

ADMINISTRATIVE--INTERNAL USE ONLY

6 February 1985

MEMORANDUM FOR:

[Redacted]

OP/DDA

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FROM:

J. Kenneth McDonald
Chief, DCI History Staff

SUBJECT:

Processing for Staff Historian Positions

1. On 19 December 1985 I sent [Redacted] a list of the 11 finalists for our three Staff Historian positions (copy attached). She then mailed out application packets, with her name for return, to all of these finalists except [Redacted] to whom we delivered packets [Redacted] personally.

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2. [Redacted] told me that she had these names flagged, so that she could let me know when any of them arrive. We encouraged all 11 finalists to submit forms, but on 25 January we informed our three first-choice candidates that we could initiate processing on them as soon as we got their forms. They are:

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[Redacted]

3. Last Friday [Redacted] told me that none of the forms had yet arrived. Since then I've been told by [Redacted] he sent his forms to [Redacted] 29 January, and [Redacted] that he has now sent in his forms.

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4. As soon as forms [Redacted] arrive, I would be grateful if you would forward them to me here (310 Ames), so that I can forward them to [Redacted] DCI Personnel Officer, who will prepare the personnel action on them and forward them to the Office of Personnel for processing. I would also be glad if you could send me any forms that you receive from any of the other eight finalists on the attached list.

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5. I'm sure this is all a nuisance for you, and I very much appreciate your help.

[Redacted]

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J. Kenneth McDonald

Attachment

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Distribution:

- Orig - Addressee w/att
- 1 - [Redacted] DCI/PO w/att
- 1 - HS Chrono wo/att
- 1 - HS Subject (Recruiting) wo/att
- 1 - C/I Sanitized Copy Approved for Release 2009/11/19 : CIA-RDP01-00569R000100120035-1

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