

C O N F I D E N T I A L  
Security Information

INSURANCE REGULATIONS

The Central Intelligence Agency has made available to its personnel a group life plan which is considered secure in that the names of personnel are substituted by code numbers in correspondence with the underwriters of this plan.

In offering the above the Agency is making available to its personnel a convenient service whereby they may belong to a group plan of insurance and derive all the benefits therefrom. The members should understand that the Insurance Office of CIA has been established to extend such service as may reasonably be expected of the limited staff provided therefor. Payroll deductions for premiums will be made from the salaries of members whose salaries are paid from Unvouchered Funds, however, the deduction plan is not available to members whose salaries are paid from Vouchered Funds. It will therefore be necessary for the latter group to pay cash premiums to the Insurance Office. These payments must be made between the 1st and 5th of each month and the members should realize that it is their responsibility to keep this service active by prompt payments of the premiums. Premiums may be paid as far as two years in advance if same would be more convenient to the members. The underwriters require that a sum sufficient be on hand to pay each month's Premium in advance (Standard insurance requirement) in addition to a surplus to allow for collection and transmittal time lags. The initial payment for life insurance will consist of \$2.00 initiation fee and three months' premiums.

The service does not include or a billing for premium due, however, if payment is not made by the member between the 1st and 5th of the month necessary to keep his premium paid in advance he will be sent a delinquent notice stating that if payment is not made by the 10th of the month the policy will lapse. If it is necessary to forward a delinquent notice to any member for three consecutive months the collections and transmittal service will be discontinued.

I have read and understand the above.

  
(Applicant's Signature)

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CENTRAL INTELLIGENCE AGENCY  
SOURCE/METHOD/EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
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