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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

2 August 1950

NOTICE

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SUBJECT: Status of CIA Employees Eligible for Military Service

1. Employees of CIA will be in one of the following categories in connection with eligibility for military service:

a. Those with military reserve status.

(1) Having mobilization assignment or designation to CIA and assigned to a CIA reserve unit.

(2) Having mobilization assignment or designation to CIA and not assigned to a CIA reserve unit.

(3) Having mobilization assignments or designations outside CIA, with or without outside unit assignments.

(4) Having no mobilization or unit assignments, but who are volunteers, inactive or honorary reservists

b. Those having no military reserve status.

(1) Required to register for selective service action and qualified for military service.

(2) Required to register for selective service action but disqualified for military service for physical or other reasons.

(3) Not required to register for selective service action.

2. The policy of this Agency relative to active military service of its civilian employees beyond the normal two-weeks' military leave provision is stated below:

a. CIA employees are expected to be career employees of this Agency. The time, effort and funds expended in clearing and training individuals for our work are all directed toward procuring and developing a national intelligence team which will be competent and available to meet its full responsibilities at all times and especially in times of

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national emergency. It should be obvious to each individual employee that any policy which involved the general release of trained personnel for active military service in emergency situations when they are most needed by the Agency would result in either considerably reduced competence or actual failure to meet our responsibilities in time of greatest need.

b. Individual employees will not be released by the Agency for the purpose of volunteering for military service either on their own initiative or as a result of inquiries as to availability. There is, of course, no legal bar to resignations of employees for the purpose of volunteering for extended active military service from either reserve status or directly from a purely civilian status.

c. Individuals who, after compliance with procedures hereinafter prescribed, are ordered to active duty from a reserve status without their consent and those who are inducted through selective service processes, will be re-employed by this Agency upon termination of active military service to the fullest possible extent in consonance with the Veteran's Preference Act of 1944 and related laws.



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3. An effort will be made by this Agency to obtain the passage of appropriate legislation to provide for the eligibility of CIA employees who would unquestionably have entered active military service except for their employment by CIA, for any veterans' benefits for which they would have been eligible as a result of active military service.

4. a. The Personnel Director has been charged with the implementation of the policies stated in paragraph 2., above.

b. Immediately upon the arising of either circumstances specified below the individual affected will inform his Assistant Director or Staff Chief:

(1) Receipt of notice to appear before a selective service board for any reason.

(2) Receipt of instructions or orders to report for active military service or preliminary warning of such orders pending.

(3) Receipt of warning orders relative to impending call to active service as part of a reserve or national guard unit.

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c. The Assistant Director or Staff Chief concerned will in turn inform the Personnel Director, who will take appropriate action either with the Director of the Selective Service System or the Office of the Secretary of Defense.

5. The Personnel Director is also charged with making adequate provision, in coordination with the Chiefs of the Administrative and Special Support Staffs, for required notification to Selective Service Boards in the case of each CIA employee eligible for registration with such a board who leaves the continental United States for any purpose. Individual employees and their Assistant Directors and Staff Chiefs will channel all such cases through channels prescribed by the Personnel Director rather than taking action directly with appropriate boards.

*R. H. Hillenkoetter*

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Rear Admiral, USN  
Director of Central Intelligence

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