

CIA INTERNAL USE ONLY

Executive Registry  
11-17286

1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)  
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

SIGNED

Pers. )

C. P. Cabell  
General, USAF  
Deputy Director

Distribution:

- 1 - ER
- 1 - DCI
- 1 - DDCI ✓
- 2 - DDC
- 2 - DDI
- 2 - DDP
- 3 - DDS

Originator: 1/s/  
Director of Personnel

CIA INTERNAL USE ONLY

DD/S 59-3701

11-7296/1

STAT

25 SEP 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence  
SUBJECT: Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.
2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for your signature.
3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.
4. It is suggested that you approve this memorandum and sign the attached memoranda.

/s/ Gordon M. Stewart  
Gordon M. Stewart  
Director of Personnel

CONCURRENCES:

[Redacted Signature] \_\_\_\_\_  
Deputy Director (Support)

[Redacted Signature] \_\_\_\_\_  
Deputy Director (Intelligence)

/s/ \_\_\_\_\_  
Deputy Director (Plans)

1 Oct 59  
\_\_\_\_\_  
Date

9 SEP 1959  
\_\_\_\_\_  
Date

24 SEP 1959  
\_\_\_\_\_  
Date

STAT  
STAT

CIA INTERNAL USE ONLY

DOC I file 271 - 20174 - 1 Oct Chms

**SUBJECT: Approval of Recruitment and Appointments**

The suggestion contained in paragraph 4 is approved.

**SIGNED**

1 OCT 1959

**C. P. Cobelli**  
General, USAF  
Deputy Director

Date

CD/Pers [ ] :cap (3 Sept 59)

**Distribution:**

- Orig. & 1 - D/Pers
- 1 - MR
- 1 - DCI
- ✓ 1 - DDCI ✓
- 3 - ID/S
- 1 - ID/I
- 1 - ID/P
- 1 - D/Pers Stayback
- 1 - IC

25X1

**MEMORANDUM FOR:** Deputy Director (Coordination)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)  
Inspector General

**SUBJECT :** Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.
2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned ~~or of a senior subordinate designated by him~~ and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.
3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned ~~or his designated representative~~ will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director ~~or his designated representative~~ for approval before inviting the individual to enter on duty.

**G. P. Cabell**  
General, USAF  
Acting Director

Originator

Acting Director of Personnel

Concur:

Acting Deputy Director  
(Support)

**Distribution:**

1 - ER      1 - DCI  
1 - DDCI    2 - DD/C  
2 - DD/I    2 - DD/P  
3 - DD/S    2 - IG

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9  
2 - D/Pers 1 - D/Pers (Stayback)

CIA INTERNAL USE ONLY

11-7296/A  
18 AUG 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence  
 SUBJECT : Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for signature of the Director of Central Intelligence. At Mr. Sheldon's suggestion, we have also provided that each Deputy Director may authorize a senior subordinate to exercise this responsibility on his behalf.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and that it be presented to the Director of Central Intelligence for his signature.

  
Acting Director of Personnel

STAT

## CONCURRENCES:

(signed) H. Gates Lloyd  
 Acting Deputy Director (Support)  
 \_\_\_\_\_  
 SIGNED  
 Deputy Director (Intelligence)  
 \_\_\_\_\_  
 SIGNED  
 Deputy Director (Plans)  
 \_\_\_\_\_

19 AUG 1959  
 \_\_\_\_\_  
 Date  
 21 AUG 1959  
 \_\_\_\_\_  
 Date  
 26 AUG 1959  
 \_\_\_\_\_  
 Date

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

**SUBJECT: Approval of Recruitments and Appointments**

The suggestion contained in paragraph 4 is approved.

\_\_\_\_\_  
**C. F. Cabell**  
Deputy Director of Central Intelligence

\_\_\_\_\_  
Date

**Distribution:**

O&I - D/Pers

1 - ER

1 - DCI

1 - ~~DDCI~~ ✓

3 - ~~DES~~

1 - D/Pers Stayback

STAT OD/Pers  :imp (17 Aug 59)

1 - DD/I

1 - DD/P

CIA INTERNAL USE ONLY

INTERNAL USE ONLY

11-7296

MEMORANDUM FOR: Deputy Director (Coordination)  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)  
Inspector General

SUBJECT: Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned or of a senior subordinate designated by him and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned, or his designated representative, will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director or his designated representative, for approval before inviting the individual to enter on duty.

*Retyped for Acty DCI sig.*

Distribution:

- 1 - ER
- 1 - DCI
- 1 - DDCI
- 2 - DDC
- 2 - DDY
- 2 - DDP
- 2 - DDS
- 2 - IG

*Orig +*

ALLEN W. DULLES  
Director of Central Intelligence

8 AUG 1959

Originator  25X1  
Acting Director of Personnel

OD/Pers/BHBond: sm (14 Aug 59)

CONCUR signed) H. Gates Lloyd

1 - D/Pers Stayback

INTERNAL USE ONLY

Acting Deputy Director (Support)  
9 AUG 1959

NR/859-3365

23 JUL 1959

**MEMORANDUM FOR: Deputy Director of Central Intelligence**

**SUBJECT: Agency Notice Requiring Approval of Recruitments and Appointments by Deputy Directors**

1. This memorandum transmits a proposed notice for your approval.
2. As you requested, we have drafted this notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 will be covered by this rule. Contract employees who are subject to ceiling count will also be covered.
3. Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.
4. It is recommended that you approve this notice for immediate publication.

Gordon M. Stewart  
Director of Personnel

CONCUR:

151  
L. K. White  
Deputy Director  
(Support)

27 July 59  
Date

The recommendation contained in paragraph 4 is approved.

C. P. Cahill  
Deputy Director of Central Intelligence

Distribution: 0 ~~4~~ DD/S 1-ER 1-DCI 4-DDC I PS/OP: 1 POD: 1-DDS  
Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9  
PS/OP/ :ch (17 July 59) REWRITTEN: OD/Pers/ :lar (20 July 59)

STAT

STAT

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Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

MEMORANDUM FOR: GENERAL CABELL

The memorandum for Deputies and IG has been retyped in event you wish to sign it rather than having it held for the Director.

*Return to Dir Pers.  
for amend. - my  
sig.*

*CPC  
2 Sept '59*

K-

1 Sept 59

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

SUSPENSE:

10 Aug

Orig and all other cys returned to DD/S by hand 7/30/59, w/following note from CPC to DD/S:

"pls ask Deputies for concurrence or comment."

(BY HAND PLS)

CIA INTERNAL USE ONLY

Susp: 17 Sept.

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS      | INITIALS | DATE |
|----|-----------------------|----------|------|
| 1  | DIRECTOR OF PERSONNEL |          |      |
| 2  |                       |          |      |
| 3  |                       |          |      |
| 4  |                       |          |      |
| 5  |                       |          |      |
| 6  |                       |          |      |

|                          |             |                          |              |                                     |                |
|--------------------------|-------------|--------------------------|--------------|-------------------------------------|----------------|
| <input type="checkbox"/> | ACTION      | <input type="checkbox"/> | DIRECT REPLY | <input type="checkbox"/>            | PREPARE REPLY  |
| <input type="checkbox"/> | APPROVAL    | <input type="checkbox"/> | DISPATCH     | <input type="checkbox"/>            | RECOMMENDATION |
| <input type="checkbox"/> | COMMENT     | <input type="checkbox"/> | FILE         | <input checked="" type="checkbox"/> | RETURN         |
| <input type="checkbox"/> | CONCURRENCE | <input type="checkbox"/> | INFORMATION  | <input type="checkbox"/>            | SIGNATURE      |

Remarks:

General Cabell asked that the attached be returned to you for amendment as indicated by his ink changes -- for his signature as Acting Director.

Thanks.

9/4 - to get concurrence of Deputy

SUSPENSE: 4 Sept.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO. DATE

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

UNCLASSIFIED CONFIDENTIAL SECRET

STAT