

11 December 1953

OPM 20-410-10

PERSONNEL DIRECTOR MEMORANDUM NO. 100-53

SUBJECT: Congressional Cases

*Received by 5-130-4 (S-1) 4-25-53*

1. Communications from Congressional sources pertaining to applicants for positions with the Agency, received by any component of the Personnel Office, will be referred immediately to Legislative Liaison (extension 734). Legislative Liaison will contact the Personnel Procurement Division to arrange for appropriate interviews and employment considerations in cases where such action is considered necessary or advisable.

2. Application and/or other papers submitted to the Agency will be acknowledged by the Processing and Records Division or in such manner as may be requested by Legislative Liaison or directed by the Personnel Director.

3. At the time a file is prepared in such a case (or at such time as an existing file becomes a Congressional Case), the folder will be stamped "Congressional Case". A special "Congressional" cover sheet will be placed on the right side of the folder ON TOP of all other papers in the file (with the exception of a notice of security disapproval). In accordance with the instructions on the cover sheet, Legislative Liaison will be notified immediately upon the initiation of any action by any component of the Personnel Office which affects the status of the individual.

4. In those cases culminating in entrance on duty, the "Congressional" cover sheet will be removed from the file upon entrance on duty and returned to the Processing and Records Division. In those cases which do not culminate in entrance on duty and in which the folder is returned to applicant files, the cover sheet will remain in the file so that the case may be identified as a Congressional referral if it is re-opened at a later date. The foregoing instructions supersede the instructions contained in the note on the "Congressional" cover sheet.

5. A supply of these cover sheets will be maintained in the Processing and Records Division of the Personnel Office. In the event that the file on a Congressional Case is made up in any component of the Personnel Office other than the Processing and Records Division, a cover sheet will be obtained and placed in the folder by the component establishing the file.

6. Division and Staff Chiefs will ensure that all employees concerned are aware of these procedures and the necessity for the expeditious handling of Congressional Cases.

[Redacted Signature]

Acting Personnel Director

*OK except for org. title per 37-5*