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AGENDA
FOR THE
CIA CAREER COUNCIL

22nd Meeting, Thursday, 19 April 1956, at 4:00 P. M.
DCI Conference Room, Administration Building

- ✓ 1. Minutes of the 20th Meeting; (attached) for approval.
- ✓ 2. Minutes of the 21st Meeting; (attached) for approval.
- 3. * Revised Staff Study, "Individual Career Planning," dated 12 April 1956; (attached) for approval. *(Revised for 24th meeting 3 May)*
- 4. Memorandum "Aids to Personnel Management," no date; (attached) for discussion.
- 5. New business.

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* Supplementary para. 4. f. attached.

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The Minutes for the 20th and 21st Meetings will be distributed separately prior to the Meeting.

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MINUTES

OF THE

CIA CAREER COUNCIL

22nd Meeting, Thursday, 19 April 1956, 4:00 p.m.
DCI Conference Room, Administration Building

Present: Lyman B. Kirkpatrick, IG, Acting Chairman
[redacted] /P, Alt. for DD/P, Member
H. Gates Lloyd, ADD/S, Alt. for DD/S, Member
[redacted] D/OC, Member
[redacted] SA/DDI/AD, Alt. for DD/I, Member
[redacted] D/TR, Alt. for DTR, Member
[redacted] /Pers, Alt. for D/Pers, Member
[redacted] Executive Secretary
[redacted] Reporter

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1. The minutes of the 20th meeting and of the 21st meeting of the CIA Career Council were approved as distributed.

2. The Chairman announced that the proposed amendments to Public Law 110, which the Council had reviewed, had been forwarded by the DCI to the Speaker of the House and the President of the Senate. He also announced that the Director had approved the Staff Study, recommended to him by the Council, "Incentive and Honor Awards."

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3. The Council briefly discussed the status of membership in the Career Staff. As of the end of April--since the CIA Selection Board planned to meet on Wednesday, 25 April--it was expected that processing of applications would be about 76% complete and that applications of approximately [redacted] current employees would have been acted upon. By 30 June it was expected that processing would be on a current basis since there would always be upwards of 500 applications in the "pipeline." It was also pointed out that of those persons whose applications in the Career Staff had been deferred or denied, approximately 48% had been turned down on the criterion of performance, 39% on the criterion of conduct and 13% on the criterion of intent. A more reliable and exhaustive analysis of action with respect to membership in the Career Staff would be submitted as of 1 July 1956, the two-year anniversary of the inauguration of the Career Staff. The Council agreed to consider nominations for membership of the CIA Selection Board for the coming fiscal year at its projected meeting on May 17. It suggested that each of the Deputies nominate one member, move one alternate up as a member, nominate one existing alternate and nominate a new alternate. The Council would make its recommendations to the DCI, who appoints the new Board. The Council requested the Deputy Directors to ensure that their

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respective Career Service Boards make recommendations on applications for membership in the Career Staff as promptly as possible since a total of 817 applications had not yet been received by the Selection Board and hence were unavailable for action.

4. The Council agreed to hold a special meeting to select for the DCI's approval an additional candidate to attend the forthcoming session of the National War College, since an additional "slot," formerly allotted to the Treasury Department, had been made available to GDI. None of the three alternates previously selected were now available. The Council took note of the fact that [REDACTED], the former 1st alternate, would be considered by the Council for a future session of the National War College when he again becomes available.

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5. The Council agreed to establish for itself a schedule of matters which it proposed to consider in the immediate future. Mr. Kirkpatrick felt that some personnel and Career Service policies might be discussed by the Council before an attempt is made to put them in regulatory form. Among these would be, for example, general disciplinary action. The Council agreed to review competitive promotion on 17 May if the necessary studies could be prepared by that time.

{ See Tab 3,
supporting
documents
action

6. The Council considered the revised Staff Study, "Individual Career Planning" (item 3 on the Agenda). The Staff Study was approved with the following conditions:

a. It would be permissive not mandatory to show to the employee concerned the recommendations and comments of supervisors and Career Services on the plans which he proposed.

b. In line with a) above, the title of the form would be changed from "Career Plan" to "Career Preference Outline." This change in title would help to discount the implication that a long-range commitment or "contract" had been entered into, and would emphasize the fact that this was a guide.

c. The several Panels or Boards should play a larger part in initiating the planning activity and the employee concerned should receive wise and adequate counseling.

d. The proposed additions to Discussion and Conclusions that had been distributed to the members of the Council, concerning the guidance nature of the document rather than an implied contractual obligation, were adopted.

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e. The Council agreed that the "Career Preference Outline" including the desires of the individual together with the comments of the supervisor and the Career Service concerned would be placed in the Official Personnel Folder on condition that the handling of and access to the folder be tightened up.

f. The Council agreed that this basic "Career Preference Outline" would be used on an Agency-wide basis.

*Agenda
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7. The Council set up a Task Force consisting of [REDACTED] to make the revisions in the new form "Career Preference Outline," and requested the Office of Personnel to make the necessary adjustments in the Staff Study.

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8. The Council adjourned at 5:05 p.m.

[REDACTED]

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Executive Secretary
CIA Career Council

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3 May 1956

Proposed Schedule for the CIA Career Council

17 May

Competitive Promotion Policy
Recommendation on the membership of the CIA Selection Board for FY 1957

20 May

Special Meeting of the Council with the Heads of Career Services and
of Operating Components on individual career planning.

7 June

Personnel policies in the event of mobilization
The use of women and of civilians in theatres of war in wartime
Progress report on National Defense Executive Reserve
The Specialist Reserve
The Senior Civil Service

* * *

Not definitely scheduled but among those of priority interest
are the following groups of topics:

- a. Policies with respect to assignment, placement, and utilization.
The problem of the TO with respect to ceiling and staffing pattern
(work burden and development complements).
- b. Disciplinary actions
Separation actions
The handling of mediocre performance
How can the Fitness Report be more effectively used
- c. Policy on the adherence by CIA to the Classification Act
A more flexible wage administration plan including salaries of
integers with cover organizations and wage board personnel.

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