

~~CONFIDENTIAL~~
Security Information

8 December 1953

PROPOSED POLICY ON DEVELOPMENT

1. It is the objective of the Agency to develop fully the capabilities of each member of the CIA Career Service in accordance with the requirements of the Agency. In addition to the development which takes place through supervised work experience, actions are taken to broaden a Career Employee's experience by assigning him (a) to various duties within his specialty or group of specialties, (b) to courses of instruction and to specialized training to supplement his experience and prepare him for new duties and increased responsibility, and, (c) to duties of progressively greater responsibility as he demonstrates the capacity to assume them.

2. These actions are accomplished for each Career Employee according to a plan designed to guide the long-range development of his abilities and interests in relation to Agency requirements. The Initial Career Development Plan of a Career Employee is the responsibility of his supervisor who develops it in consideration of the results of evaluations accomplished prior to the individual's entrance into the Career Service. Subsequent to his full membership in the Career Service, his Career Development Plan will be reviewed annually by his Career Service Board and will be recorded in his official Personnel Folder. The Career Employee will have full knowledge of the plan and will participate in its formulation.

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