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25 September 1952

MEMORANDUM FOR THE CHAIRMAN, PROFESSIONAL SELECTION PANEL

SUBJECT : Functional Responsibilities of the Professional Selection Panel

ENCLOSURE: Statement of Proposed Functional Responsibilities of the Professional Selection Panel

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1. Pursuant to minute four of the meeting of the Professional Selection Panel held on 10 September, and my subsequent conversation with Mr. [REDACTED] and I acting as your subcommittee, have considered the problem of the responsibilities of the Panel.

2. The directive of the Panel called for proposals of methods for carrying out the responsibilities of the Panel as well as for proposals of what its functional responsibilities should be. Your subcommittee, upon further consideration, considered it advisable to defer the formulation of proposals for performing functions until a statement of functions has been approved by the Panel.

3. Accordingly, we submit for your consideration, the enclosed statement of proposed functional responsibilities.

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4. We further recommend that the statement as adopted by the Panel supersede the statement of functions included in paragraph 1d of TAB E to [REDACTED] dated 19 June 1952.

FOR THE SUBCOMMITTEE:

/s/ [REDACTED]

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PROPOSED FUNCTIONAL RESPONSIBILITIES OF THE
PROFESSIONAL SELECTION PANEL

Subject to policies approved by the Director of Central Intelligence and the CIA Career Service Board, the Professional Selection Panel shall:

ESTABLISH & ADOPT

1. ~~Prescribe~~ the standards for the selection of all candidates for professional positions in CIA.

2. Monitor the application by responsible offices of approved selection standards. This may include, at the discretion of the Panel, a review, for final approval on behalf of the Agency, of all proposed personnel actions on candidates for appointments ^{OR ASSIGNMENT} to professional positions.

3. Arbitrate controversies between operating offices and administrative offices arising from a dispute over the qualifications of a candidate for professional employment ~~in a given position at a given grade.~~

4. Offer its good offices in controversies arising from a dispute over the qualifications of personnel already on duty for professional employment in a given position at a given grade.

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