

~~CONFIDENTIAL~~

~~SECRET~~

MINUTES

OF THE

CIA CAREER SERVICE BOARD

19th Meeting, Thursday, 28 January 1954, at 4:00 P.M.,  
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman  
Matthew Baird, Director of Training, Member  
[redacted] Deputy Chief, PP, Member  
Richard Helms, Alternate for DD/P, Member  
[redacted] Special Assistant to AD/CO,  
Alternate for AD/CO, Member  
Harrison G. Reynolds, AD/Personnel, Member  
Huntington Sheldon, AD/CI, Member  
Lawrence K. White, Acting DD/A, Member  
Eugene B. Wilhelm, Special Assistant, DD/I,  
Alternate for DD/I, Member  
Robert M. Gaynor, Chairman, CIA Honor Awards Board  
[redacted] Jr., Chairman, Professional

Selection Panel

[redacted] Executive Secretary  
[redacted] Office of Personnel  
[redacted] Office of Personnel  
[redacted] Office of Training  
[redacted] Secretariat  
[redacted] Reporter

1. Minutes of the 17th meeting of the CIA Career Service Board, held 10 December 1953, were approved without change.

2. Minutes of the 18th meeting of the CIA Career Service Board, held 21 December 1953, were approved without change.

3. The third item on the Agenda, the selection of a rotating member to the CIA Career Service Board, was introduced. [redacted] DAD/CO, was selected as a replacement for Mr. Huntington Sheldon, AD/CI, whose term had expired. The selection of [redacted] will be referred to the DCI for his approval.

~~SECRET~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~SECRET~~

4. Item 4 on the Agenda, Draft of Memorandum from the Chairman, CIA Career Service Board to Chairman, Panel on Career Service for Women, "Final Report of the Panel", dated 8 January 1954, was discussed by the Board and approved after the deletion of the following: the final sentences of paragraph 2, paragraph 3a, and paragraph 4. During the discussion, it was decided that there was enough statistical material available in the current semiannual personnel reports to give the Board adequate information on the status of women within the Agency.

5. The Chairman introduced Item 5, "Recommendations on Evaluation Reports," dated 8 January 1954. After a brief introduction by Mr.

[redacted] Chairman of the Professional Selection Panel, Mr. [redacted] OTR, gave the background and a detailed discussion of the Career Selection Report Form. The way in which it was hoped the form would be used and what might be expected from it was pointed out. Mr. Reynolds, AD/Personnel, pointed out that both this Form and the Personnel Evaluation Report were technically illegal under the Performance Rating Act of 1950. The Board agreed that exception to the Act should be sought at an early date, and the Executive Secretary was directed to prepare a memorandum to the Legislative Counsel requesting that a "rider" be sent to Congress on that subject. There was some discussion as to the relative uses of the Career Selection Report and the Personnel Evaluation Report. The Board approved the CSR but decided to delay the discussion of the CSR vs. the PER until a future meeting.

There was a discussion on the revised paper, "Selection on Permanent Career Staff", dated 8 January 1954, which the Board had previously approved subject to editorial changes. The question of how individuals who were overseas when their three years of service was completed would be interviewed by examining panels was discussed. It was brought out that there could be a pre-departure interview in many cases where an individual was close to the end of the three year period and ready to go overseas but otherwise it would be necessary for an overseas employee to await return to Headquarters for his interview. The Board approved the paper.

The Professional Selection Panel was commended on the job which they had been doing, and the Executive Secretary was directed to prepare a memorandum for the Director advising him of what they have accomplished.

6. The Chairman then introduced the subject of Honor Awards. The Board had previously been given a revised Staff Study on CIA Honor Awards. Col. Gaynor, Chairman of the Honor Awards Board informed the Board that General Cabell had discussed the matter of Honor Awards with the Honor Awards Board and had recommended changes which corresponded very closely with the recommendations of the original working group on Honor Awards. After a brief discussion the revised Staff Study was approved by the Board for forwarding to the DCI.