

TRANSMITTAL SLIP			<input checked="" type="radio"/> A/DDA
TO:			
<i>DDA</i>			
ROOM NO.	BUILDING		
REMARKS:			
<i>B.A. Do you want the attached distributed to office directors? Any further distribution???</i>			
<i>Dave</i>			
<i>Distribute to O/Direct staffs</i>			
FROM:			
<i>Jones</i>			
ROOM NO.	BUILDING	EXTENSION	
	<i>DLW</i>		

14 MAR 1963

16 Mar. B (47)

TRANSMITTAL SLIP		DATE	6 MAR 1983
TO: MS/DDA			
ROOM NO.	BUILDING		
REMARKS: Bill <i>[Signature]</i> Jim <i>[Signature]</i> Bob <i>[Signature]</i> Chuck <i>[Signature]</i> Carl <i>[Signature]</i> Registry <i>[Signature]</i>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

25X1

83-0718

EXCOM 007-83
14 March 1983

MEMORANDUM FOR: Executive Committee Members

DD/A REGISTRY

FILE: 100-4-1

25X1 FROM: [redacted]
Executive Assistant to the DDCI

SUBJECT: Minutes of 3 March 1983 Executive Committee Meeting:
Recruitment

25X1 1. The Executive Committee met on 3 March 1983 to review recommendations
25X1 of a recent Inspector General Survey of recruitment, particularly the entry-on-
duty processing phase. [redacted] chaired the session;
participants included Messrs. McMahon (DDCI); Fitzwater (DDA); Stein (DDO);
Gates (DDI); Hineman (DDS&T); Taylor (IG); Glerum (D/OP); and [redacted] (CT Task
Force).

2. Mr. Taylor highlighted the major findings of the IG Survey on EOD
Processing. He praised the cooperation his staff had received from the Office
of Personnel, noting many recommendations had already been implemented. The
inspection surfaced two major categories of complaints: ① the length of time
required to bring new employees on duty ② and the mistakes made during process-
ing. Two categories of solutions were offered--procedural and organizational.
Procedural recommendations included ① weeding out more applicants earlier in the
process ② reducing the number of steps in the process ③ reducing the length of
processing to four months, and ④ making the process less cumbersome for those
going through it. Organizationally, the survey recommended ① creating a new
Office of Employment, bringing together elements of the three offices involved
in processing--Personnel, Medical Services and Security. Mr. Taylor thought
these procedural and organizational changes should go hand-in-hand and that
the time was right for making them. He also pointed out that the key to
success would be more direct component involvement in the recruitment process.

25X1 3. [redacted] reviewed the progress made by his recently formed Career
Trainee Task Force. He noted plans to lessen dependence on advertising for
CT recruits and to increase dependence on the Academic Associate Program. He
noted that the D/EEO had surfaced some good candidates through participating
in job fairs. He mentioned that administering the PAT-B earlier in the appli-
25X1 cation process had helped, but noted the Agency still was not getting the 60
applicant files a week required to meet its hiring goals. [redacted] observed
that the drug disqualification policy--particularly different interpretations
of that policy--eliminates many potential candidates. The Director of Security

DCI
EXEC
REG

[redacted]

83-0718