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20 Jan. 52

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Pool

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Recommendations:

1. that Personnel be relieved of all responsibility for the administration and training of CIA employees in the ~~██████████~~ and ~~██████████~~ Holding Pools and that this responsibility be assumed by OTR.
2. that the reference to "Holding Pool" be changed to the CIA Unclassified Training Pool.
3. that employees presently assigned to the administration and training activities of the Pool be placed temporarily under the jurisdiction of OTR.
4. that the administrative and training staff of the pool be augmented temporarily to handle adequately the activities therein.
5. that AD(Pers) repeat his instructions to PPD recruiters to:
 - (a) stress "quality" selection vs quantity.
 - (b) brief prospective employees on what to expect in matter of Security delays and Training Pool habitat, and procedures.
 - (c) urge prospective employees not to EOD till fully cleared.
6. that wherever possible, non-clerical GS-5s and above EOD every two weeks instead of daily.

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7. that wherever possible, non-clerical GS-5s and above be assigned to UTG/A and UTG/B (Covert).
8. that all uncleared clerical employees take some training - (the best need orientation in government gobbledegook in general and CIA in particular; the best can also be used until cleared to train the not so good).
9. that clerical training courses be given in blocks of ten work days or two work weeks over-all, and that employees be held to the end of a two week course regardless of clearance.
10. that IASO advise Personnel only of completion of Security clearance, and that Personnel in turn advise Offices of date employees will be released from Training Pool, not date of clearance.
11. that the make-work-project policy be revised so that it be used as an adjunct to training. (Offices have got into the habit of relying on the make-work project for work which is a functional responsibility of their Offices).
- 25X1A 12. that the [REDACTED] Street quarters be refurbished to make them habitable. (Employees gain their first impression of CIA from these buildings).
13. that OCD be requested to establish a branch library at the [REDACTED] 25X1A Street Pool.
- 25X1A 14. that motion picture facilities and equipment be installed at the [REDACTED] Street Pool.

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15. that policy effort be directed toward reducing ultimately the need for an uncleared Training Pool.