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THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

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Rescissions: (1) [REDACTED] ^{and} dated 6 December 1955, ~~Revised~~ 10 July 1957
(2) [REDACTED] dated 15 October 1954

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1. GENERAL

The Career Staff of the Central Intelligence Agency was established effective 1 July 1954. This regulation prescribes policies, responsibilities and procedures with respect to the Career Staff. Membership in the Career Staff ~~will~~ ^{is} ~~be~~ limited to United States citizen ~~Staff~~ ^{Employees} and ~~Staff~~ ^{Agents} who are eligible for consideration and ~~are~~ accepted for membership in accordance with the provisions of this regulation.

2. DEFINITIONS

a. THE CAREER STAFF

A group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of, ~~the Agency,~~ and who intend to ~~make~~ a career with, the Agency.

b. TRIAL PERIOD

The first year of service in CIA, as defined in section I of [REDACTED] 25X1A

c. PROVISIONAL PERIOD

Three years' active service in CIA which is a prerequisite to consideration for membership in the Career Staff.

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~~will~~ includes any of the periods defined or qualified in paragraph 3 below.

3. CREDITABLE SERVICE

~~in creditable service~~ "falls into the following categories:

a. ~~Generally~~, active service ^{which generally} ~~will~~ includes any of the following periods:

(1) Time on duty, under one or more appointments as a ~~Staff Employee~~ or ~~Staff Agent~~, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency,

(2) Absence on leave with pay.

(3) Continuous absence on leave without pay which does not exceed 30 successive calendar days, except that absence on leave without pay for Agency-approved external training will be fully counted.

b. Active service ^{which} ^{paragraph} for the purpose of 2c above, may include other service not to exceed two years in the Agency in a civilian or military status, when detailed to the Agency, provided:

- (1) Such service was performed on detail under military orders or on official civilian detail from another Government agency, and
- (2) Such service was in a capacity essentially similar to that to which the detailed individual was subsequently assigned as a ~~Staff Employee~~ or ~~Staff Agent~~, and

(3) ~~In no case will~~ such service be credited until ^{has served} one full year ~~has been~~ ~~served~~ as a ~~Staff Employee~~ or ~~Staff Agent~~ and the ~~employee~~ ^{individual} ~~has passed~~ ^{therefore} the ~~one-year~~ trial period.

c. Military service of a ~~Staff Employee~~ or ~~Staff Agent~~ who has been restored to civilian employment with CIA after military duty will be counted.

d. Service which includes the following categories; career agent, contract employee, contract agent, field agent, consultant, and other types of associations can be credited, when requested by the Head of the appropriate

Career Service, to a ~~Staff Employee~~ or ~~Staff Agent~~ toward the required

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three-year provisional period only after review and decision by the CIA Selection Board in each individual case.

- e. An individual who is reemployed by CIA must serve another three-year provisional period before becoming eligible to apply for membership in the Career Staff if his prior resignation was not in the "best interests of CIA."
- "Resignation in the 1st"*
- "Best interests of CIA" is defined to include: (a) resignation at the instigation of CIA to gain employment elsewhere for cover purposes, education, or for additional experience if the reasons were made a matter of record at the time of resignation; and (b) resignation to accompany spouse to new duty station, if the spouse is an employee of the Agency. Effective dates of membership in such cases will include service under all appointments.

4. POLICY

- a. The Career Staff of the Central Intelligence Agency ~~will~~ consists of personnel selected from among Staff Employees and Staff Agents. *who* Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as well as other benefits and facilities now or hereafter provided for members of the Career Staff. ~~Those~~ These individuals selected for membership in the Career Staff will be designated as Career Employees.

- b. ~~Personnel who are accepted for membership in the Career Staff~~ ^{Employees are} will have the obligation ^{ed} to serve anywhere, and at any time, and for any kind of duty as determined by the needs of CIA and they are assured that, in ~~order to~~ carrying out this ^{Requirement} ~~policy~~, full consideration will be given to their particular capabilities, interests, and personal circumstances.

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- c. The relationship between an individual member of the Career Staff and the Agency is one of good faith on the part of each--a determination on the part of the ^{Career Employee} individual to serve faithfully and understand the Agency's needs and a determination on the part of the Agency to act objectively and humanely in furthering the careers of its members. All employees who personally desire and intend to make a career with CIA ^{may} ~~can make~~ application for membership in the Career Staff in good conscience, even though personal circumstances or family responsibilities might limit their freedom to serve in some assignments.
- d. The selection process ~~will~~ ^{es} encompass ^{of the} the evaluation and development of each Staff ~~Employee and~~ ^{OR} Staff Agent during his provisional period. In this manner, the individual's capabilities, and deficiencies, ~~will be evaluated~~ in order to determine his suitability for selection into the Career Staff. The selection process will include these ^{following} stages of employee evaluation and development:
- (1) ^{its} ~~A review~~ and ^{its} ~~determination of each individual's~~ ^{Staff employee's or Staff agent's} suitability, in accordance with [REDACTED] for continued Agency employment prior to the expiration of the trial period.
 - (2) ^{its} ~~The preparation of~~ ^{Form No. 45,} Fitness Reports, as required by [REDACTED]
 - (3) ^{Preparing an evaluation} ~~A review,~~ based on the selection criteria of job performance, personal conduct, and evidence of intent to fulfill the obligations of Career Service, after the ^{employee or agent} ~~individual~~ concerned gains eligibility for consideration by completing the provisional period. In evaluating an employee's suitability for membership in the Career Staff, ~~it~~ may be ~~more difficult to determine his suitability~~ if he has not been within the purview of CIA for a considerable period ^{before} ~~immediately prior to the~~ time he applies for membership.

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- (4) ~~The provision of~~ ^{div} continuing instruction and developmental guidance and assistance to each ~~individual~~ ^{staff employee or staff agent} throughout the provisional period, in order that he may demonstrate his suitability for membership in the Career Staff or eliminate or satisfactorily resolve any deficiencies.
- e. Consideration for selection into the Career Staff will be based upon formal application by ~~personnel~~ ^{employees or agents} who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded by law to employees of the ^{U.S.} ~~United States~~ Government.
- f. After ~~consideration for~~ ^{has been considered} selection into the Career Staff, one of the following types of action will be taken for each applicant:
- (1) Acceptance in the Career Staff (Type A);
 - (2) Action deferred (Type B); or
 - (3) Acceptance into the Career Staff denied (Type C).
- g. If an ~~individual~~ ^{employee or agent} applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection or deferment and ~~he will be~~ given assistance and guidance in order to correct or to eliminate ^{vs} the causes of his rejection or deferment, ^{allowing him the} ~~so that he may have an~~ opportunity to demonstrate his suitability for membership in the Career Staff. In such cases, the ^{CIA} Selection Board may entertain an appeal by the ^{applicant} ~~individual~~, at his initiative, to appear before the Board or, at its discretion, ^{before} an Examining Panel to ^{request} ~~reconsider~~ ^{action of his} the case.
- h. The Director of Personnel will be responsible for giving preferential consideration for reemployment to these women who were members of the Career Staff and who had to resign staff employment in order to accompany a CIA spouse to a new duty station. These individuals will not only be

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given preferential consideration for vacancies within their former Career Service, but also for any Agency vacancy for which they are qualified.

5. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS

a. CIA SELECTION BOARD

(1) The CIA Selection Board is established and will consist of seven voting members or their alternates including the Director of Personnel who will act as permanent Chairman. A quorum of the Board ~~shall~~ consist of four present voting members or their alternates. The Director of Central Intelligence ~~will~~ appoint two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence), and (Support). These appointments ^{are} ~~will be~~ made for one fiscal year in each case. Individuals appointed to the Board may be reappointed, however, at the expiration of their period of service. In the event that the Director of Personnel is temporarily unable to serve as Chairman, he will designate an acting chairman from among the members or alternates ^{of the Board,} ~~to serve in his~~ place.

(2) The CIA Selection Board ^{is} ~~will be~~ provided a Secretariat consisting of an Executive Director and such other administrative and clerical personnel as are required ~~by the Board~~. The Executive Director will be selected by and function under the direction of the Director of Personnel.

b. PANEL OF EXAMINERS

A Panel of Examiners is established and ~~will~~ consist of members of the Career Staff, GS-14 and above.

(1) Each of the Career Services in the Agency ^{has} ~~will have~~ generally proportional representation on the Panel, based on the personnel strength of the Career

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Services and their anticipated workloads as of the beginning of each fiscal year, except that at least one member ^{is} ~~will be~~ named to the Panel from each Career Service.

- (2) Members of the Panel of ^{are} ~~will be~~ Examiners appointed by the Director of Central Intelligence, ^{who} ~~He will~~ give due consideration to those nominated by the Heads of Career Services after ~~the Director~~ has received the recommendations of the CIA Selection Board.

c. EXAMINING PANELS

Examining Panels convened pursuant to this regulation ~~will~~ consist of at least three examiners selected by the Executive Director, ^{of The CIA Selection Board,} ~~Examiners will be~~ chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee ~~will~~ serve as nonvoting chairman on each Examining Panel.

6. RESPONSIBILITIES

a. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for ^{¶ (1)} directing the selection program, ~~herein established and will~~ ^{¶ (2)} ensure ^{1 =} that the program is administered in accordance with personnel policies of the Agency, ^{¶ (3)} ~~He will~~ ^{1 =} recommend ^{1 =} to the Director of Central Intelligence such additional policies and procedures as he may consider necessary, ^{and} ~~The Director of Personnel is responsible for~~ ^{¶ (4)} notifying employees when they ~~complete their provisional period and thus become eligible~~ to apply for selection into the Career Staff.

b. CIA SELECTION BOARD

The CIA Selection Board is responsible for ^{¶ (1)} formulating appropriate criteria for selection into the Career Staff, ^{¶ (2)} ~~discharging the responsibilities and activities~~ assigned to it by this regulation ^{¶ (3) Hearing} and ~~entertaining~~ ^{1 =} ~~appeals by individuals~~

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c. EXAMINING PANELS

Subject to the direction of the CIA Selection Board, Examining Panels are responsible for performing the activities assigned to them as specified in this regulation.

d. SUPERVISORS

- (1) ^{Immediate} Supervisors are responsible for completing Fitness Reports on employees under their ^{Q(a)} immediate jurisdiction, ^{Q(b)} and for recommending that such employees either be retained in Agency employment or be separated from ^{The Agency} CIA before the expiration of their trial period, ^{Q(c)} and they are also responsible for recommending the acceptance or rejection of such employees for membership in the Career Staff when the provisional period has been completed.
- (2) Supervisors at all levels are responsible for ^{Q(a)} assisting and instructing employees under their jurisdiction ^{in order} to eliminate any general weaknesses or specific deficiencies in performance detected during their trial period, ^{Q(b)} and ~~They are also responsible for~~ assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff.

e. HEADS OF THE CAREER SERVICES

Heads of Career Services are responsible for ^{Q(1)} reviewing the recommendations of the supervisors specified in paragraph 6d(1) above, ^{Q(2)} and then forwarding their own recommendations to the Executive Director of the CIA Selection Board for further review and action as ^{PRE} ~~herein~~ described, by this regulation.

7. PROCEDURES

a. PROCESSING OF APPLICATIONS FOR MEMBERSHIP IN THE CAREER STAFF

- ^{The Director of Personnel Forwards The}
(1) ~~An official notification of an employee's eligibility to apply for membership will be forwarded by the Director of Personnel to the individual~~ ^{Staff employee}

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concerned 90 days prior to date of eligibility.

- (2) ^{employee or agent submits his} The application, ~~will be submitted by the individual~~ through official channels, to the Head of the Career Service concerned. Supervisors in the channel will add their comments as appropriate.
- (3) ^{prescribes} The effective date of membership in the Career Staff, ~~will be as prescribed~~ by the CIA Selection Board ^{which} ~~and~~ normally will be the date on which ^{The employee} ~~an~~ ^{or agent} individual signed his application or the date of eligibility, ~~whichever~~ ^{date is later.} Effective dates of membership in the Career Staff for those employee or agent individuals whose applications had previously been deferred or denied, will normally be the date on which the CIA Selection Board accepts his individual's application for membership in the Career Staff.
- (4) ~~If~~ ^{If} the signed application has not ~~been~~ received by the CIA Selection Board within 90 days of date of eligibility, it will be assumed that the ^{or agent} employee ^{does not wish to apply for membership in the Career Staff, and} official Agency records will be documented to this effect.
- (5) Failure to apply for membership in the Career Staff when notified of eligibility does not invalidate an ^{employee's or agent's} individual's right to make future application.
- (6) ^{employee or agent} An individual who is departing for overseas may sign his application ^{before leaving} ~~prior to his departure from headquarters~~ if he has completed his trial period,
- (7) Suitability of ~~Staff~~ ^{is} Employees and Staff Agents for membership in the Career Staff ~~will be~~ determined as follows:
 - (a) The Head of the Career Service concerned ~~will~~ ^{if desirable,} review the application and obtain the comments of the appropriate Career Board or Panel, ~~if~~ ^{such comments are desired.} He ~~will forward~~ ^{Together with his Recommendation} the application to the

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Executive Director of the CIA Selection Board ~~together with his recommendation~~ ^{he obtains} within 90 days of the date ^{of} signature ^{by} the applicant. Upon receipt of the application, the Executive Director ~~will~~ ensure that eligibility requirements have been met, ~~will~~ assemble all available documentation pertinent to the case, and ~~will~~ convene an Examining Panel to consider the application.

- (b) In all cases, the Examining Panel will base its recommendations to the CIA Selection Board on all pertinent information concerning the employee, ~~which is~~ professionally appropriate, and operationally secure including information furnished by the Office of Personnel, Office of Security, Office of Training, Medical Staff, Office of the Comptroller, the Inspector General, Inspection and Review Staff, and the organizational component and Career Service having jurisdiction over the ~~individual~~ ^{applicant}. If necessary, the Panel may request further information from the ~~components~~ ^{concerned}. The Examining Panel may interview the ~~individual~~ ^{applicant} and, if desired, his supervisor or other Agency employees.

- (c) If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned, ^{if such information} ~~or might not have been~~ available to ~~him~~ ^{The Head of The Career Service} when his original recommendation was made, the Executive Director of the CIA Selection Board will forward the ~~finding~~ ^{The Head of The Career Service} of the Examining Panel to ~~him~~ ^{him} on an EYES ONLY basis, 30 days ^{CIA} in advance of the proposed Selection Board meeting. This will enable ~~the Head of the Career Service~~ ^{him} to reconsider his original recommendation in the light of any new information and to modify it if he so

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forward the ~~finding~~ and the comments of the Head of the Career Service directly to the CIA Selection Board for action. ~~without~~ ~~further review by an Examining Panel~~/. If the Head of the Career Service has not replied within 30 days, it ^{is} ~~will be~~ assumed he is in agreement with the ~~finding~~ of the Examining Panel and the ~~finding will be~~ submitted to the CIA Selection Board for action.

- (d) If the ^{staff employee or staff agent} ~~individual~~ is overseas at the time he becomes eligible for membership in the Career Staff, and if an interview by the Examining Panel is felt ^{to be} necessary, ~~the~~ consequent decision on the acceptance ^{ability} of his application for membership in the Career Staff may be deferred until he is physically available in headquarters.
- (e) The Examining Panel ~~will~~ recommend to the CIA Selection Board that the employee be selected into the Career Staff, that his case be deferred, or that his selection be disapproved.
- (f) The CIA Selection Board, on behalf of the Director of Central Intelligence, will take formal action on the recommendation of the Examining Panel.
- (g) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact ^{is} ~~shall be~~ reported to him. He may either accept the Board's decision or refer the case, within ten workdays, to the Director of Central Intelligence for final decision.
- (h) The Chairman of the CIA Selection Board ~~will~~ officially notify ^{ies} the ~~individual~~ ^{applicant} of ^{The Board's} ~~its~~ finding by classified memorandum. The ~~individual~~ ^{applicant} will acknowledge receipt on the memorandum of action of the CIA Selection Board. ^{The memorandum of action is} ~~It will~~ then be forwarded through the Head of

the Career Service to the Executive Director of the CIA Selection

Board. The acknowledged memorandum, together with the individual's application, will then be placed in ^{The applicant's} ~~his~~ Official Personnel Folder.

b. SEPARATION FROM THE CAREER STAFF

- (1) If ~~an individual's employment as a Career~~ ^{next} Employee ^{The} is terminated, ~~his~~ Career Employee's membership in the Career Staff is automatically canceled. If he is subsequently reemployed, he must reapply for membership in ~~order to become a member of~~ the Career Staff and a determination will be made following the procedures contained in this regulation.
- (2) If ~~an individual~~ ^{he} elects to resign from membership in the Career Staff but wishes to retain his status as a ~~Staff Employee or Staff Agent of CIA~~, he will so notify the CIA Selection Board in writing, through the Head of his Career Service, and ~~will~~ state the reasons for his request. The Board will take formal action on ^{such a} ~~the~~ request ~~for resignation from the Career Staff~~ and will notify the member of its finding in writing.
- (3) Recommendations for ~~the~~ removal of an ^{employee or agent} ~~individual~~ from the Career Staff must be submitted to the CIA Selection Board through the Head of the appropriate Career Service, who will review the recommendation and submit his comments. ^{The Board will not consider any} ~~No~~ recommendation for removal ~~will be considered by the~~ Board until ^{Such Recommendation} ~~it~~ has been reviewed by the Head of the Career Service concerned.
- (4) Subject only to the ^{Director of Security} ~~the~~ recommendation of disapproval, ~~by the Director of Security~~, the CIA Selection Board will ensure that each ^{employee or agent} ~~individual~~, whose removal from the Career Staff has been recommended, will be offered the opportunity of being interviewed by the Board, or at its discretion, by the Examining Panel.

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(5) Separation of an individual from the Agency will be governed by
applicable Agency regulations.

~~FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:~~

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