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2 July 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Meetings of the Steering Group of the CIA Career Service Board

Meeting of 11 May 1953

Present: Kirkpatrick, Baird, [redacted]

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The Steering Group:

a. Discussed a new Policy for Training at Non-CIA Installations presented by the Director of Training and agreed that this should be placed on the agenda for the meeting of the Board to be held on 21 May 1953.

b. Discussed and revised the draft of the Staff Study on the Executive Inventory and referred it to the meeting of the Board to be held on 21 May 1953.

c. Considered the problem of carrying out the decision of the Board of 10 March 1953 concerning an insurance program for CIA personnel and agreed to setting up a Task Force composed of Messrs. [redacted] and [redacted] responsible to the Board, to conduct the necessary studies and make recommendations.

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Meeting of 1 June 1953

Present: Kirkpatrick, [redacted]
Morris, [redacted]

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The Steering Group:

a. Approved the "Policy Governing Training at Non-CIA Facilities" which had been revised by the Director of Training as a result of the discussion at the Board meeting on 21 May 1953 and requested the Office of Training to prepare a Regulation incorporating this policy.

b. Approved the proposal that a Task Force composed of Messrs. [redacted] be created to prepare for the Board the draft of the statement "What the CIA Career Service Means to You". During the course of preparing this, it was felt that a realistic approach would uncover and help to establish priorities on problems of the career service which needed solution. The target date for completion of the statement is 1 September 1953.

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c. Approved the Staff Study on the Executive Inventory which had been referred by the Board on 21 May 1953 to the Steering Group and instructed the Executive Secretary to work out further details for putting the plan into effect.

d. Reviewed Cases 38 and 48 requested by DD/P on behalf of TSS. These individuals had been declared unsuitable for long-range career employment in CIA by the Professional Selection Panel. The cases were presented to the Board by Mr. [REDACTED], Chairman of the Professional Selection Panel. Of the eight persons present eligible to vote, two persons disqualified themselves because of their close association with the Cases. The Steering Group voted 6 to 0 to uphold the decision of the Panel with respect to Case 38. /This recommendation was subsequently made to the Director who approved the recommendation of the Board that this individual would not be employed in any capacity by CIA. / The Group agreed that the information and evidence in Case 48 was inconclusive and requested Mr. [REDACTED], Chairman of the Panel to confer with the Chief, TSS to develop further information.

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Meeting of 15 June 1953

Present: Kirkpatrick, Baird, [REDACTED], Morris, [REDACTED]

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The Steering Group:

a. Recommended that the Chairman of each Office Career Service Board have a Career Service Reference Book similar to those of the CIA Career Service Board members.

b. Reviewed the Staff Study "Letter of Commendation" prepared by the CIA Honor Awards Board and

(1) Requested that the Board revise one paragraph to ensure that there was no conflict between the proposed Letter of Commendation and other congratulatory or courtesy letters which would be signed by the Director.

(2) Requested that the Honor Awards Board and the Incentive Awards Committee jointly review the Regulations with respect to:

(a) the most efficient means of obtaining over-all objectives in the honor and incentive field,

(b) assurance that there is neither overlap nor duplication in functions and procedures and

(c) assurance that responsibility for every phase of these fields is assigned to either one or the other of the groups concerned.

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c. Considered the Working List #1 of the Professional Selection Panel, "Qualities Bearing on Suitability for Career Service in CIA"; revised the list in some respects and agreed to forward a new Working List #2 to all Career Service Boards for their comments and suggestions.

d. Took steps to ensure that the [REDACTED] Service Program was dispatched to the field at the earliest possible time.

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e. Approved modifications in the procedure for requesting a review of adverse Panel decisions, i. e.,

(1) Requests for review must be filed with the Chairman, CIA Career Service Board within ten workdays after receipt of official notice from the Executive Secretary of the Panel, and

(2) The Chairman of the Panel and only he is authorized to discuss the basis of Panel decisions with the Assistant Director or Deputy Assistant Director who has jurisdiction over the individual.

f. Approved the proposed Agency Notice on the Professional Selection Panel.

g. Noted that the Director had approved the plan for the Executive Inventory.

h. Directed that the Executive Secretary prepare a paper to be placed on the agenda for the next meeting of the Board concerned with the development of a Legislative Program.

/s/

[REDACTED]

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