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DRAFT #1
DT:vcd
11 August 1953

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MEMORANDUM FOR: The Record

SUBJECT: Meeting of the Steering Group, CIA Career Service Board, on 10 August 1953.

1. The meeting began at 4:00 p.m.

2. Mr. Kirkpatrick announced the establishment of a panel of women to look into the problems of professional and non-professional women throughout the Agency. The panel has [redacted] as chair- 25X1A9a man; secretariat service is performed by Miss [redacted] Mr. Kirk- 25X1A9a patrick indicated that this panel required detailed personnel statistics in order to accomplish its mission. It was agreed by the Steering Group that the panel should be given these statistics but that they should be cautioned concerning the dissemination of information contained in these data.

3. Mr. Kirkpatrick requested the comments of members of the Steering Group concerning the establishment of agency-wide standard criteria to cover promotions. The Steering Group agreed as to the necessity for such criteria including time and grade requirements. Mr. Kirkpatrick requested Mr. Meloon to prepare regulations on this matter. Mr. Meloon indicated that such regulations were already in the process of preparation. Mr. Kirkpatrick requested the representative of the Training Office to submit proposals concerning the problem of promoting people while in training status. It was indicated that such proposals are already in process of preparation.

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4. Mr. Kirkpatrick indicated a general concern with respect to the low morale evidenced by Junior Officers and Junior Officer Trainees, particularly in the DD/P complex. He indicated he may establish a panel composed of such officers in order that they might present their recommendations with respect to resolutions of the problems which they feel contribute to their low morale.

5. The Steering Group considered the paper proposed by the Professional Selection Panel entitled "Determination of Suitability for Permanent Appointment to the Career Staff". There was general acceptance of this paper with the following exceptions:

a. The trial service period presently required by legislation does not seem appropriate for the CIA. It was pointed out that in many instances personnel have not been assigned sufficiently long to their duties when their provisional period expires because of training and other assignment action. It was further indicated that the Veteran's Preference Act would apply immediately to those veterans who join CIA from another Agency in which they have completed a trial service period, provided their duties in CIA are similar to those they performed before. In other instances Veteran Preferences prohibitions against separations may apply 6 months after joining CIA. It was agreed that it would not be wise to use the DCI's official authority to accomplish the separation of Veterans whose trial service period has expired. It was agreed that the problem is one of securing adequate legislation.

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b. Mr. [REDACTED] indicated that the Acting DD/A did not concur in the use of the Panel of Examiners because of the possibility of or uniformity among this large group of persons.

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c. It was agreed that there should be increased emphasis on the use of Office Career Service Boards in determining suitability, particularly in terms of providing them with all pertinent information from all sources.

6. It was agreed to place the Professional Panel's paper on the agenda for the CIA Career Service Board's next meeting in the event that some member of that Board wished to discuss it in full session.

7. Mr. Kirkpatrick announced a general concern over personal hardships experienced by CIA personnel through no fault of their own. He outlined a few details concerning a proposal that the Agency establish a special _____ to assign in these cases of personal hardship.

8. The meeting was adjourned at 5:00 p.m./

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