

31 July 1974

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT: Applicant Processing Procedures

1. The Management and Services Advisory Group has become aware of some problems concerning the processing of applications for Agency employment:

A. There appears to be no special attention paid to applications of persons who are especially recruited for particular positions. These applicants receive the standard form letter which says their qualifications will be reviewed and which, understandably, causes some concern on the part of the specially recruited applicant. This creates a negative impression and raises doubts in the mind of an applicant who already knows for which job he is being employed.

B. There are many delays in the system which also tend to reflect negatively on the Agency: the time required for reviewing the applications, security and medical clearances.

2. We recommend, therefore, that a study be made of the applicant processing procedures.

The Management and Services
Advisory Group