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C. G. S. 001

Security Information

MEMORANDUM FOR: Deputy Director (Administration) 31 March 1952

FROM : Chief, General Services

SUBJECT : Personnel Pool

2/14/52

1. PROBLEM:

To clearly delineate the responsibilities of Personnel and Training with reference to the operation of the Personnel Pool.

2. ASSUMPTIONS:

- a. That consideration of all EOD personnel for a course in training will be handled as a separate issue.
- b. That, in general, Personnel be responsible for administration and work projects; Training be responsible for conduct of training; and determination of satisfactory completion thereof.

3. FACTS BEARING ON THE PROBLEM:

- a. The basic objective of the Personnel Pool is to enable the Agency to hold personnel by placing them on the payroll, prior to obtaining full security or other clearance, in order to relieve individual financial hardship or otherwise insure retaining the service of desirable individuals.
- b. At a meeting (see Annex I) it was agreed that:
 - (1) Primary composition of the pool should be support-clerical personnel. (Now about 60% of pool.)
 - (2) Professional-substantive personnel should be processed by Personnel directly to WIG/A or TP/B Training programs. (Now 25% of pool.)
 - (3) Skilled and trade personnel should be attached to other Governmental agencies (not engaged in classified work) where their skills may be utilized when no suitable unclassified work exists within the Agency. (Now about 9% of pool.)
- c. Tests in connection with skills and aptitude are conducted as a part of the recruitment program.
- d. There is no orientation program particularly for personnel entering the pool.
- e. Training has recommended that the Testing and Evaluation Division of the Office of Training be transferred to the Personnel Office, but that this should not be construed as affecting existing assessment procedures for covert personnel (See par. h, Tab "C", Annex II). Personnel concurs.
- f. A waiting room is necessary only where delays in processing cannot be met by work projects or training.
- g. Work projects have served a constructive purpose and they have justified the cost of operating the pool. (See Tabs G and I, Annex III.)
- h. Control of work project requests has not obtained at the Office level in all cases and individuals have made requests setting deadlines therefor.

4. DISCUSSION:

a. In view of the basic objective of the Pool, it is apparent that a necessity exists for gainful occupation of individuals concerned. Work projects have proven to be gainful occupations for support-clerical personnel but have little training value. Training, on the other hand, is gainful only if testing and evaluation indicate that these personnel are not adequately qualified for the jobs for which

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hired and at the same time possess a proper degree of aptitude for further training.

b. Personnel is responsible for recruitment, therefore, it is logical that skill and aptitude tests should be conducted by that office under established qualification standards. It also follows that Personnel should evaluate these tests as an initial determination of acceptability of individuals to the Agency. At the same time, it may be determined whether any training is needed after EOD.

c. An initial orientation is required prior to entry in the Pool to acquaint individuals with the purpose of the Pool, its procedures and the status of the individual therein. This initial orientation should be a part of the processing procedure under Personnel and should in no way supersede or duplicate orientation course conducted by Training.

d. It does not appear that a waiting room would be required if personnel concerned are properly scheduled through the various steps in processing.

5. CONCLUSIONS: It is concluded that:

a. Composition of the pool should be limited to provisionally cleared support-clerical and skilled or trade personnel.

b. Work projects are paying their way and should take priority over further training.

c. Personnel should conduct initial orientation as a part of processing of EOD personnel entering the Pool, but that this orientation is not a substitute for and should not duplicate orientation course now conducted by Training.

d. Personnel should conduct testing of skills and aptitude (under established qualification standards) as a part of processing, and determine need for training as opposed to personnel being put on work projects.

e. Training course set up in Appendix III, Annex II, be modified to meet basic needs of job for which support-clerical personnel are employed, and that on satisfactory completion that personnel be made available for work projects if their full clearance has not been effected.

f. Work project requests should be coordinated through office heads with a view to insuring necessity therefor and establishing relative priority, but that no deadline projects should be accepted.

g. Training courses, once initiated, be completed prior to personnel being assigned to offices regardless of obtaining full clearance in the interim.

h. No waiting room be established.

6. RECOMMENDATIONS: It is recommended that:

a. The above conclusions be accepted as policies and that the Chief, General Services be authorized to have the necessary regulations prepared for effecting these policies by appropriate modification of regulations proposed by Training. (Appendices IV and V, Annex II.)

b. Training be authorized to proceed with Training program UIC/3 on a two week basis. (Appendix III, Annex II.)

c. Personnel be authorized to attach skilled and trades personnel to other Agencies (not engaged in classified work) only when no suitable unclassified work exists within this Agency.

3 Encls:

Annex I - Minutes of Meeting
Annex II - Training Staff Study
Annex III - GSN Staff Study


Chief, General Services

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Memorandum for the DD/A from the Chief, General Services, Subject: "Personnel Pool" dated 31 March 1952 - Registry Number C-25-0001

CONCURRENCES:

APPROVED:

Training

WALTER DILLON
Deputy Director
(Administration)

Personnel

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