

Office Registry
5-2265

JUN 17 1954

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Organization and Functions, Office of Personnel

25X1A

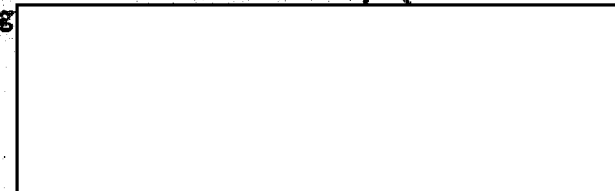
1. The proposed changes in the organization and administration of the Career Service Program, which have been sent to you by the Chairman of the CIA Career Service Board, make necessary a slight change in Regulation [] which describes the organization and functions of the Office of Personnel. I have discussed this matter with the Deputy Director and with the CIA Career Service Board. It is the consensus that the following change which I propose to you is appropriate.

2. It is recommended that paragraph 2f(7) of Regulation [] be changed

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From: "(7) Staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board."

To: "(7) Administering and monitoring the Agency Career Service Program. Developing and recommending the establishment of policies and procedures for the management of Career Boards and, through review of their activities, periodically advising the Director as to the effectiveness and accomplishments of the program"



Assistant Director for Personnel

APPROVED:

C. P. Cabell
Deputy Director of Central Intelligence

Date: June 14

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OFFICE 228.1 DIRECTION

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