

C.I.G. Administrative Instructions

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

30 January 1950

SUBJECT: Employment of Consultants.

1. Effective this date, all consultants, whether to be employed on a WAE or WOC basis, will be processed for appointment and the necessary security clearance in the same manner as regular full time employees.
2. A completed appointment form will be submitted to the proper Personnel Division in each case of desired employment, including information as to the length of time the services of the individual will be used, whether on a one-time or intermittent basis (i.e. one day per week, two weeks per month, etc.), whether in CIA buildings or at other work locations, and any other pertinent factors at variance with the normal utilization of a regular full time employee.
3. When first reporting for duty under an approved contract, the individual will be routed to the appropriate Personnel Division for the completion of the employment action.
4. Appropriate supervision must be exercised over the use of consultants to insure that their services are being utilized in accordance with Agency regulations. Time and Attendance Cards submitted for payment for services must reflect actual hours worked, and include a certification by the supervising division or branch chief.
5. In accordance with existing laws, the following certification will be attached to his Time and Attendance Records by the consultant:  
  
"I certify that on the days covered by this report, during which I was employed by CIA, I performed no duties for any other Government Agency for which compensation has been or will be claimed."
6. All outstanding consultant appointments will be reviewed by the Personnel Divisions as of 30 June and 31 December each year. Recommendation for renewal or cancellation will be requested of the appropriate Assistant Director or Staff Chief.
7. Upon determination that a consultant's services are no longer required, the Assistant Director or Staff Chief concerned will notify the Personnel Division on the proper termination form. The Personnel Division will arrange for final clearance. Any outstanding indebtedness to the Agency will be referred to the appropriate office for settlement prior to processing of the termination action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Executive