Approved For Release 2002/08/15 : CIA-RDP84-00780R000600220022-0

FILE Security 5

DD/S 64-0581

5 FEB 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Entrance on Duty of Personnel in Grades GS-7 or Above With Provisional Clearances

25X1

1. [redacted] requires the approval of the Deputy Director concerned to enter on duty an employee who has only a provisional clearance. This regulation also states that as a matter of Agency policy individuals will not be employed on the basis of a provisional clearance unless their service would otherwise be lost to the Agency and further that under no circumstances should provisionally cleared employees move their families or household effects to the area of their CIA employment. Supervisors responsible for the administrative control of such individuals are to impress upon them the temporary nature of their appointments and are to advise them against making any substantial change in their personal affairs or financial arrangements prior to receiving full clearance.

25X1

2. I believe that [redacted] is adequate in times of normal recruitment, but under present conditions I wish to establish additional controls: First, the requirement that supervisors impress upon prospective employees the temporary nature of their appointments under provisional clearances should be interpreted as a requirement to place such qualifications in a letter to the prospective employee which is to accompany the memorandum of justification and request for personnel action. This letter will be mailed by the Office of Personnel when the individual is notified of his temporary appointment. Second, for the time being and until further notice, I wish to review personally all proposed appointments at GS-7 and above under provisional clearance. In order not to delay the action in justified cases you may hand to me the proposed actions for review and return on the same day. The infrequent cases on which such appointments are made should ensure that this review is not a work burden.

Signed
L. K. White
Deputy Director
for Support

EO-DD/S:VRT:maq (3 Feb 64)
Distribution:
Orig & 1 - Adse
1 - DD/S Subject
1 - DD/S Chrono

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28 January 1964

Colonel White:

Following is the current procedure for entering on duty employees who have only a provisional security clearance:

(a) Those at GS-6 or below require no special approval and generally speaking they are the Interim Assignment Section pool employees who are brought on board by the signature of a member of the Personnel Operations Division;

25X1

(b) [redacted] requires the approval of the Deputy Director concerned to bring on board a provisionally cleared employee in grade GS-7 or above. Technically the approval of the Director of Personnel or his representative is also required but no special review by the D/Pers is required under the regulation;

(c) In addition to the requirement stated above there is a special procedure required for personnel in grades GS-7 or above in the DD/S. This procedure requires the justification by the Office concerned and the concurrence of the Director of Personnel and the Director of Security before presentation to the Deputy Director for Support for approval.

If you wish to place a tighter control on the EOD of provisionally cleared employees I believe the attached proposed memorandum to the Director of Personnel will accomplish this purpose.

V.T.
VRT

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Security 5

SECRET

11 JUL 1963

MEMORANDUM FOR : Chief, Personnel Operations Division, Office of Personnel

SUBJECT : Provisional Clearances for Personnel in Grades GS-7 or Above

25X1 REFERENCE : [redacted]

1. Reference requires the approval of the appropriate Deputy Director prior to EOD of subject individuals. Since there evidently has been confusion in the processing of cases of this type and since delays resulting from this confusion defeat the purpose of the provisional clearance, it is suggested that henceforth in the DD/S area the procedure outlined below be followed.

2. When a DD/S component desires to EOD an individual at GS-7 or above on a provisional basis, the Form 1152 is forwarded with the memorandum required by reference to the appropriate Career Service approving officer. This officer will, if the proposed action is valid, sign the Form 1152 but will note in Section 18 that his approval is subject to the approval of the Deputy Director (Support) to EOD the individual on a provisional clearance. The Form 1152 and the memorandum will then be forwarded to the Personnel Operations Division, Office of Personnel. The Personnel Operations Division will initiate the request for security clearance, will obtain the concurrence of the Director of Personnel on the accompanying memorandum and will forward the memorandum together with the request for security clearance to the Director of Security. The Director of Security will also concur in the memorandum and will forward it to the Deputy Director (Support) for approval. The Office of Personnel will not EOD the individual concerned until it receives a copy of the approved memorandum and, of course, the necessary concurrences from the other components involved in the EOD process.

3. Since at the present time only the Automatic Data Processing Staff in the DD/S area is EODing people on a provisional clearance, a copy of this memorandum has been sent to the Chief, ADPS. Should any other components of the DD/S make requests of this nature, it is suggested that they be apprised of the above procedure.

[redacted] 25X1

Special Assistant to the
Deputy Director (Support)

SA-DD/S:HLB:jbb (11 Jul 63)
Distribution:
0 & 1 - Adse
1 - C/ADPS
1 - O/Security
1 - DD/S chrono
1 - DD/S subject
1 - ACB

25X1 [redacted]

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