desirable to have fully cleared employees immediately available in the Pool to fill Agency clerical vacancies. Since it ordinarily takes 90 days or longer to obtain full security clearance, accessions of provisionally cleared personnel in monthly increments of [redacted] will result in approximately [redacted] persons undergoing security clearance assigned to the Pool on a continuing basis.

f. It is important to secure replacements for clerical personnel as rapidly as possible in order to relieve professional and technical personnel of clerical duties.

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g. A proportionate number of vacancies remaining under the newly established ceilings are for clerical personnel.

h. An estimated margin of 15-20 per cent of provisionally cleared clerical people will be lost due to security disapprovals and resignations prior to final clearance and job assignments.

3. ACTION RECOMMENDED. It is recommended that a personnel ceiling of  be established for the clerical pool in order to provide a steady flow of fully cleared, well trained clerical replacements.

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*for* F. TRUBEE DAVISON

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