

SCHEDULE OF THE MEETINGS
OF THE CIA CAREER SERVICE BOARD
FOR APRIL, MAY AND JUNE

Date of Meeting

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

1 April	Discussion of the proposed plan of action
8 April	Report and recommendations of Insurance Task Force, "Insurance I" (with respect to mortality)
15 April	a. Discussion of the recommendations of the Task Force on Promotion and approval of Agency promotion policies, procedures and controls b. Selection of candidates for the National War College
22 April	Discussion of report of the Task Force on Career Development of Junior Personnel; approval of assignment of responsibility, mechanism and control
29 April	Discussion of report of Task Force on Career Service; approval of phasing and implementation of the CIA Selection Board
6 May	Discussion of report of Task Force on Overseas Rotation Planning; approval of mechanism to insure advance planning prior to arrival of returnees in headquarters.
13 May	In reserve
20 May	Discussion of report of Task Force on Responsibilities of Component Career Service Board; approval of duties and responsibilities and procedures of office boards.
27 May	In reserve
3 June	Approval of text of information brochure, "What the CIA Career Service Means to You"

SECRET

Date of Meeting

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

10 June

Report of Insurance Task Force, "Insurance II" (with respect to health and hospitalization)

(Tuesday - 7:00-10:00 p.m.)

15 June

Presentation of the Career Program of CIA to all supervisors of the level of Branch Chief and above; in anticipation of the beginning of a new fiscal year when a number of new procedures will become effective

The agenda for meetings are geared to the estimated completion of work of the task forces and so planned as to permit the preparation and coordination of regulations resulting from policy decisions of the Board prior to the 15th of June.

- 2 -

SECRET

CONFIDENTIAL

30 March 1954


Task Force on: Promotion

To recommend to the CIA Career Service Board policies and procedures to guide and control the promotion of CIA employees.

Deadline: 9 April 1954

Members:

25X1A9a

o
RR
omnel
rsonnel
, Parsomel
sonnel
Training

CONFIDENTIAL

CONFIDENTIAL

30 March 1954

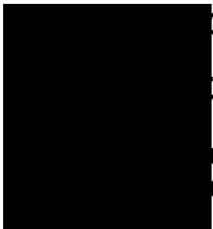
Task Force on: Career Development of Junior Personnel

To recommend to the CIA Career Service Board policies and procedures which will insure effective career planning for junior personnel and the assignment of such individuals successively to types of duty which will contribute to the development of their careers in CIA.

Deadline: 16 April 1954

Members:

25X1A9a



Training
I
, Personnel
nel
sonnel

CONFIDENTIAL


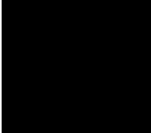
CONFIDENTIAL

30 March 1954

Task Force on: The CIA Career Service

To recommend to the CIA Career Service Board policies and procedures for establishing the CIA Career Service including a definition of the duties and responsibilities of the Career Selection Board and its Executive Director, an application for membership in the CIA Career Service, evaluation procedures and techniques, and recommendations concerning the time when the application should be made available to eligible candidates.

Deadline: 23 April 1954

Members:  FI
General Counsel
DD/I
25X1A9a  , Training
Commo
Personnel
Personnel

CONFIDENTIAL

CONFIDENTIAL

30 March 1954

Task Force on: Overseas Rotation Planning

To recommend to the CIA Career Service Board policies and procedures to insure advance planning and arrangements for the next assignments of overseas employees based on consideration of their career plans, and their current qualifications and preferences in relation to Agency needs.

Deadline: 30 April 1954

Members:

25X1A9a

I
ommo
D/P
Personnel
Personnel
Personnel
Personnel
OO
D/A

CONFIDENTIAL

CONFIDENTIAL

30 March 1954

Task Force on: Responsibilities of Component Career Service Boards

To recommend to the CIA Career Service Board policies and procedures which will define the responsibilities of Component Career Service Boards in personnel management and insure that they are exercised in harmony with the related responsibilities of supervisors, operating officials, heads of Career Components and the AD/P.

Deadline: 14 May 1954

Members:

25X1A9a

PP

Personnel
Personnel
Training

CONFIDENTIAL

CONFIDENTIAL

30 March 1954

Task Force on: Presentation Arrangements

To plan and implement all necessary arrangements for a formal presentation in June of "The Career Program of CIA" including the solution of problems relating to graphics, security, costs, the distribution of notices, check lists of persons to attend, recording and reporting the proceedings, etc.

Deadline: 28 May 1954

Members:

25X1A9a

, Training
, OCI
Security
Personnel
Personnel

CONFIDENTIAL

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATT (Statement of Mission