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MEMO FOR:

[Redacted]

FROM:

SUBJECT: EOD Orientation Program -- The First Day

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1. On 16 July, OP and ourselves inaugurated, on a test basis, a new sequence of presentations for EODs. It had been agreed between [Redacted] and myself that he would conduct the swearing-in ceremony, make a 30-minute presentation to the new employees, then depend on me (subsequently, Art [Redacted] to complete an introductory picture of the Agency. [Redacted] specifically requested that we not use the multi-media slide show before his presentation, as I had suggested, but rather give it in the afternoon. We also agreed to listen to each other's presentations.

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2. I arrived in the Auditorium about 0915 on the morning of 16 July to find approximately 50 EODs receiving a "how-to-fill-out" forms briefing from a personnel assistant at the podium. Although [Redacted] was scheduled to arrive at 0930, his commitment to swear-in new CT's at 0915 elsewhere in the Hqs. Bldg. delayed him and he did not arrive until 0945. The personnel assistant maintained a slow chant on the completion of forms -- tax exemptions, etc. -- until he arrived.

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4. I followed with a 45-minute briefing, less formal, which picked up on much of what he had said, emphasizing the collection, processing and production of intelligence, and the accountability of the Agency to the executive and legislative branches.

5. In assessing what took place, I found dreadfully boring and inappropriate the instructional rundown on the completion of forms as the first order of business for new employees. Dragging it out for 45 minutes was even worse. The media program should have been shown; not only would it not have detracted from [Redacted] presentation nor stolen his thunder, it would have enhanced it by creating a better perspective for some of the signal achievements of this Agency.

6. There were three OP assistants there who were conducting the procedural aspects of the entry-on-duty routine. [Redacted] were present for much of the time; [Redacted] did not stay as he indicated he would. The OP people, I think, were frustrated in that they were unable to get as much of the administrative matters settled as they would have liked. At the same time, I think the process is a very downbeat way for this group of employees, approximately half of whom were analysts, engineers, and information specialists of one kind another, to start their first day in the Agency. I strongly recommend a formal welcome as prelude to the multimedia show, an early presentation by a senior OP official if that is what they want, and our followup briefing; I would defer all administrative matters to the morning and the afternoon.

X I Agree
[Handwritten signature]

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MEMORANDUM FOR:

I Agree, but how
to bring the change?
Talk to

file 35

Date 17 July