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Notes for Mr. Kirkpatrick - 3:00 p.m., Administration Building

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~~1 [redacted] vice ~~Sub?~~~~

~~2 Who should come to this weekly meeting? Minutes? Agenda?
Day and hour? 3:00 Monday~~

~~3 Next meeting of Board; ~~10 May?~~ 21 May? Agenda for Board meeting
must go out 1 week before meetings~~

~~4 Establish a goal, possibly for September, such as publication of a
brochure entitled "What does it mean to be a CIA Career employee?"~~

~~* Career Service Program [redacted]~~

~~* Honor Awards Regulation [redacted] combine Notice and Regulation~~

~~* Candidates for Defense Colleges~~

~~* Friday a.m.: Special meeting of Professional Selection Panel with
representatives of Office Boards to discuss recommendations of the
Panel; two year trial period, process of selection, etc.~~

* Proposal of PP Career Service Board to eliminate all Boards in DD/P
area and centralize all Career Service action at the DD/P Board level

Insurance Study; Career Benefits; Legislative Program; General Counsel
Executive Inventory

Promotion Policy

* Personnel Achievements of 1952; Personnel Program for 1953.

* Surplus Personnel Policy

* DD/P Support Career Service Board (i.e. clerical)

"Letter of Commendation for superior performance", versus letters
recognizing ten years of service in the field of U. S. intelligence,
versus CIA Longevity Award Program

[redacted] ten year award program

* Qualification Requirements Program

Mr. Kirkpatrick's original oc. of this designed on 23 Sept 53 A.R.

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STATSPEC

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Rotation Loan Slots T/O and Procedure; tightening up of "rotation" concepts

Collation via IBM technique of recommendations made in Personnel Evaluation Reports

24-hour line-of-duty concept

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