



CONFIDENTIAL

31 October 1946

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CENTRAL INTELLIGENCE GROUP

25X1A

C.I.G. ADMINISTRATIVE ORDER

ESTABLISHMENT OF PERSONNEL RATE COMMITTEE

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.
2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and two members. The Chairman shall be designated by the Director. The two members shall be designated by the Executive for Personnel and Administrative
3. FUNCTIONS - The functions of the Personnel Review Committee will be as follows:
 - (a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for overt and semi-covert positions to be paid from Special Funds.
 - (b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to:
 - (1) Proposed position.
 - (2) Qualifications of proposed incumbent.
 - (3) Salary to be paid to incumbent.

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4. POLICIES - The following policies relating to the employment of overt and semi-covert personnel to be paid from Special Funds are hereby established

- (a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.
- (b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the Personnel Review Committee

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5. PROCEDURE

- (a) Personnel actions requesting the appointment of proposed incumbents or the promotion of present incumbents or changes of official station to be paid from Special Funds will be submitted in the form and number of copies to be determined later by the Chief, Personnel Division, Personnel and Administrative Branch. The action will be signed by the Assistant Director of the Office concerned or his authorized representative. Assistant Directors

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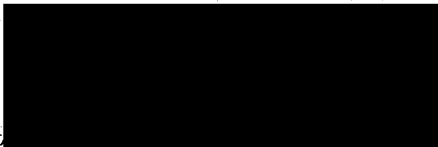
To remain in effect until cancelled or superseded per CIG memo dtd 30 June 47

Rec'd copies

- (b) Except in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Personnel Review Committee.
- (c) In the case of S.O., actions will be forwarded direct to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.
- (e) The Committee shall review the qualifications of the proposed incumbent, the proposed salary, and make such other determinations as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.
- (g) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision in the name of the Director.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy 
and Administration

31 October 1946

CENTRAL INTELLIGENCE GROUP

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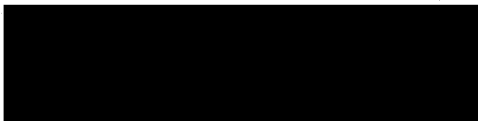
C.I.G. ADMINISTRATIVE ORDER [REDACTED]ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.
2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and two members. The Chairman shall be designated by the Director. The two members shall be designated by the Executive for Personnel and Administration.
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 - (b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to:
 - (1) Proposed position.
 - (2) Qualifications of proposed incumbent.
 - (3) Salary to be paid to incumbent.
4. POLICIES - The following policies relating to the employment of overt and semi-covert personnel to be paid from Special Funds are hereby established:
 - (a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.
 - (b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the Personnel Review Committee.
5. PROCEDURE
 - (a) Personnel actions requesting the appointment of proposed incumbents or the promotion of present incumbents or changes of official station to be paid from Special Funds will be submitted in the form and number of copies to be determined later by the Chief, Personnel Division, Personnel and Administrative Branch. The action will be signed by the Assistant Director of the Office concerned or his authorized representative. Assistant Directors are requested to advise the Chief, Personnel Division, in writing the names and signatures of those persons authorized to sign

- (b) Except in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Personnel Review Committee.
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- (g) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision in the name of the Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

CONFIDENTIAL

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P
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8 November 1946

MEMORANDUM TO: Chief, Personnel Division
Personnel and Administration Branch
SUBJECT: "B" Branch Officers to Sign Personnel
Actions
REFERENCE : C.I.G. Administrative Order [REDACTED]

25X1A

Those persons listed below, whose signatures appear beside their names, are hereby authorized to sign personnel actions for "B" Branch, Office of Operations.

25X1A



/s/ Edwin L. Sibert

25X1A

EDWIN L. SIBERT
Assistant Director for Operations

*Orig sent to Mr. Lightsey
cc to Mr. Saunders & [REDACTED]*

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COPY NO. _____

31 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

*sent to mineo
31 Oct. 46.*

25X1A

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.

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- (3) Salary to be paid to incumbent.

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- (b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds

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~~CONFIDENTIAL~~

without the prior written approval of the Personnel Review Committee.

5. PROCEDURE

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- (b) Except in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Personnel Review Committee.
- (c) In the case of S.O., actions will be forwarded direct to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.
- (e) The Committee shall review the qualifications of the proposed incumbent, the proposed salary, and make such other determinations as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.


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(g) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision ^{in the name of the Director.} ~~At that time the Assistant Director concerned will be advised in order that he may present additional facts before final action is taken.~~

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Executive for Personnel
and Administration

COORDINATION REQUIRED			
With	Approved	Initials	Date
	Director		
	Asst. Dir.		
	Asst. Dir.		
	Asst. Dir.		
✓	Asst. Dir. PSA		
✓	A.D. Co.	SLA	29 Oct
✓	ADSo. Cos.	alby	30 Oct
	F.B.I.S.		
	"B" Dep.		
✓	ICAPS		
✓	A.D. ORE		
✓	A.D. OSD	PK	25 Oct
	Com.		
	Dist.		
	Security		

Handwritten notes:
EAC
JMK
JMK
JMK
JMK

Concur, with exceptions indicated on attached note.
JMS
for ICAPS.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
(Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

- APPROVAL
- ACTION
- RECOMMENDATION
- SIGNATURE
- INFORMATION
- RETURN
- PREPARATION OF REPLY
- CONCURRENCE
- DIRECT REPLY
- COMMENT
- FILE
- DISPATCH

REMARKS: *Return for approval while all Assistant Directors have indicated concurrence or recommended changes.*

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TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CONFIDENTIAL

COPY NO. _____

~~CONFIDENTIAL~~

Drafted 23 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.

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3. FUNCTIONS - The functions of the Personnel Review Committee will be as follows:

(a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for ^{OVERT AND SEMI-COVERT} positions to be paid from Special Funds.

(b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to

- (1) Proposed position.
- (2) Qualifications of proposed incumbent.
- (3) Salary to be paid to incumbent.

4. POLICIES - The following policies relating to the employment of personnel to be paid from Special Funds are hereby established:

OVERT
AND
SEMI-
COVERT

(a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.

(b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds

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CONFIDENTIAL

without the prior written approval of the Personnel Review Committee.

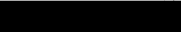
5. PROCEDURE

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- (b) Upon receipt by the Personnel Division, ^{EXCEPT FOR THE CASES OF S.O PERSONNEL FOR OVERSEAS DUTY} the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated.
- (c) The action will then be routed to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.
- (e) The Committee shall review the qualifications of the proposed incumbent, the proposed salary, and make such other determinations as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman. **CONFIDENTIAL**

CONFIDENTIAL

(E) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision. AT THAT TIME THE ASSISTANT DIRECTOR CONCERNED WILL BE ADVISED IN ORDER THAT HE MAY PRESENT FOR THE DIRECTOR OF CENTRAL INTELLIGENCE ADDITIONAL FACTS BEFORE FINAL ACTION IS TAKEN.

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Deputy Executive for Personnel
and Administration

COORDINATION REQUIRED			
With	Activity	Initials	Date
	Director		
	Dep. Dir.		
	Asst. Dir.		
✓		SLA	25 Oct
✓	AD	MBT	28 Oct
	Asst. Dir.		
	Dep. Dir.		
✓	ICB	ES	25 Oct
✓	A.D. CRE	JRT	28 Oct
✓	A.D. CED	ASD	29 Oct
	Com.		
	Dist.		
	Security		

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COPY NO. _____

Drafted 18 October 1946CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.
2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and ~~two~~ ^{two} members. The Chairman shall be designated by ~~agreement between~~ ^{the Director.} the Assistant Director for Special Operations and the Executive for Personnel and Administration. ~~One additional member shall be designated by the Assistant Director for Special Operations.~~ ^{The} Two members shall be designated by the Executive for Personnel and Administration. ~~Alternate members to serve in the absence of designated members will be designated by the Executive for Personnel and Administration.~~
3. FUNCTIONS - The functions of the Personnel Review Committee will be as follows:
 - (a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for positions to be paid from Special Funds.
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 - (a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases,

a person so appointed must depart for his overseas destination within a period of 90 days, ~~and if departure has not taken place before the expiration of that period, the appointment shall be converted to vouchers funds.~~

- (b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the ~~Executive for Personnel and Administration.~~ **PERSONNEL REVIEW COMMITTEE**.

5. PROCEDURE -


- (a) Personnel actions requesting the appointment of proposed incumbents or the promotion of present incumbents to be paid from Special Funds will be submitted in the form and number of copies to be determined later by the Chief, Personnel Division, Personnel and Administrative Branch. The action will be signed by the Assistant Director of the Office concerned or his authorized representative. Assistant Directors are requested to advise the Chief, Personnel Division, in writing, the names and signatures of those persons authorized to sign such actions.
- (b) Upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether ~~the~~ ^{The} position to be filled has been allocated.
- (c) The action will then be routed to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.

-3-

- (c) The Committee shall review the qualifications of the proposed incumbent, ^{PROPOSED} ~~the salary,~~ and make such other determinations as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.
- (e) Actions which are disapproved by the Committee shall be returned to the Chief, Personnel Division, together with a memorandum addressed to (1) the Assistant Director concerned, (2) the Executive for Personnel and Administration, and (3) the Chief, Personnel Division, Personnel and Administrative Branch, indicating the reasons for the Committee's action, together with recommendations. The Executive for Personnel and Administration and the Assistant Director concerned will thereafter meet to discuss the action of the Committee, and in the event of agreement as to unanimous approval or disapproval, the action will be processed accordingly. Upon the failure of the Assistant Director concerned and the Executive for Personnel and Administration to agree, the matter shall be discussed with the Director for final action.

It shall be understood that the above procedure relates to ~~all~~ personnel actions requesting the appointment of any proposed employee or the promotion of an existing employee ^{IN OVERT OR SEMI-COVERT POSITIONS} to be paid from Special Funds.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration

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(a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for positions to be paid from Special Funds.

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- (1) ~~Proposed~~ proposed position
- (2) Qualifications of proposed incumbent
- (3) Salary to be paid to incumbent

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(c) The ~~Committee~~ Committee shall recommend approval or disapproval, ^{of} ~~of~~ proposed personnel action.

d. The recommendations of the Committee will then be referred to the Assistant Director of the Office concerned and the Executive for Personnel and Administration for concurrence.

~~(e) In case of non-concurrence by either of the Assistant Directors or the Executive for Personnel and Administration the ~~matter~~ ^{proceedings} will be referred to the Director of Central Intelligence for decision.~~

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Form 4151

Date

10 Sept.

To:



Here are Col. Galloway's
proposed changes.
Will you please let
us see the revised
document before
publishing.

WSZ.

Office of the Executive Officer

(30449)

CONFIDENTIAL

Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050028-9

CIA

25X1A

- a. Board will recommend approval or disapproval of employment, etc.
- b. Recommendation of Board will be concurred in by both the Assistant Director of office concerned and the Executive for Administration and Personnel.
- c. Any disagreement or conflict between individuals in (b) will be resolved by Director CIG.

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Approved For Release 2001/07/12 : CIA-RDP81-00728R000100050028-9

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- b. Recommendation of Board will be concurred in by both the Assistant Director of office concerned and the Executive for Administration and Personnel.
- c. Any disagreement or conflict between individuals in (b) will be resolved by Director CIG.

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a. Board will recommend approval or disapproval of employment, etc

b. Recommendations of Board will be concurred in by both the Post Director at Office concerned and the Executive for Admin & Personnel

disagreement or
c. Any conflict between individuals in (b) will be resolved by Director-

C.I.G

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COPY NO. _____

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CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

Drafted
Mr. [redacted]
to [redacted]
 1946

1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.
2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and three members. The Chairman shall be designated by agreement between the Assistant Director for Special Operations and the Executive for Personnel and Administration. One additional member shall be designated by the Assistant Director for Special Operations. Two members shall be designated by the Executive for Personnel and Administration. Alternate members to serve in the absence of designated members will be designated by the Executive for Personnel and Administration.
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 - (2) Salary to be paid to incumbent.
 - (c) Such other administrative determinations relating to employment of individuals as may arise in exceptional cases.
 - (d) Approve or disapprove proposed personnel actions and in the event of disapproval, make recommendations to the Chief, Personnel Division, and the Office concerned.
4. POLICIES - The following policies relating to the employment of personnel to be paid from Special Funds are hereby established:
 - (a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days, and if departure has not taken place

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before the expiration of that period, the appointment shall be converted to vouchered funds.

- (b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the Executive for Personnel and Administration.

5. PROCEDURE -

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- (e) The Committee shall review the qualifications of the proposed incumbent and the salary requested, and make such other determinations as are necessary in individual cases.

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-3-

- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required before the action is ^{forwarded recommending} approved for the employment of the individual concerned *in accordance with paragraph 3d above.*
- ~~(g) In the event of disapproval, the Chairman, Personnel Review Committee, will advise the Chief, Personnel Division, in writing the reasons for such action, who in turn will advise the Assistant Director of the Office concerned of the action taken and recommendations.~~
- (h) In the event the Assistant Director of the Office concerned disagrees with the action of the Personnel Review Committee, the case shall be referred, together with all related papers and the comments of the Assistant Director, to the Executive for Personnel and Administration, for final action.
- (i) Actions which are approved by the Personnel Review Committee shall be processed in accordance with procedures to be established by the Personnel and Finance Divisions, Personnel and Administrative Branch.

It shall be understood that the above procedure relates to all personnel actions requesting the appointment of any proposed employee or the promotion of an existing employee to be paid from Special Funds.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC
Executive for Personnel and Administration

D R A F T

by [redacted]
8 Sept 61
COPY NO. _____

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CENTRAL INTELLIGENCE GROUP

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C.I.G. ADMINISTRATIVE ORDER NO. _____

DESIGNATION OF CHAIRMAN AND MEMBERS OF PERSONNEL REVIEW COMMITTEE

1. In accordance with Administrative Order No. ____, the following appointments to the Personnel Review Committee are hereby made:

- Chairman - Mr. William G. Tharp
- Member - Mr. Judson H. Lightsey 25X1A
- Member - [redacted]
- Member - [redacted]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]

Colonel, CAC
Executive for Personnel and Administration

D R A F T

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COPY NO. _____

CENTRAL INTELLIGENCE GROUP

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- (b) Upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated.
- (c) The action will then be routed to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.
- (e) The Committee shall review the qualifications of the proposed incumbent and the salary requested, and make such other determinations as are necessary in individual cases.

CONFIDENTIAL


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- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required before the action is approved for the employment of the individual concerned.
 - (g) In the event of disapproval, the Chairman, Personnel Review Committee, will advise the Chief, Personnel Division, in writing the reasons for such action, who in turn will advise the Assistant Director of the Office concerned of the action taken and recommendations.
 - (h) In the event the Assistant Director of the Office concerned disagrees with the action of the Personnel Review Committee, the case shall be referred, together with all related papers and the comments of the Assistant Director, to the Executive for Personnel and Administration, for final action.
 - (i) Actions which are approved by the Personnel Review Committee shall be processed in accordance with procedures to be established by the Personnel and Finance Divisions, Personnel and Administrative Branch.

It shall be understood that the above procedure relates to all personnel actions requesting the appointment of any proposed employee or the promotion of an existing employee to be paid from Special Funds.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC
Executive for Personnel and Administration

31 OCTOBER 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

ESTABLISHMENT OF PERSONNEL REVIEW COMMITTEE

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1. ESTABLISHMENT - There is hereby established within the C.I.G. a Personnel Review Committee.

2. MEMBERS - The Personnel Review Committee shall consist of a Chairman and two members. The Chairman shall be designated by the Director. The two members shall be designated by the Executive for Personnel and Administrative

3. FUNCTIONS - The functions of the Personnel Review Committee will be as follows:

(a) The Committee will study and recommend to the Director, through the Executive for Personnel and Administration, a uniform salary scale for overt and semi-covert positions to be paid from Special Funds.

(b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to:

- (1) Proposed position.
- (2) Qualifications of proposed incumbent.
- (3) Salary to be paid to incumbent.

4. POLICIES - The following policies relating to the employment of overt and semi-covert personnel to be paid from Special Funds are hereby established

(a) All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.

(b) Civilian employees to be appointed for duty within the continental limits of the United States shall not be paid from Special Funds without the prior written approval of the Personnel Review Committee

5. PROCEDURE

(a) Personnel actions requesting the appointment of proposed incumbents or the promotion of present incumbents or changes of official station to be paid from Special Funds will be submitted in the form and number of copies to be determined later by the Chief, Personnel Division, Personnel and Administrative Branch

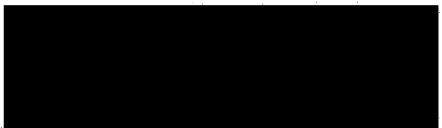
The action will be signed by the Assistant Director of the Office concerned or his authorized representative. Assistant Directors are requested to advise the Chief, Personnel Division, in writing

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CIG ADMINISTRATIVE ORDERS
WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED

- (b) Except in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Personnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Personnel Review Committee.
- (c) In the case of S.O., actions will be forwarded direct to the Chairman, Personnel Review Committee.
- (d) The Chairman, Personnel Review Committee, shall determine the dates and times of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary delay.
- (e) The Committee shall review the qualifications of the proposed incumbent, the proposed salary, and make such other determinations as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Personnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.
- (g) Actions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision in the name of the Director.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Deputy Executive for Personnel
and Administration