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Approved For Release 2003/05/05 : CIA-RDP84-00780R001400060012-0

6 OCT 1965

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Cooperative Education

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 10.
2. In view of the President's recent move to freeze temporarily the personnel strength of most government agencies, CIA included, it became important at this time to review our Cooperative Education plans, to point out some possible problems and to decide on what course to follow.
3. At this point, we have visited 15 universities and have verbal understandings with 12 of them that we will co-op their students. We actually have on-board students from four.
4. The Co-op Program is under way already in the Office of Communications (Commo) and the National Photographic Interpretation Center (NPIC). The former has eight teams of two students each on an alternate work-study schedule in its laboratory. They come equally divided from Georgia Tech and Virginia Polytechnic Institute. The program in Commo has been working for four years.
5. NPIC's program got under way this last spring with two co-ops from the University of South Florida. They have just returned to school for a study period and their alternates have reported for duty. Also this fall NPIC has started two students from Georgia Tech and one from the University of Louisville. Their alternates will shortly be selected.
6. In addition to continuing to build up the Co-op Program in NPIC (40 teams, perhaps), plans are now under way to introduce it next into three offices of the Directorate of Science and Technology, Office of Computer Services (10 teams), Office of Special Activities (4 teams), and the Foreign Missile and Space Analysis Center (3 teams) and the Technical Services Division, Clandestine Services. OCS has in fact already developed a detailed work program for its co-ops and we are planning to start recruiting students in October.
7. It is pertinent, in light of the situation created by the President's order, to discuss how the co-op students are slotted. Commo started by giving them staff appointments and slotting them against staff positions, two alternating students to one slot. Two students were thus counted against staff personnel ceiling as one. When ceiling

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because tight in 1964 Cosmo got approval to put the co-ops on contract while they were students and not count them against ceiling. NPIC, on the other hand, in view of the availability of slots has given its co-ops five-year reserve staff appointments and slotted them in staff positions and counted them against ceiling.

8. Already we are being asked by some of the schools we have visited to come on campus this fall to interview students. Between now and next spring we should have recruited at all of these schools. Hence we are faced almost at once with making commitments to schools and students (October 12th at Georgia Tech and October 18th at University of Missouri).

9. It is of the utmost importance that we do not renege on any employment commitment to students or schools. Once a co-op's employment plan is determined it would be, at the least, a great inconvenience to the school's Coordinator of Cooperative Education to change it, and he could find it impossible to do so. We must remember that CIA took the initiative in starting this program and in approaching the universities to join with us. We have been emphasizing to the schools CIA's sincere approach to the program as a long range, mutually advantageous effort, hopefully leading to career employment. To repeat, it would be a great injustice to the student and would do our reputation great harm to have to retract a co-op's appointment for considerations of budget or ceiling.

10. Your approval of the following recommendations is requested:

- a. that we proceed with the Cooperative Education Program as planned with the intent that it not be curtailed for temporary budget or ceiling problems; and
- b. that we determine at an early date the policy and ground rules for the type of appointment (staff or contract) for co-op students and whether or not to charge them to ceiling.

/s/ Emmett D. Echols

Emmett D. Echols
Director of Personnel

Concurrence

SIGNED R. L. Barnes

Deputy Director for Support

15 OCT 1966

Director, Planning, Programming and Budgeting

The recommendation in paragraph 10 is approved.

I will look to DDS to come forward soon with a proposal to satisfy para 10b.

Executive Director-Comptroller

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MEMORANDUM FOR: Director of Personnel

The recommendations in the attached memorandum on cooperative education should be cast in more specific terms, I believe, before we ask the Executive Director-Comptroller to approve them.

Certainly, none of us would want to renege on commitments made to students entering the Co-op Program. And the question of whether Co-op students are to be charged against ceiling ought to be decided as quickly as possible because of its importance to future plans for the Program.

In posing your recommendations, however, I think you ought to specify as nearly as you can the numbers and professional specialties of the students to be brought into the Program during stated phases. Also, you should spell out the policies and ground rules on appointments and ceiling that you propose we adopt.

R. L. Bannerman

Att: Memo dtd 6 Oct 66 to ExDir-Comp
fr D/Pers, subj: Cooperative Education