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PERSONNEL
16 June 1954



THE CIA CAREER COUNCIL AND THE CAREER SERVICES

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1. GENERAL

This Regulation establishes the over-all policy and the organizational structure and responsibilities for administering the career program within the Central Intelligence Agency.

2. POLICY

The basic personnel management policy of the Central Intelligence Agency contemplates a progressive program that identifies, develops, effectively uses and rewards individuals who have qualifications required by the Agency; motivates them toward rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who fail to perform as effective members of the Agency. This policy will be implemented through the career program which is applicable to all U. S. citizens who are Staff Employees or Staff Agents of the Agency, whether on duty in headquarters or in the field.

3. PURPOSE

The purpose of the career program is to establish personnel management practices which will develop people to the fullest extent to meet present

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and anticipated personnel needs of the Agency and to encourage their long-term service with the Agency.

4. ADMINISTRATION

a. THE ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel will direct the activities of the Boards and Panels that are established at the Agency level to implement the career program, such as the CIA Selection Board and the CIA Honor Awards Board, and will advise and assist the Heads of Career Services in carrying out all aspects of their responsibilities for personnel career management.

b. THE CIA CAREER COUNCIL

(1) Organization

- | | |
|---------------------------------------|------------|
| Assistant Director for Personnel | - Chairman |
| Inspector General | - Member |
| Deputy Director (Administration) | - Member |
| Deputy Director (Intelligence) | - Member |
| Deputy Director (Plans) | - Member |
| Director of Training | - Member |
| Assistant Director for Communications | - Member |

(2) Responsibilities

The CIA Career Council will function as an advisory group to the Director of Central Intelligence. The Chairman will seek the opinions of the Council on the feasibility and advisability of major or significant changes in, or additions to, Agency personnel policy. Members of the Council will bring to it

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proposals for the revision of Agency personnel policy or problems which might affect basic personnel policy. Recommendations of the Council will be transmitted to the Director for his consideration.

(3) Meetings

The Council will meet at the call of the Chairman, either on his initiative or upon the request of any member. If a member cannot be present, he may be represented by his designated alternate.

c. CAREER SERVICES

Career Services as listed in Attachment A are established within CIA under the direction of the officials indicated. An appropriate Service Designation, as shown, will be used to identify each Staff Employee and Staff Agent with the Career Service to which he is assigned.

(1) Responsibilities of Heads of Career Services

The Heads of Career Services are responsible for monitoring the application and functioning of the Agency personnel program as it applies to the members of their Career Service, including:

- (a) Improving and strengthening personnel administration within that Career Service;
- (b) Planning the utilization and development of such individuals, including their training, assignment, rotation and advancement;
- (c) Reviewing fitness reports of such individuals;

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- (d) Planning the rotation and reassignment of such individuals so as to enable that Career Service to meet long-range personnel requirements through orderly processes;
- (e) Reviewing requests for personnel actions to reassign, promote, demote or separate such individuals and recommending appropriate action to the Assistant Director for Personnel;
- (f) Reviewing proposals for the training of such individuals and recommending their participation in Agency-sponsored training.

(2) Career Boards

The Head of each Career Service will establish a Career Board and such subordinate Panels as he may consider necessary to advise him on personnel management matters and, as he directs, to monitor the application and functioning of the personnel program as it affects the members of that Career Service.

(a) Organization

Each Career Board will be composed of the following officials:

- (1) The Head of the Career Service, ex-officio;
- (2) Three or more Staff or Division Chiefs or officials of comparable responsibility;
- (3) A Senior Personnel or Administrative Officer who will be responsible for providing technical advice and assistance to the Board.

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d. ASSIGNMENT OF SERVICE DESIGNATIONS

The Assistant Director for Personnel will assign a basic Service Designation to each Staff Employee and Staff Agent in the Agency which will identify him with an appropriate Career Service. In so doing, the Assistant Director for Personnel will give full consideration to the Head of the Career Service involved, the individual's desires, and to his qualifications for assignment to a particular Career Service. An individual may later hold other or additional appropriate Service Designations.

Allen W. Dulles
Director of Central Intelligence

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Approved For Release 2001/04/05 : CIA-RDP80-01826R000600150004-0

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