

MEMORANDUM FOR: Chief, [REDACTED]

25X1A8A

SUBJECT: Draft Regulation [REDACTED] (Staff Agents)
and Related Procedures.

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1. Attached hereto for your informal review and comment is a draft of proposed Regulation [REDACTED] on Staff Agents. This draft defines the circumstances under which Staff Agent processing will be employed and is intended to reflect the conclusions of our previous discussions on this subject.

2. The draft also sets forth certain revised procedures relating to the processing of Staff Agents which, if acceptable to all concerned, will in our opinion contribute to substantially better internal security in the handling of such individuals. In this connection we are also attaching a statement of the more detailed procedures which we propose for consideration. We are of the opinion that these need not, and probably should not, be published.

3. It is our view that once the Staff Agent category is defined, and adequate procedures established, we shall then know which cases will fall into the Staff Employee (Special) category. Procedures for processing cases in this category, as far as the Office of Personnel is concerned, can readily be worked out between the Records and Services Division and the Contract Personnel Division. In the Office of Personnel a Staff Employee (Special) action would be processed the same as a regular Staff Employee action, except that CPD would be responsible for preparing the special documentation which would be required, and for the authorization and adjustment of equalization allowances. Again, these are matters which can be resolved procedurally between RSD and CPD.

4. Your informal comments on the attached materials will be appreciated.

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[REDACTED]
Chief, Contract Personnel Division

Attachments:

[REDACTED]
Discussion Draft of Proposed OP
Procedures.

Distribution:

Orig & 1-Addressee
1-PAS
Management Staff
4-CPD
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