

25 MAY 1954

MEMORANDUM FOR: Deputy Director (Administration), Member  
Deputy Director (Intelligence), Member  
Deputy Director (Plans), Member  
Assistant Director for Personnel, Member  
Assistant Director for Communications, Member  
Director of Training, Member  
Director of Security, Adviser (Nonvoting)  
Chief, Medical Staff, Adviser (Nonvoting)  
Inspector General, Adviser (Nonvoting)

SUBJECT: Procedures of the Supergrade Review Board

1. The senior officer of each major component of the Agency should submit in an "eyes only" memorandum the names of his candidates for promotion to a supergrade or within the supergrade group to the Assistant Director for Personnel on or before the 15th of a calendar month. Form 52 may be forwarded to the Assistant Director for Personnel with the memorandum.

2. The Assistant Director for Personnel will retain the memorandums in a secure file which will be seen by only the Deputy Director and the Director. Two weeks before the date of a meeting of the Board, he will inform the members and advisers of the Board in an "eyes only" memorandum concerning the candidates to be considered at the meeting. If a member of the Board wishes to propose any other candidate to compete with any of those recommended, he will inform the Assistant Director for Personnel, who will notify other members and advisers of such an additional candidate or candidates and present those names at the meeting.

3. A member who is absent will forfeit his vote. No proxies or deputies will be permitted.

4. All voting will be by secret ballot.

5. The minutes of each meeting will be confined to a mere outline of the action taken.

6. Each member of the Board and each adviser will be bound by his word of honor never to disclose to anyone except the Director the matters which are discussed at the Board meeting. The Director has stated that he may ask any individual member of the Board to inform him concerning a given candidate and give his opinion as to the candidate's fitness for promotion.

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[Redacted Signature Box]

C. P. CABELL  
Chairman

Supergrade Review Board

AD/P:HGR:sm (20 May 1954)

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