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Colonel Edwards

9 September 1954

SO NOTICE # 54 - 13

SUBJECT: Career Program - Career Development of Junior Personnel

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1. All employees are invited to review and, if interested and eligible, to apply for entrance into the Program for Career Development of Junior Personnel. The Program is designed to provide for the systematic indoctrination and development, through planned assignment of at least 12 months' duration, of those junior employees who have been identified as possessing the capacity and potential to profit from such development.

2. To be eligible, the individual must:

- a. Have staff employee status.
- b. Be between the ages of 25 and 34, inclusive.
- c. Occupy a position at grade GS-7 through 12, inclusive.
- d. Have at least two years prior CIA service, preferably three.
- e. Have completed a training course in basic intelligence, such as BIC.
- f. Possess at least a Bachelor's degree or equivalent from an accredited college or university.
- g. Agree to serve the Agency anywhere and at anytime and for any kind of duty as determined by the needs of the Agency, full consideration being given to particular capabilities, interests and personal circumstances.

(The requirement of having taken the BIC Course is waived, provided the candidate has at least three years service with CIA. It is proposed that eligible candidates without the BIC will receive training in connection with the selection and entrance into the Program.)

3. Employees may obtain additional information by reading a copy of Agency [redacted] which has been distributed to all staff, division and branch chiefs. The Training Branch, A&TS, may also be contacted for further explanation, guidance and copies of the application. Applications must be returned to this Branch before the close of business Thursday, 16 September 1954.

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[redacted]

Chief, Administration and Training Staff

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Distribution:

All Headquarters Employees

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