1. IMPORTANT: -- All dates recorded will be written MONTH - DAY - YEAR

    The proper dates will be put into the columns provided

    with the month inserted just before the first slash

    mark - the day between the slash marks - the year

    after the second slash mark.

    Example: 01/21/52   (January 21, 1952)

2. NOTE: All actions effective in the month of May 1954 shall be dis-

    regarded for the purposes of this survey.

3. DEFINITIONS:

    a. DATE OF GRADE (DOG) - This is the date the current grade, ex-

Date)
of)
Grade)
Column)

    cluding step increases, was assigned to the employee in CIA. If

    since the date the grade was originally assigned in CIA there has

    been an intervening period of military service from which the

    individual is restored or returned to duty, the original date of

    assignment of the grade in CIA will still apply.

    b. MRD EOD - This is an EOD date (which may not be the same as

    the CSEOD). It should be the date the individual last entered-

MRD)
EOD)
Column)

    on-duty as a Staff Employee. However it is possible that this

    date shown on the MRB listing is in error since it may be the

    date on which the individual changed from vouchered to confi-

    dential funds, or vice versa. Therefore this date will have to

    be checked and corrected on the MRB listing by drawing a neat

    line through the date and inserting the new date directly above

    the lined-out date. Be sure that this date is the most recent

    EOD date as a Staff Employee regardless of whether or not the

    individual transferred from vouchered to confidential funds,

    or vice versa.

c. CURRENT SERVICE ENTRANCE-ON-DUTY DATE (CSEOD) - This is the beginning date of the employee's current continuous CIA civilian service, including successive periods of duty in both civilian Staff Employee and Staff Agent status, on or after September 18, 1947. Continuous service is broken when an individual is separated for any reason, including military service. In the case of individuals either separated or furloughed (or otherwise released for military service) the CSEOD will be the date that they were restored or returned to duty with the Agency. There is no break in service in cases when Agency employees are detailed to other Federal Agencies.

Adjust)
EOD)
Column)

d. LONGEVITY COMPUTATION DATE (SEE PDM 13-53) - (LCD) - Includes all service with the Agency which is performed on or after 18 September 1947 as a civilian employee in CIA and/or as a member of the Armed Forces assigned to CIA. Military service occurring between periods of creditable Agency service is also creditable. LWOP shall be included as creditable service.

LCD)
Column)

HOW COMPUTED:

(1) The LCD for employees who entered on duty with no prior civilian or military service with CIA will be the CSEOD date.

(2) In all other cases, the LCD will be an artificial date summarizing creditable CIA civilian and military service on or after 18 September 1947, determined as follows:

Add all periods of creditable service in years, months and days. (Example: 04-01-26)

Subtract this total from 54-04-30 (30 April 1954)

which is the last date to be included in the computation

NOTE: WHEN THE LCD INCLUDES AGENCY SERVICE AS A MEMBER OF
THE ARMED FORCES, DETAILED TO CIA, OR MILITARY SERVICE
OCCURRING BETWEEN PERIODSOF CREDITABLE AGENCY SERVICE -
AN ASTERISK (*) WILL BE PLACED AFTER THE RECORDED LCD DATE

25X1C4a

WRITE LEGIBLY ⸻ USE RED INK ONLY

ADDITION NOTE: The DOG, CSECD, and LCD (with asterisk, if
appropriate) will be written in Item No. 21,
SF-50, or SF-52 used in lieu thereof, of the
most recent accession-type action in the
Official Personnel Folder.