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DD/P 1-4816
C201-5444

FEB 1955

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Proposed [REDACTED]
Concerning the Overseas Station Questionnaire

25X1A

1. The proposed [REDACTED]

25X1A

Questionnaire are forwarded for your review and comment, prior to formal Agency coordination through the Regulations Control Staff.

2. Before the attached proposed Questionnaire was drafted, informal discussions were held with representatives of your office and the Office of Communications.

3. Your comments and suggestions are invited.

[REDACTED]
25X1A

George E. Meloon
Deputy Assistant Director
for Personnel

Attachment

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4 Feb. 1955
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Office of Personnel

25X1A

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Next 4 Page(s) In Document Exempt

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Feb. 1954

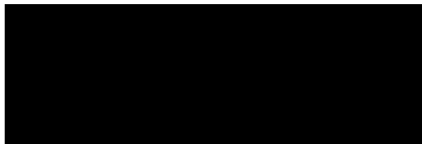
MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Briefing of Personnel Departing for Overseas-
Station Questionnaire.

REFERENCE: Asst. Dir. Pers. Memo for DD/P dtd. 9 Feb. 1954,
Same Subject

1. Attached are the comments received on the subject questionnaire from the Area Divisions and Staffs of DD/P. It is suggested that these comments which you feel are applicable be included in the final version of the questionnaire.

2. DD/P, through the Area Divisions, will co-operate fully with your office in distributing the final questionnaire.



DD/P - Admin

25X1A9a

Attachments

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February 9, 1954

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Briefing of Personnel Departing for Overseas-
Station Questionnaire.

1. The attached proposed Station Questionnaire has been drafted by the Office of Personnel as a means of obtaining up-to-date information for the use of the Central Processing Branch on the various overseas posts and stations maintained by the Agency.
2. A few of the considerations prompting this draft are:
 - a. Continuing comments of Agency employees and operating officials that personnel are inadequately briefed before departure from Headquarters.
 - b. Central Processing Branch utilizes Post Reports prepared by the Department of State and the military services, available Agency information (liaison with operating officials, debriefing of personnel returning to Headquarters, etc.), and other pertinent sources, in order to develop and maintain on a current basis sufficient information with which to brief departing travelers. Experience has indicated, however, that information so obtained may not be entirely applicable to Agency situations, nor in all cases reliable.
 - c. At the present time there seems to be no established requirement for DD/P Field Stations to report on a current basis on such matters as are outlined in the proposed Questionnaire. The Office of Communications is receiving reports from several of its stations (which are made available to Central Processing), but, again, comments may not be entirely applicable to DD/P components.
3. It is proposed that the Station Questionnaire might be completed by appropriate personnel at each station (say one or two copies at GS-12 or above, and one or two at the GS-7 level), and then be utilized by

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9 Feb. 1954

Central Processing Branch to amend, amplify, and improve the briefing service furnished Agency personnel and their dependents. It would be planned to follow up initial responses on an approximate six-month basis in order to keep information current.

4. I would appreciate your comments on the suitability of this proposal, and any additions or amplifications to the Questionnaire which you might consider beneficial to all concerned.

/s/

George E. Meloon
for

Harrison G. Reynolds
Assistant Director for Personnel

Attachment:
Proposed Station Questionnaire (Draft)

~~SECRET~~

8 March 1954

MEMORANDUM FOR: DD/P Admin

ATTENTION :

25X1A9a

SUBJECT : Memorandum for DDP, dated 9 February 1954,
from Assistant Director for Personnel, Subject:
Briefing of Personnel Departing for Overseas-
Station Questionnaire.

The WH Division is in accord with the briefing and questionnaire proposed by Mr. George H. Meloon, in subject memorandum, and will participate in dispatching such questionnaire to all field stations.

25X1A9a


Chief, WH

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ROUTING AND RECORD SHEET

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FROM:


DD/P-Admin

HC

NO.

DATE

2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer <i>NE</i>		<i>3 Mar 54</i>	<i>HC</i>	<i>HC</i>	Please give me your comments on the procedure and questionnaire by 9 March.
2. <u> </u>					
3. DD/P-Admin	<i>2304R</i>				<i>1-3 Concur.</i> 25X1A9a
4.					
5.					
6.					
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12.					
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15.					

1954 MAR 11 PM 3:03
DIVISION
IN MEA

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12-165-18

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ROUTING AND RECORD SHEET

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FROM:

DD/P-Admin

NO.

DATE

2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. <i>SE/EX</i> Personnel Officer SE [redacted]		<i>3/3/54</i>		<i>Wal</i> <i>Fmc</i>	<p>Please give me your comments on the procedure and questionnaire by 9 March.</p> <p>NOTE DUE DATE! (SEE [redacted] MARGINAL COMMENT ON PAGE 7 - HE THINKS THIS IS A VERY GOOD QUESTIONNAIRE.)</p> <p>It to 10 - Looks like a good comprehensive questionnaire. However, there are numerous questions asked which cannot be answered in the space allotted them. I would suggest that a slightly wider cross-section at any given post be polled than just two GS-7s and two GS-12s. There is frequently a wide divergence in the views of any two selected persons at the same post.</p>
2. 25X1A					
3. [redacted]				<i>mf</i>	
4. 25X1A9a					
5.					
6.					
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10. <i>DDP/ADMIN</i>					
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FROM:

DD/P-Admin

NO.

DATE

2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer TSS		MAR 2 1954			Please give me your comments on the procedure and questionnaire by 9 March. 25X1A9a [redacted] <i>Suggestion submitted</i> by [redacted] who has just returned from [redacted] when she had to answer such inquiries. [redacted]
2.					
3.					
4.				25X1A9a	
5.				25X1A	
6.					
7.					
8.					
9.				25X1A9a	
10.					
11.					
12.					
13.					
14.					
15.					

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COMMENTS ON QUESTIONNAIRE

I. GENERAL -- No comments.

II. DOCUMENTATION

1. How often do these documents have to be renewed?

NOTE: In [REDACTED] we had to get a new stamp in our passports every year so we could leave and re-enter [REDACTED]

Passports have to be renewed every two years.

III. TEMPORARY QUARTERS -- No comments

IV. PERMANENT QUARTERS

NOTE: Two major complaints were voiced by employees during my stay [REDACTED]

25X1A6a

1. Single employees in the middle grades were not assigned private quarters. They were assigned to community houses; 4 to 6 persons to an apartment; some type of barrack type dwelling.
2. Employees waiting for dependents were not given correct information as to the length of time before dependents would arrive. It caused great hardship on families waiting to be sent overseas when they expected to leave in six weeks and had to wait six months. If up-to-date information and advice had been given, in many cases, Washington housing would not have been given up and families waiting to go overseas would not be entirely dependent on relatives.

V. FOOD AND CLOTHING

1. FOOD: Are all employees entitled to use of commissary?

NOTE: [REDACTED] the single employees were not allowed to use the commissary therefore causing their food prices to be much higher than that of employees with dependents. Single employees had to use the PX food which had a poor selection, or that of the local economy.

25X1A6a

COT

CLOTHING: What is your opinion of quality of PX clothing:

25X1A6a

NOTE: In [REDACTED] women's clothing purchased in PX was often seconds although this did not seem to be the case with men's clothing. Flaws in fabrics, buttons, belts etc. had to be looked for before purchasing.

- VI. SERVANTS -- No comments.
- VII. SOCIAL RECREATION -- No comments
- VIII. EDUCATION AND RELIGION -- No comments
- IX. TRANSPORTATION -- No comments
- X. MAIL -- No comments
- XI. MEDICAL

1. DENTAL: What types of dental work can be obtained through facilities furnished Americans?

NOTE: American Civilians could not expect to be given all types of work such as bridges, and more extreme and expensive types of dental work. However, fillings, extractions, and general dental care was excellent.

IMMUNIZATIONS -- Do our employees have to pay for their immunizations?

NOTE: [REDACTED] did not have to pay for immunizations although their families or dependents did have to pay. 25X1A6a

XII. SHIPPING OF EFFECTS--

1. What insurance should be purchased to take care of damages to household effects?

NOTE: Correct information should be given employees before shipping household effects because there were several cases where employees were told it wasn't necessary to purchase insurance on household effects and later after damages had been made could not collect from the moving company or otherwise, thus causing a great loss to the employee.

Z Mar. 1954
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FROM:

DD/P-Admin

NO.

DATE

2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer PP			3/5	R.J.	<p>Please give me your comments on the procedure and questionnaire by 9 March. 25X1A9a</p> <p>[Redacted]</p> <p><i>This is a splendid suggestion. Further, we recommend distribution of finished product to Career Service offices, as well as C.P.B. - I'd intelligent discussion with prospects in initial stages.</i></p> <p>[Redacted]</p> <p><i>C. Admin PP.</i></p> <p>RECEIVED 2 10 37 AM '54</p> <p>25X1A9a</p> <p>Official Record Copy Office of Personnel</p>
2. PP/Admin.			3/9	J.K.L.	
3. WW P/Admin.	K 2020				
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FROM:

DD/P-Admin

NO.

DATE 2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer PM		2 Mar		AR	<p>Please give me your comments on the procedure and questionnaire by 9 March.</p> <p style="text-align: right;">25X1A9a</p> <p>Very good questionaire - Believe it should be completed by single and married employees at each post as well as high and low level personnel</p> <hr/> <p style="text-align: right;">Official Record Copy Office of Personnel</p>
2. DD/P-Admin	2304K				
3.					
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5.					
6.					
7.					
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10.					
11.					
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FROM:

DD/P-Admin

NO.

DATE

2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer — EE				P	Please give me your comments on the procedure and questionnaire by 9 March. 25X1A9a
2. Personnel Officer					
3. DDP/Admin					Very good - I think as time goes on more questions can be asked once the basic items are established.
4. [Redacted]					Perhaps two questionnaires - 1. Basic items that never change - "one shot deal." 2. Variable - every six months.
5.					
6.					
7.					
8.					
9.					
10.					25X1A9a [Redacted]
11.					
12.					
13.					
14.					
15.					

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ROUTING AND RECORD SHEET

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FROM: DD/P-Admin	NO.
	DATE 2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Personnel Officer SR				MDS 4 1954	Please give me your comments on the procedure and questionnaire by 9 March. [Redacted] 25X1A9a 3/4/54 This has been reviewed by several returnees who feel that the subject is completely covered in the questionnaire. Their consensus is that it will fully brief any departing personnel and be most helpful in their preparations. [Redacted] 25X1A9a
2. [Redacted]		MAR 3 1954	MAR 4 1954		
3.					
4. [Redacted] DD/P-Admin 2306 K					
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15.					




25X1A9a

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FROM: DD/P-Admin	NO.
	DATE 2 March 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS	
		REC'D	FWD'D			
1. Personnel Officer FE			3/3	see	Please give me your comments on the procedure and questionnaire by 9 March.	
2. <i>DDP/ADMIN</i>					25X1A9a 	
3.					 25X1A9a	
4.					<p><i>My only comment is "It's — time!" I suggested this thing darn near two years ago. This may be an improved version of what I submitted but the idea is there. Let's get rolling.</i></p> 	
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11.						25X1A9a
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8 March 1954

MEMORANDUM FOR: Chief of Administration, DD/P


SUBJECT: Briefing of Personnel Departing for Overseas Station
Questionnaire

1. We feel that the attached questionnaire to the field for obtaining Post Report information is a good idea with the reservation that the field is bound to exclaim, "Here's another report."

2. With regard to the suggestion that it be filled out by two GS-7's and two GS-12's, it would seem that it would be preferable to have it filled out as an official Station statement approved by the Station Chief, to prevent subjective opinions.

3. It is assumed that after the basic information was provided once, Personnel's follow-up on a six-month basis would be only on information that would change periodically, and that this form would not be sent out in its entirety every six months.

25X1A9a


Chief, Administration
Foreign Intelligence

Attachment

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9 March 1954

MEMORANDUM FOR: DD/P ADMIN.

ATTENTION:

25X1A9a

SUBJECT: Overseas Station Questionnaire

REFERENCE: Memorandum dated 9 February 1954; subject, Briefing of Personnel Departing for Overseas Station Questionnaire

1. In reference to your request of 2 March 1954 regarding the above captioned subject, we are attaching the questionnaire in which we have made appropriate annotations.

2. The pages on which these annotations appear are as follows:

Pages 1, 4, 8, 9, 10 and 11

25X1A9a

25X1A

WE/

Attachment: 1

*(Missing
in 1958
record file)*

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PLANS BRANCH,
PLANNING AND ANALYSIS STAFF

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TITLE O/S STATION QUESTIONNAIRE DATES: TARGET DEADLINE
(FORMAT)

- Plans
- PRDS
- OAD/P
- Other

25X1A9a

STAFF ASSIGNMENT [REDACTED]

SOURCE PRD via C/PAS

RECEIVED PLANS BRANCH: 17 JUN 54

DATE	PROGRESS
17 Jun 54	Questionnaire material to [REDACTED] for development. (Memo to C/PRD re Reg. to DC/PAS in final. Reg. unassigned in PB.)
17 Aug 54	to V.C.L. for revision
18 Aug	checked thru w/ [REDACTED] of CPB. - Tentatively approved
25 Aug.	[REDACTED] calls in quite ok. of [REDACTED] to [REDACTED] for review
12 Jan	Redraft
20 Jan	to CPB [REDACTED] coordination
21 Jan	
24 Jan 55	to [REDACTED] and OC for prelim RCS review.

25X1A9a

25X1A9a

25X1A9a

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25X1A9a

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