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PERSONNEL PROCUREMENT DIVISION

ANNUAL REPORT

For the Period 1 July 1957 to 30 June 1958

I. Accomplishments

25X9A2 The extensive recruitment program carried out during the preceding Fiscal Year had a distinct effect on the Fiscal Year 1958 recruitment effort. The results of the previous year were evidenced in the large number of persons who entered on duty during the summer months of 1957 which, as you know, resulted in the Agency, as a whole, exceeding the ceiling by approximately [REDACTED]. Therefore the recruitment program, in FY 58, was geared to a lesser number of people but with higher qualifications.

A. Clerical Recruitment

The clerical program was directed towards a goal of approximately two-thirds the number entered on duty in FY 57, but with a positive requirement that candidates for employment qualify at 40 words a minute in typing and 80 in stenography. The intellectual requirement (intelligence battery tests) was raised by ten points for the clerical applicant 18 years of age and above, and twenty points for the approximately [REDACTED] seventeen year-olds who were recruited. During the year, [REDACTED] clericals entered on duty and as of 1 June, [REDACTED] cal applicants were in the pipeline. A program which required considerable effort on the part of the Personnel Procurement Division was the staffing of both day and night shifts of the [REDACTED] of the FI Staff in DDP.

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B. Junior Officer Trainee Recruitment

(1) The professional recruiters, as in the case of the clerical recruiters, employed considerably higher qualification standards in the selection of candidates for the J.O.T. Program. This resulted in a lesser number of files, but better candidates, being sent to Dr. [REDACTED] the responsible J.O.T. official. Dr. [REDACTED] has confirmed our belief that better candidates were recruited for the 1958 program. With this increased selectivity, our ratio of interviews to entrance on duty has increased and at the present time is approximately 30 to 1.

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(2) During this year it was determined that the J.O.T. Program in the future should be based on a yearly class to commence 1 October of each year. The Personnel Procurement Division will adjust its recruiting techniques and procedures to meet this new concept.

C. Professional Recruitment

The professional requirements during the year were not as large as in previous years but were largely restricted to the extremely hard-to-get categories, such as Electronic Engineers, Missile Experts, Economists, Physical Chemists, and similar scarce types in the Social and Physical Science fields. One of the major requirements levied upon the Division, and which has been met, was the recruiting of [redacted] Electronic Engineers for the Office of Communications. Security clearance was initiated on approximately [redacted] candidates and at the present time [redacted] have entered on duty or have established firm EOD dates.

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D. Communications Technicians Recruitment

The requirements levied on the Division for communications personnel, such as cryptographers, communication technicians, and radio operators, were also met and the Division is now engaged in meeting needs brought about by attrition in these three categories. Requirements for these categories will normally not exceed [redacted] each year.

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E. Special Projects

During this past year the entire guard force of the security staff of Project [redacted] completed its tour of duty and was returned to the United States. Replacement of these individuals necessitated the recruiting, on a contract basis, of approximately 40 single men with military service and with special physical specifications. The 40 replacements were obtained as a result of interviewing approximately [redacted] men. Subsequent requirements of the Project were less than the 40 originally anticipated and at the present time we have a small number of these young males available for other overseas assignments.

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F. Contract Personnel

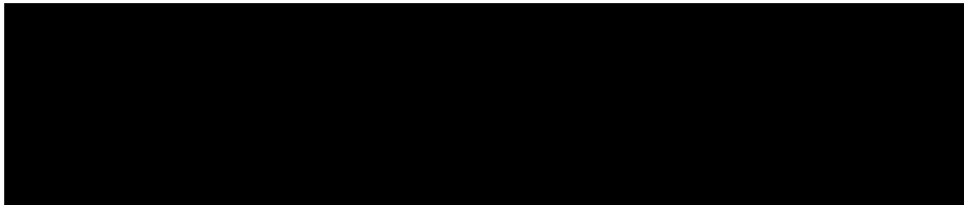
While some recruiting has been done in the past three years for contract personnel, the past year saw an increase in the number of requirements placed upon the Division for this type of personnel. [redacted] categories [redacted]

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G. Consultant Program


During FY 1958 we initiated a program to place a number of the university consultants in an "alumni group." It is our plan, in the future, to place many of the consultants in this group after two years of service. This will be done in an effort to broaden the number of contacts at the various universities and as a positive means of "weeding out" current consultants not producing effectively.

II. Plans and Objectives for Fiscal Year 1959 and Fiscal Year 1960

(1) Since the Agency has reached a state of equilibrium, we anticipate that the workload for 1959 and 1960 will be substantially the same as the past year. Each year this would be

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for military replacements as well as for other overseas assignments and an undetermined number of contract personnel.

(2) Most of the components of the Agency are either at or near ceiling. This has increased the Division interview workload, since only the most highly qualified candidates are being accepted by the various components. We expect, therefore, that while the entrance on duty figure may not exceed  for the Fiscal Years 1959 and 1960, a figure which is approximately two-thirds of that of previous years, the interview load on the Personnel Procurement Division may rise as much as 10 to 15 percent.

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