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MINUTES

OF THE

CIA CAREER SERVICE BOARD

17th Meeting, Thursday, 10 December 1953, at 4:00 P.M.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Matthew Baird, Director of Training, Member
[redacted], Acting Personnel Director,
25X1A9a [redacted] the AD/Personnel, Member
[redacted] Chief of Operations, Alternate for

[redacted] / [redacted] Alternate for the Deputy
Member

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[redacted] Special Assistant to AD/CO, Alternate
for AD/CO, Member

Huntington Sheldon, AD/CI, Member

Lawrence K. White, Acting DD/A, Member

25X1A9a

[redacted] Special Assistant, DD/I,

25X1A9a

Alternate for DD/I, Member

[redacted] Office of the Inspector General

George G. Carey, AD/CO

Otto E. Guthe, AD/HR

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[redacted] Executive Secretary

[redacted] Stenographer

[redacted] Secretariat

[redacted] Reporter

1. Minutes of the 15th meeting of the CIA Career Service Board, held
19 November 1953, were approved without change.

2. Minutes of the 16th meeting of the CIA Career Service Board, held
23 November 1953, were approved without change.

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3. Mr. [redacted], Special Assistant/[redacted] who will be the alternate
for Mr. [redacted] during the latter's absence, was introduced to the Board.

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4. The third item on the agenda, "Responsibility for the Assignment
and Career Development of General Administrative Personnel," dated 1 December
1953, was discussed by [redacted] representing the DD/P, and Col. White,
Acting DD/A, who explained how the system of assignment of Career Designations,

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MINUTES

OF THE

CIA CAREER SERVICE BOARD

18th Meeting, Monday, 21 December 1953, at 10:30 A.M.
Room 120, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Robert Amory, Jr., DD/I, Member
Matthew Baird, Director of Training, Member
25X1A9a [REDACTED] Chief of Operations, Alternate for
DD/P, Member
Lawrence R. Houston, Acting DD/A, Member
25X1A9a [REDACTED] SA/PP, Alternate for the Deputy
Chief, [REDACTED] Member
25X1A George E. Meloon, Personnel Director, Alternate
for the AD/Personnel, Member
Huntington Sheldon, AD/CI, Member
25X1A9a [REDACTED] OO
25X1A9a [REDACTED] OSI
Otto E. Guthe, AD/RR
25X1A9a [REDACTED] O/TR
25X1A9a [REDACTED] O/TR
25X1A9a [REDACTED] Executive Secretary

1. It was announced that the minutes of the 17th meeting would be ready for approval by the Board at the next meeting.

2. Prior to consideration of selection of candidates for the Advanced Management Program, Graduate School of Business Administration, Harvard University, which was the principle item on the agenda, the Chairman requested Mr. Houston, who had been the nominee of CIA at a previous session of the Program at Harvard, to describe its purpose and the benefits that might accrue to CIA as a result of attendance by future candidates. In brief, Mr. Houston pointed out that this course was designed for executives and potential executives. It was not a business course. It was not designed to increase the specific skills of those who attended in the fields of personnel, finance, supply or other "administrative" disciplines. The course was designed primarily for those persons who had achieved success and prominence in their organizations through practical experience and who would benefit by having the opportunity to discuss the more intangible aspects of management and executive action. For example, the Heads of the Offices in the DD/P and DD/I areas might benefit more than those in the DD/A area who could be presumed to have had training in administrative techniques.

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"CD-A," for administrative personnel had been accomplished within the DD/P area. Mr. ██████ explained that the system had worked especially well from the viewpoint of the DD/P and that everyone there was well satisfied with the mode of operation. Col. White reiterated the advantages of administrative personnel having a common working background and training and expressed his belief that the proposed system would improve the existing situation. Mr. ██████ pointed out that the DD/P used many specialized personnel overseas in the communications, personnel, medical, finance and logistics fields, but that when these persons returned to Headquarters it was impossible to absorb them into the DD/P departmental staff. Such personnel had to return to the office having primary responsibility for these specialized missions. There was general discussion as to who would fall into the category of "administrative personnel," and Col. White pointed out that there had been no problem in identifying these people to the satisfaction of all concerned. There was also discussion as to what choice the individual concerned had in the assignment of career designations. Col. White stated that a person who evidenced a desire for a career designation which did not correspond to the type of administrative work that he was doing was, in fact, stating a long-range preference for something other than administrative work.

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Mr. ██████ Acting Personnel Director, showed how the system operates, using as an example a recent vacancy in a personnel-type position located ██████. The Personnel Office had supplied DD/P at his request with four qualified persons with the Career Designation, "CD-PE," for the position and DD/P made the final choice. At the same time the Personnel Office was arranging and had accomplished placement of the returning employee who also carried the Career Designation, "CD-PE."

The Board further discussed the memoranda from Col. White and heard the views of Mr. Carey and Mr. Guthe who had accompanied Mr. Sheldon. Several changes in wording were agreed upon. The discussion was terminated with the Chairman suggesting that he and Mr. Amory discuss the matter, after a copy of the transcript of the meeting had been made available to Mr. Amory, who was not present.

5. The Board reviewed a check-list of the current status of the Career Service Program and objectives which have yet to be reached. This was discussed briefly by the Chairman who suggested that the proposed policy statements be held for consideration at a later meeting.

6. The Board decided to suspend meetings until after the first of the year with a steering group meeting in the interim if necessary.

7. The meeting adjourned at 5:05 P.M.

Signed

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Executive Secretary

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