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REGULATION

PERSONNEL
5 October 1956

CAREER PLANNING FOR INDIVIDUALS

SYNOPSIS: This regulation establishes Agency policy on career planning for staff personnel in order to effect uniformity in career planning requirements, and furnishes guidance to the Heads of Career Services for the performance of their career management functions as set forth in Regulation [REDACTED]

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1. GENERAL

- a. Each member of the CIA Career Staff is assured that, with continuing satisfactory work performance and conduct on his part, just and equitable attention will be accorded to his personal progress. This is accomplished in part by the implementation of career planning for individuals throughout the Agency. Individuals and supervisors must recognize that the needs of the Agency necessarily have first priority. After the needs of the Agency have been met, the interests of the individual will be given full consideration.
- b. The Career Preference Outline, Form No. 1030 (figure 1), will be used as the basic career planning document to standardize the function of career planning for individuals throughout the Agency. Policies and procedures for the preparation and use of the Career Preference Outline are set forth herein.

c. [REDACTED]

2. CAREER PREFERENCE OUTLINE

a. DEFINITION

A Career Preference Outline for an individual is a documented description of his career interests and proposed career activities for an appropriate specified time, to which are appended the comments of his supervisor and his Career Service.

b. DESCRIPTION

The proposals expressed by the individual may include suggested retention in present position, reassignment, or training. Such proposals may be specific or general in terms of time and place. Although reassignment and formal training may be proposed, the function of career planning for individuals does not imply that such actions are inherent in or required for career progression.

c. PURPOSE

The Career Preference Outline serves the following purposes:

- (1) Provides the individual with an opportunity to express his career interests and proposals for training and assignment for the foreseeable future and encourages him to give serious consideration to his skills, interests, aptitudes, and performance in relation to the needs of the Agency;

NO CHANGE IN CLASS.
 X DECLASSIFIED
 CLASS. CHANGED TO: TS S C
 NEXT REVIEW DATE:
 AUTH: HR 70-2
 DATE: 23 JUL 1981 REVIEWER: 029725

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(Picked up from first paragraph General - original drafts.)

Headings a, b, c added

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- (2) Furnishes the Heads of the Career Services, Operating Officials, and the Director of Personnel with a guide for future personnel actions affecting the respective individuals, (and has) a goal of increasing the individual's potential contribution to the Agency; and
- (3) Assists Agency officials in meeting present and future personnel requirements.

3. POLICY

- a. Career Preference Outlines will be prepared for any staff employee or staff agent, [redacted] if, in the opinion of the individual and/or his supervisor, with the concurrence of the Head of his Career Service, such documentation for the individual is required or desirable. Heads of Career Services will require outlines for such persons in their service as considered necessary. [redacted]
- b. The proposals expressed by the individual in the Career Preference Outline are not commitments for the individual or the Agency, but are guides to be considered in making future personnel decisions affecting the individual. Due consideration will be given to the desires of the individual, but these must be compatible with the needs of the Agency and with the individual's known ability or with his demonstrable potential.
- c. The Career Preference Outline, together with the comments of the individual's supervisor and the Head of his Career Service, will be shown to the individual and discussed with him by his supervisor.
- d. The Career Preference Outline, along with the Fitness Report and other appropriate records, will be considered in connection with the initiation and approval of personnel and training actions affecting the individual.

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(Such added)

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4. RESPONSIBILITIES

a. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for:

- (1) The initiation and review of Career Preference Outlines for members of their service; and
- (2) The preparation of reports to the CIA Career Council, upon request, concerning the status of the individual career planning program as it applies to members of their Career Services.

(Headings
added)

b. OPERATING OFFICIALS

Operating Officials have the following responsibilities for individuals under their administrative jurisdiction:

- (1) Adopting appropriate measures to ensure continuing consideration of the career activities proposed in the Career Preference Outlines of individuals in connection with the initiation and approval of personnel and training actions affecting them; and
- (2) Advising individuals of Career Service decisions which require or involve major changes from the career activities proposed in their Career Preference Outlines.

5. PROCEDURES

- a. Career Preference Outlines for members of the CIA Career Staff presently in grades GS-11 and GS-12 will be given first priority by the respective Career Services in determining the sequences for processing outlines.
- b. The Career Preference Outline will be prepared in accordance with the instructions attached to the form (see figure 1). The supervisor and other appropriate officials who have administrative or career planning jurisdiction over the individual will assist as necessary or desirable in the preparation of the outline.

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- c. The statement of the individual's proposals contained in the Career Preference Outline will serve as a basis for discussion between the individual and his supervisor. The supervisor will then add his comments on the individual's statement of career interests and desired training to the Career Preference Outline. He will include specific recommendations, if possible, for future utilization of the individual.
- d. The original of the Career Preference Outline, after review by the Head of the appropriate Career Service, will be forwarded to the Office of Personnel for filing in the Official Personnel Folder of the individual concerned.
- e. Copies of the Career Preference Outline may be shown or distributed, subject to the approval of the Head of the employee's Career Service, to officials in other Career Services who may be concerned with the individual's development and utilization.
- f. Proposals for changes in the Career Preference Outline may be initiated by the individual or the Head of his Career Service any time subsequent to the initial preparation of the outline. Major changes or revisions will be subject to the same review as is required in the processing of the original outline.

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6. NOTICE TO SUPERVISORS

Supervisors will be responsible for bringing this regulation to the attention of all employees under their jurisdiction.

ADDED
by RES.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

H. GATES LLOYD
Acting Deputy Director
(Support)

(original
all employees)

DISTRIBUTION: (AB)

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INSTRUCTION SHEET
CAREER PREFERENCE OUTLINE
FORM NO. 1030

CAREER PREFERENCE OUTLINE

GENERAL

DEFINITION: A Career Preference Outline for an individual is a documented description of his career interests and proposed career activities for an appropriate specified time, to which are appended the comments of his supervisor and his Career Service.

DESCRIPTION: The proposals in an Outline may include suggested retention in present position, reassignment, or training. Such proposals may be specific or general in terms of time and place. Continuity of career interest and consistently satisfactory performance rather than rotation from area to area or function to function are basic in career progression. Career planning does not imply that proposals for reassignment or formal training are inherent or must be included in a Career Preference Outline.

PURPOSE: The Organization, through the career planning program, maintains an inventory of employees' preferences for use in planning utilization of manpower. Preferences are reviewed and evaluated by the employee's supervisor and his Career Service in terms of his potential and the needs of the Organization.

Individuals and supervisors must recognize that the needs of the Organization necessarily have first priority. After the needs of the Organization have been met, the interests of the individual will be given full consideration.

INSTRUCTIONS FOR EMPLOYEE

IMPORTANT -- Read These Instructions Carefully and Complete Items 1 through 14.

PREPARATION: An employee is encouraged to discuss his career interests and proposals for training with his supervisor, Career Management Officer, and/or Training Liaison Officer. Specific instructions are listed below:

- Items 1 through 4 -- Self-explanatory.
- Item 5 **ORGANIZATIONAL TITLE** -- Indicate the title you use in signing official correspondence. Indicate "None" if no organizational title is assigned to you.
- Items 6 and 7 **POSITION TITLE -- OCCUPATIONAL CODE** -- Indicate position title and code, e.g., Administrative Officer GS-0301.03. Position title and code appear on the "TO" side of SF-52.
- Item 8 **OFFICE OF ASSIGNMENT** -- Indicate component, Division and Staff, and Branch or Section, e.g., OP/PAD/Support Branch.
- Item 9 **GENERAL TYPE OF ACTIVITY** -- Indicate the general area of work in which you are interested, e.g., Procurement and Supply, Communicating, Personnel Administration, Reports analysis, etc.
- Item 10 **SPECIFIC TYPE OF ACTIVITY** -- Indicate the particular type of assignments which are your immediate and long-range objectives, e.g., Placement Officer, Finance Officer, etc. (Use the Occupational Handbook of Classification Titles and Codes, [redacted] if available.)
- Item 11 **ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING** -- Indicate what training you believe you should have in order to increase your value to the organization.
For organizational training use OTR Catalog of Courses, if available.
Example: Basic Orientation B-3, Reading Improvement I-7, Operations Familiarization O-2, Effective Writing B-2.
For external training give name of course and location.

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Item 12 **ADDITIONAL COMMENTS** -- Include any information not given in consideration of assignments and training for you in the future.

Items 13 and 14 -- Self-explanatory.

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Figure 1. Instruction Sheet (Face)

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INSTRUCTION SHEET
CAREER PREFERENCE OUTLINE
FORM NO. 1030

INSTRUCTIONS FOR SUPERVISORS AND CAREER SERVICE OFFICIALS

Supervisors and officials assisting in the preparation of Outlines or reviewing proposals for future personnel actions should ensure that the real needs and potential of the individual are coordinated with the present and future requirements of the Organization. Specific proposals for reassignment and training included in Outlines are not to be considered as commitments on the part of the individual or the Organization. The expression of the individual's career interests and proposals made in the Outline is a guide for future major personnel and training actions affecting the individual and must be subsequently considered by officials when approving such actions. This is not intended to restrict desirable flexibility of action but rather to ensure that major actions which deviate from the proposals in an Outline are taken after serious consideration of all pertinent factors. In line with this requirement, Career Preference Outlines are made a part of an official record (i.e., placed in the individual's Official Personnel Folder) so they are available to all officials responsible for initiating and approving subsequent actions affecting the individual.

COMMENTS BY SUPERVISOR

- Items 15 and 16 - The supervisor should comment on the employee's statements of his career interests and desired training. He will include specific recommendations, if possible, for the employee's future utilization. The Outline should serve as a basis for a discussion with the employee of his strengths and weaknesses. The Career preference Outline with items 15 through 20 completed should be forwarded to the Head of the employee's Career Service promptly.
- Items 17 through 20 - Self-explanatory
- Item 21 - Career Service officials will review the employee's statements of preference and the supervisor's comments in terms of the needs of the employee and the Organization.
- Items 22 through 25 - Self-explanatory

DISTRIBUTION
The original of the Career Preference Outline will be forwarded to the Director of Personnel and filed in the employee's Official Personnel Folder. Copies of the Outline may be shown or distributed, subject to the approval of the Head of the employee's Career Service, to officials in other Career Services who may be concerned with his development and utilization.

Figure 1. Instruction Sheet (Back)

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SECRET
(When Filled In)

CAREER PREFERENCE OUTLINE			
<p>This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. <u>Implementation of career preferences must depend upon the needs of the Organization.</u></p> <p>- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -</p>			
SECTION A. GENERAL			
1. NAME OF EMPLOYEE (Last-First-Middle)		2. DATE OF BIRTH	3. SERVICE DESIGNATION 4. GRADE
5. ORGANIZATIONAL TITLE	6. POSITION TITLE	7. OCCUPATIONAL CODE	8. OFFICE OF ASSIGNMENT
SECTION B. CAREER INTERESTS			
9. GENERAL TYPE OF ACTIVITY			
10. SPECIFIC TYPE OF ACTIVITY (Including assignments)			
A. IMMEDIATE (Within next 1 to 2 years)			
B. LONG-RANGE (Within next 3 to 5 years)			
SECTION C. TRAINING			
11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING			
A. IMMEDIATE (Within next 1 to 2 years)			
B. LONG-RANGE (Within next 3 to 5 years)			
12. ADDITIONAL COMMENTS			
I RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.		13. DATE COMPLETED	14. SIGNATURE OF EMPLOYEE

FORM NO. 1030
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Career Outline

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Figure 1. (Face)

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SECTION D.		COMMENTS BY SUPERVISOR	
15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE			
16. RELATIVE TO TRAINING FOR EMPLOYEE			
17. TYPED OR PRINTED NAME OF SUPERVISOR		18. SIGNATURE	
19. TITLE		20. DATE	
SECTION E.		FOR USE OF CAREER SERVICE	
21. COMMENTS			
22. TYPED OR PRINTED NAME		23. SIGNATURE	
24. TITLE		25. DATE	
LEAVE BLANK			

SECRET

Figure 1. (Back)

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