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4 February 1970

MEMORANDUM FOR: Group and Staff Chiefs

SUBJECT : Reserve Employees

REFERENCE : HR 20-2b

1. Individuals who are hired by CIA on a Reserve Appointment are employed for a period of more than one year but not to exceed five years. Reserve appointments may be renewed for additional periods of five years or less upon recommendation of the Head of the Career Service concerned.

2. At the meeting of the IP Career Service Board on 24 November 1969 the following policy on Reserve appointments was adopted for retired military officers employed by NPIC:

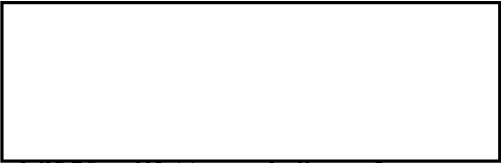
- a. One review to be held midway through the reserve appointment.
(Personnel Branch to advise Groups)
- b. Another review one year before the end of the reserve appointment in order to give the individual time to proceed with retirement or other employment plans if renewal is not approved.
(Personnel Branch to advise Groups)

It is believed that the same policy should apply to other types of Reserve Employees.

3. Attached is a complete listing of Reserve Employees assigned to your Group. It is requested that the following action be taken:

- a. Complete as soon as possible the review of all appointments expiring within the next 12 to 14 months.
- b. Recommend to the Director, NPIC the extension or termination of these appointments. Forward recommendations through the Chief, Personnel Branch and Executive Director, NPIC.
- c. Initiate a midway review of appointments expiring within the next 30 months.
- d. Insure that all Reserve Employees are aware of their employment status and are kept informed of their employment future. Soft files should be documented, as appropriate, for future reference.

I will be happy to furnish any assistance or information you may require on this matter.


Chief, Personnel Branch

Declass Review by
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