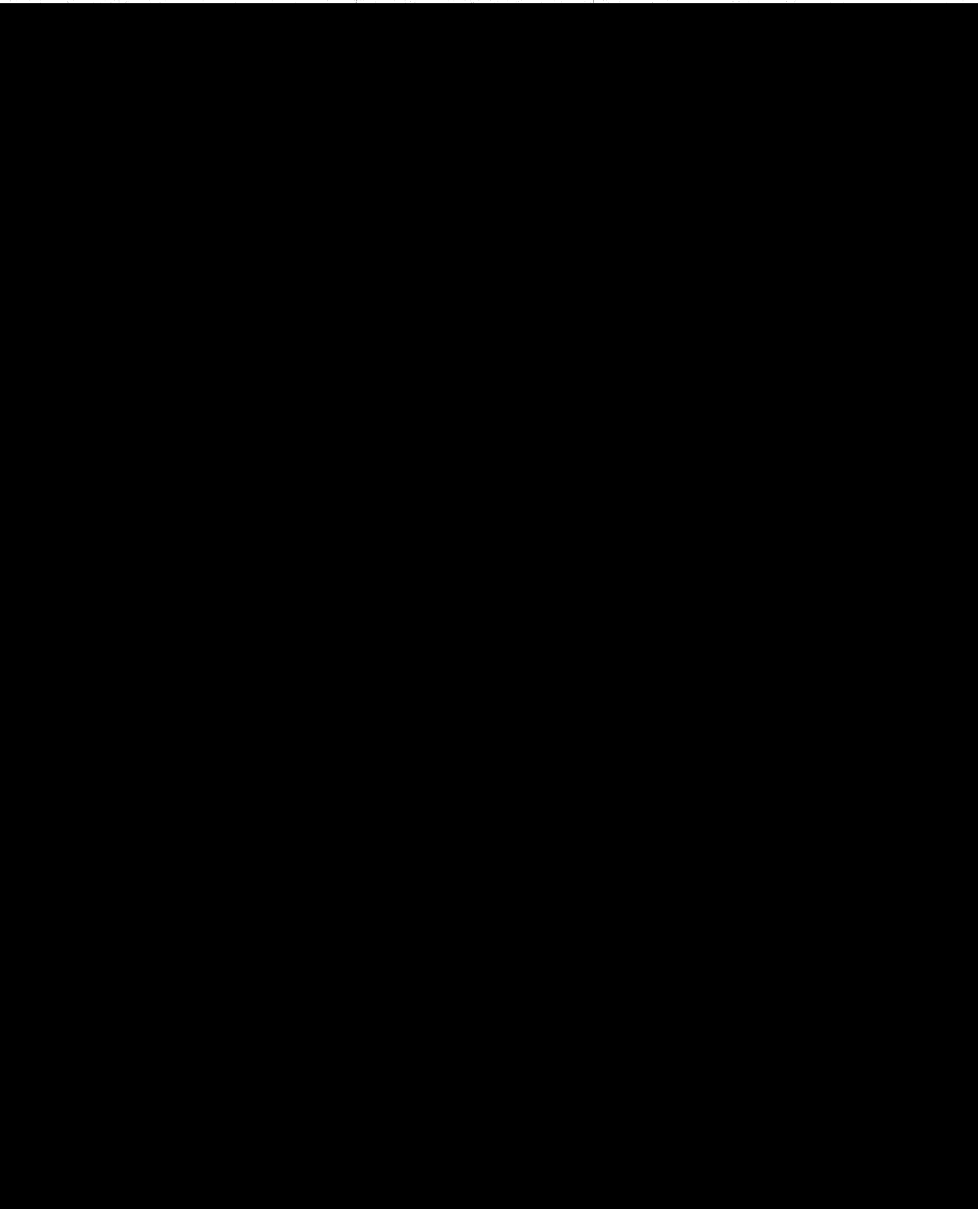


SECRET



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Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

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Discount Purchase Plan

Christmas and New Year's Holidays

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

15 December 1950

25X1A

SUBJECT: Christmas and New Year's Holidays.

25X1A

1. Attention is invited to extract from paragraph 18, Administrative Instruction [redacted] quoted below:

"18. Holidays

"b. (1) The following days are established by law as Legal Holidays:

1 January - New Year's Day

* * * * *

25 December - Christmas"

2. Duty requirements for activities of CIA on the above holidays will be the same as normal Sunday requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted signature block]

MURRAY McCONNEL
Deputy Director
for Administration

25X1A

DISTRIBUTION: 3

[redacted distribution list]

25X1A

*Prescribed by
Notice
1-5-*

54/5

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.



25X1A

NOTICE

12 December 1950

SUBJECT: Discount Purchase Plan

1. A discount purchase plan has recently been made available to employees of the Agency. This plan provides for the purchase of many items at substantial savings through the facilities of the Federal Buyers Association. Larger items not stocked by this association may be obtained on special order. All transactions are on a cash basis.

2. One dollar membership cards good for one year are available through the Personnel Relations Branch, Room 104, North Building, Extension 2144.

3. When making purchases, it is unnecessary for any individual to identify himself as an employee of CIA to personnel of the Federal Buyers Association or its outlet, the Southern Silver Company, Inc.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted signature block]

25X1A

MURRAY McCONNEL
Deputy Director
for Administration

[Redacted signature block]

25X1A

Distribution: No. 5

*Presented by
Winters
1-5-51*

FBA

Discount List

Arrangements have been made with firms listed below to grant discounts upon presentation of your Federal Buyers Association membership card. Additions will be forwarded to members from time to time.

Dry Cleaning (20%—cash-and-carry)
Lane Cleaners
2136 Pennsylvania Ave., N. W.

Flowers (10%)
Bouquet Shop
732 17th Street, N. W.
District 6525

Gasoline (2c gal.) *Oil* (5c qt.)
Strosnider's Esso Servicenter
2118 K Street, N. W.

Hardware & Paint (10%, \$5 or more)
Circle Paint & Hardware Co.
2124 Pennsylvania Ave., N. W.

Liquors (Wholesale plus \$1 a case)
Colonial Liquor Shoppe
1903 M Street, N. W.
(free parking)

Optician (10%)
Joseph R. Harrison
1202 18th Street, N. W.

Phonograph Records (10%)
Gordon's Radio & Television Shop
1716 Pennsylvania Ave., N. W.

All other merchandise and services may be found in the store or obtained through special order.

(Over)

Incidentally

Plenty of *Television* is currently available; some purchased before the new tax was in effect.

Rugs, Furniture and Drapery and *Upholstery Fabrics* are now to be had at greater savings than ever before.

Sterling Silver Flatware must be ordered immediately for Christmas delivery. Most everything should be ordered early.

Furs, Diamonds and *Fine Jewelry* are available at tremendous savings.

. . . and, we expect to acquire
a *TOY STORE* soon!

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D.C.



NOTICE

29 November 1950

25X1A

SUBJECT: CIA Duty Officers.

Rescinded by

25X1A

1. So much of Administrative Instruction [redacted] dated 1 July 1949, subject as above, as is in conflict with this Notice is rescinded.

ILLEGIB

2. Duty officers formerly located in the M Building are now located in the South Building. The telephone numbers remain the same - as follows:

- a. EXecutive 0983, for calls not routed through the CIA switchboard.
- b. EXTension 2857, for calls routed through the CIA switchboard.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted signature block]

25X1A

MURRAY McCONNEL
Executive

DISTRIBUTION #3.

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25X1A

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

59/60

25X1A



24 October 1950

SUBJECT: Terminology for CIA-Produced Reports and Estimates

1. Effective immediately, identifying terminology on CIA-produced Reports and Estimates will be determined as indicated below:

a. The primary identification in each case will be "CIA".

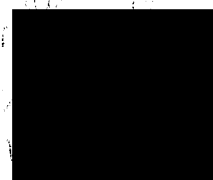
b. The secondary identification in each case will be the identifying initials of the organizational element of CIA primarily responsible for the content; for example --

(1) Office of Reports and Estimates -- "RE".

(2) Office of Scientific Intelligence -- "SI".

c. Identifying number and year -- "10-50"

25X1A



2. To illustrate the above, a report prepared by Reports and Estimates as the tenth in a series during the year 1950 will carry the following identification: "CIA/RE-10-50".

3. References to reports already produced using the method of identification in effect previous to the receipt of this notice will be translated into the terminology prescribed above and followed by a parenthetical reference to the old terminology for identification purposes; for example-- ORE-25-50 will be referred to as "CIA/RE-25-50 (ORE-25-50)".

4. To the extent appropriate, the above instructions will be applied to intelligence material produced by CIA activities other than RE and SI.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



MURRAY McCONNEL
Executive

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Next 1 Page(s) In Document Exempt

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1	Printing and Binding Requisition
SF2	Lease
SF3a	Continuation Sheet for Schedule of Obligations
SF14	Telegram (7"x8")
SF14	Telegram (8"x10½")
SF19	Bond of Indemnity
SF22	Instructions to Bidders
SF23	Contract - Construction
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF26	Award - Supply Contract
SF27	Investigation Officer's Report - Accident
SF28	Claim for Damages - Accident Motor Transportation
SF30	Invitation and Bid - Supply Contract
SF32	Contract - Supplies
SF32	General Provisions - Supply Contract
SF33	Invitation, Bid and Acceptance
SF33	Invitation, Bid and Award - Supply Contract
SF36	Continuation Sheet for SF31 or SF33
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Changes in Civilian Personnel
SF50	Notification of Personnel Action
SF51	Report of Efficiency Rating
SF52	List of Efficiency Ratings
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF60	Application for Federal Employment (Short Form)
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF76	Certificate of Medical Examination
SF88	Report of Medical Examination
SF89	Report of Medical History
SF102	Application for Refund of Retirement Deductions
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment
SF519	Radiographic Report
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel

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RESTRICTED

RESTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Memorandum
SF1012b	Schedule of Expenses and Itinerary of Traveler
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Continuation Sheet
SF1012d	Receipt for Cash - Subvoucher
SF1014a	General Ledger
SF1015a	Allotment Ledger
SF1015b	Allotment Ledger - Copy
SF1016	Distribution Ledger
SF1017g	Journal Voucher
SF1034	Public Voucher for Purchases and Services Other Than Personal
SF1034a	Public Voucher for Purchases and Services Other Than Personal - Memorandum
SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1036	Statement and Certificate of Award
SF1038	Application for Advance of Funds for Travel Expenses
SF1044	Schedule of Collections
SF1046	Schedule of Transfers - Special Deposits
SF1048	Public Voucher for Refunds - Memorandum
SF1049	Public Voucher for Refunds
SF1050	Public Voucher for Refunds - Memorandum
SF1055	Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States
SF1067	Public Voucher for Transportation of Passengers
SF1067a	Public Voucher for Transportation of Passengers
SF1067b	Public Voucher for Transportation of Passengers
SF1067c	Public Voucher for Transportation of Passengers
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069a	Voucher for Allowances at Foreign Posts of Duty - Memorandum
SF1070	Schedule for Retirement and Disability Fund Credits
SF1080	Voucher for Transfers between Appropriations and/or Funds
SF1080a	Voucher for Transfers between Appropriations and/or Funds - Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
SF1081	Schedule or Voucher of Withdrawals and Credits between Appropriation and/or Funds
SF1095	Summary Statement of Disbursement and Collections by Appropriation Limitations
SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097a	Adjustment Voucher to Effect Correction of Errors - Memorandum

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RESTRICTED

RESTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1098	Schedule of Canceled Checks
SF1103a	U. S. Government Bill of Lading - Memorandum
SF1104	U. S. Government Bill of Lading - Shipping Order
SF1105	U. S. Government Freight Waybill - Original
SF1106	U. S. Government Freight Waybill - Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113	Public Voucher for Transportation Charges
SF1113a	Public Voucher for Transportation Charges - Memorandum
SF1116	Statement of General Accounts Balances
SF1117	Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1126a	Pay Roll Change Slip
SF1128	Pay Roll for Personal Services
SF1128a	Pay Roll for Personal Services - Memorandum
SF1129	Voucher for Petty Purchases
SF1129a	Voucher for Petty Purchases - Memorandum
SF1129b	Voucher for Petty Purchases - Continuation Sheet
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130	Time and Attendance Report
SF1136	Time and Attendance (11"x17")
SF1137	Leave Record

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RESTRICTED

CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12	Proof of Residence
CS2390	Fingerprint Card
CS2806	Retirement Record Card
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfer
CS2807-1	Register of Adjustments
CS2807-2	Annual Summary of Retirement Fund Transactions
CS2808	Designation, Change or Revocation of Beneficiary
CS2931	Classification Sheet
CS3000	Retirement Death Claim
CS3001	Application for Retirement Annuity
CS3002	Application for Retirement on Account of Disability
CS3005	Application for Refund of Retirement Deductions
CS3008	No Title - Claim Card

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

TD2	Request for Revision of Apportionments
TD3	Report on Status of Appropriations
W-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD50	Pay Roll Certification Control
WD61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control

Federal Works Agency Forms

10-292	Request for Work to be Performed
BM68	Property Pass

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RESTRICTED

RESTRICTED

MISCELLANEOUS FORMS STOCKED IN CIA

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

U. S. Employees' Compensation Commission Forms

CA-1 Employees' Notice of Injury or Occupational Disease
CA-16 Request for Treatment of Injury under the U. S. Employee's
Compensation Act
CA-17 Request for Treatment of Injury under the U. S. Employees'
Compensation Act when cause of Injury is in Doubt

-2-

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

25X1A

ber 1950

SUBJECT: 1950 Community Chest Drive

1. The time has come again for the Central Intelligence Agency to do its part in the Community Chest Campaign, and Mr. William J. Kelly has been designated as the Vice Chairman for the drive in our Agency. There is no better way to serve your community than to contribute part of your earnings to this cause, and it is sincerely hoped that each of you will give as much as you can afford.

2. Each Assistant Director and Staff Chief has appointed a Division Chairman for his office, and keymen have been selected to lend assistance to the Division Chairmen in accepting contributions and in the necessary bookkeeping. All contributions should be made on or before 27 October 1950.

3. The Community Chest Federation, National Capital Area, was founded in 1928 and this campaign will mark the twenty-third year in which Government employees and other residents have been asked for support. The Federation is an organization composed of the six Community Chests in the Metropolitan Area, and, together with the Hospitalization Fund and the USO, is comprised of 104 welfare agencies which are united for better community service. The present Red Feather Campaign is one appeal for the financial support of the philanthropic programs of all of these Red Feather agencies. You will be given a chance to choose the agencies to which you wish to contribute if you have certain preferences.

4. For many of you, the big question will be: "How much should I give?" You alone can answer this question. As you are making your decision, please remember that your gift is utilized to finance the work and programs of all the agencies comprising the Community Chest Federation, which includes the Community Chests of Arlington, Fairfax, Montgomery, and Prince Georges Counties, and the cities of Alexandria and Washington.

5. It will be appreciated if you will make your contribution to the designated keyman in your organization in order that the Central Intelligence Agency may meet its quota. This will not prevent you from designating your contribution for any agency you desire in your area of residence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

DISTRIBUTION: No. 5

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

25X1A

20 October 1950

SUBJECT: Settlement of Accounts of Deceased Employees

1. Public Law 636 - 81st Congress - establishes a uniform procedure for the disposition of compensation accruing to deceased employees.

2. The most important effect of the law is to provide that the Agency concerned will make direct settlement on definite terms. It is further provided that all unpaid compensation due an employee at the time of his death shall be paid in the following order:

First: to the beneficiary (or beneficiaries) designated in writing by the employee and filed with the Agency prior to his death.

Second: to the widow or widower if there is no designated beneficiary.

Third: to the children or the representatives of any deceased children if there is no beneficiary or surviving spouse.

Fourth: to the parent or survivor if there is none of the above.

Fifth: to the legal representative of the estate if there is none of the above, or to the person so entitled by law if there is no legal representative.

3. Under this act, "unpaid compensation" is defined to include, but is not limited to: (1) all per diem in lieu of subsistence, mileage, and amounts due in reimbursement of travel expenses, including incidental and miscellaneous expenses in connection therewith for which reimbursement is due; (2) all allowances upon change of official station; (3) all quarters and cost-of-living allowances and overtime or premium pay; (4) amounts due for payment of cash awards for employees' suggestions; (5) amounts due as refund of salary deductions for United States Savings Bonds; (6) payment for all accumulated and current accrued annual or vacation leave equal to the compensation the decedent would have received had he remained in service until the expiration of the period of such annual or vacation leave; (7) the amounts of all checks drawn in payment of such compensation which were not delivered by the Government to the officer or employee during his lifetime or of any unnegotiated checks returned to the Government because of the death of the officer or employee.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: 5

Acting Executive

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

5 October 1950

25X1A

SUBJECT: Annual Leave

RESCISSION: Notice [redacted] dated 24 May 1950.

25X1A

1. Section 1212, Public Law No. 759 - 81st Congress, approved on 6 September 1950, is quoted below:

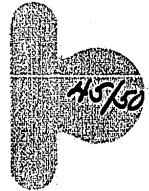
[redacted] "Sec. 1212. No part of the funds of, or available for expenditure by any corporation or agency included in this Act, including the government of the District of Columbia, shall be available to pay for annual leave accumulated by any civilian officer or employee during the calendar year 1950 and unused at the close of business on June 30, 1951: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States: And provided further, That this section shall not apply with respect to the payment of compensation for accumulated annual leave in the case of officers or employees who leave their civilian positions for the purpose of entering upon active military or naval service in the Armed Forces of the United States."

2. Each individual employee of Central Intelligence Agency whose post of duty is within the continental United States must use all of the leave accrued during the calendar year 1950 (26 days) prior to the close of business on 30 June 1951. However, any annual leave accumulated by an employee on 31 December 1950 in excess of the maximum limitation permitted under existing law will be forfeited on 1 January 1951. Any portion of leave accrued during the calendar year 1950 not used by the close of business on 30 June 1951 will be forfeited by the individual concerned.

3. Each individual employee of this Agency affected by the above will be provided an opportunity by his supervisor to take the full amount of leave accrued during the calendar year 1950 prior to 1 July 1951. Leave will be scheduled in such a manner as to permit the continued, efficient conduct of business by each Office and Staff Section of this Agency.

4. Unless otherwise determined by proper authority, leave accruing to individuals who have had posts of duty both within and outside the continental United States during the calendar year 1950 will be governed as indicated below:

-1-



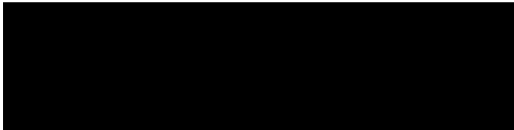
a. Leave accrued while the employee is on duty within the United States must be used prior to 1 July 1951 or forfeited.

b. Leave accrued while the employee is at a post of duty outside the continental United States may be accumulated up to the total amount of leave authorized to be accumulated, or it may be utilized at the option of the employee concerned.

5. An employee who enters into active service in the Armed Forces is entitled under existing law to receive a lump-sum payment for his accumulated and current accrued annual leave or to have such leave remain to his credit as he may elect. The amount of such payment or credit as the case may be is determined by the amount of annual leave to the employee's credit on the date he enters the Armed Forces. The effect of the second proviso of Section 1212, exempting such employees from the provisions of the said Section, is to permit full effect to be given the right of election and at the same time save the employee from losing annual leave which he was precluded from using prior to 1 July 1951 because of entry into the military service. Section 1212 would not be applicable to an employee who entered the service after 1 July 1951.

6. These instructions apply only to leave accrued during the calendar year 1950 and do not affect leave accrued prior to 1 January 1950 which may continue to be carried over or used at the option of the individual employee, provided that the maximum total under existing law is not exceeded. The provisions of Section 1212 are restrictive and do not enlarge an employee's rights otherwise established.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

Acting Executive

DISTRIBUTION: No. 5

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

6 September 1950

25X1A

SUBJECT: Car Pool

1. A number of employees living in outlying areas of Washington have reported need for transportation to and from work, while others have expressed interest in forming car pools in certain areas so that they can provide transportation on specified dates.

2. In order that the Agency may be of assistance it is requested that employees who are able to carry extra passengers, as well as those who desire to organize or ride in car pools, complete and return the form below.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

*Assignability
Approved
1-5*

[Redacted Signature]

Acting Executive

25X1A

DISTRIBUTION: No. 4

TO: Personnel Relations Branch, Personnel Division
Room 104, North Building

446

- I desire to ride in a car pool.
- I will furnish transportation in a car pool.
- I will alternate with other persons in furnishing transportation and riding in a car pool.

I can accommodate _____ extra persons in my car.

NAME _____ BLDG. _____ EXTENSION _____

HOME ADDRESS _____ HOME TELEPHONE _____

SECRET

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE
[REDACTED]

1 September 1950

SUBJECT: Distribution of Agency Regulations.

In the interest of efficiency and economy of operations the following new schedule for distribution of Agency Regulations is hereby established:

- Distribution No. 1 - DCI, Deputy Director, Executive, Deputy Executive, Assistant Directors and Staff Chiefs.
- Distribution No. 2 - Those listed in Distribution No. 1 plus all Staffs and Divisions of organizational components.
- Distribution No. 3 - Those listed in Distributions No. 1 and No. 2 plus all Division Staffs, Branches and Sections for routing and initialing by all Washington Area personnel.
- Distribution No. 4 - To be distributed to each employee in the Washington Area.
- Distribution No. 5 - To be distributed to each employee of CIA.
- Distribution No. 6 - Limited (determined for each Regulation).

43/5

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

[REDACTED]

Acting Executive

25X1A

DISTRIBUTION: No. 3

SECRET

Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE
[REDACTED]

30 August 1950

SUBJECT: Executive Order No. 10157.

1. Executive Order No. 10157, dated 28 August 1950, making certain types of Federal employees eligible for permanent civil service status does not apply to appointments made under Schedule A authority.

2. All appointments made by the Central Intelligence Agency are Schedule A appointments, consequently, CIA employees will not be affected by Executive Order No. 10157.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Acting Executive

25X1A



DISTRIBUTION: ALL CIA EMPLOYEES.

[REDACTED]

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE


29 August 1950

SUBJECT: Meetings, Army Reserve Unit, CIA.

1. The Army Reserve Augmentation Unit will meet on the following dates during the period September through December 1950:

5, 12 and 19 September
3, 10 and 17 October
7, 14 and 21 November
5, 12 and 19 December

2. All meetings will be held in the North Interior Building Auditorium.

3. Matters concerning the organization and status of the Unit for this fiscal year will be discussed at the initial meeting on Tuesday, 5 September 1950.

4. Uniforms are not required for the initial meeting. Announcement will be made regarding future uniform requirements.

5. All employees who now have a reserve status in the Department of the Army are invited to attend the meetings regardless of whether they are assigned to the CIA Augmentation Unit.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

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DISTRIBUTION: ALL CIA EMPLOYEES

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

22 August 1950

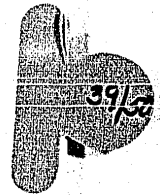
SUBJECT: Leave of Absence.

1. The following communication has been received from the White House:

"AMVETS

OFFICE OF THE
NATIONAL COMMANDER

NATIONAL HEADQUARTERS
724 NINTH STREET, N. W.,
WASHINGTON 1, D. C.
TELEPHONE: NATIONAL 0555



August 2,

25X1A

"Honorable Harry S. Truman
The White House
Washington, D. C.

"My dear Mr. President:

"AMVETS will very much appreciate your requesting the various agencies of the Federal Government to grant leave to such members of our organization in their employ who desire to attend our Sixth Annual National Convention to be held at the Hotel Hollenden, Cleveland, Ohio, September 6th through 10th, 1950.

"We realize that in times like these it is important that we stay on the job, giving the utmost of cooperation in our tasks, but we also feel that the results of the deliberations of a public-opinion group such as ours can be important to our national officials.

"We have received excellent cooperation from the Government in connection with our past conventions and are hopeful that we may receive this consideration again this year.

Sincerely yours,

HAROLD RUSSELL

National Commander

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE
[REDACTED]

22 August 1950

SUBJECT: Leave of Absence.

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39/50

August 2, 1950

25X1A

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"We have received excellent cooperation from the Government in connection with our past conventions and are hopeful that we may receive this consideration again this year.

Sincerely yours,

HAROLD RUSSELL

National Commander

"The above copy of a letter which the President has received from the National Commander of AMVETS of World War II is respectfully referred to the heads of the departments and independent establishments of the Government for attention.

WILLIAM D. HASSETT
Secretary to the President"

2. It is desired that those employees who are members of AMVETS and who request leave of absence to attend the National Convention be granted such leave if their services can be spared without serious disruption of normal activities.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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Acting Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

16 August 1950

SUBJECT: Military or Draft Status of Employees

1. The attached Form No. 37-82, "Military Status Questionnaire", will be completed by each present and future employee of the Agency, regardless of age, sex or previous military service. Upon completion, the form will be forwarded to the Chief, Employees Division, Special Support Staff, "L" Building.

2. Military personnel of the regular services or reserve officers on active duty assigned to duty with the Agency will not complete the form.

3. It is desired that completed forms be submitted not later than indicated below:

- a. Employees in the Washington Area - by 25 August 1950.
- b. Employees outside the Washington Area - as soon as practicable.
- c. Future employees - by EOD date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Executive

ENCL: Form No. 37-82

DISTRIBUTION: ALL CIA EMPLOYEES

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MILITARY STATUS QUESTIONNAIRE				THIS DATE							
NAME (PRINT) (Last) (Middle) (First)			BIRTH DATE (Day) (Month) (Year)								
SEX MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	RACE	CODE	MARITAL STATUS (1) SINGLE <input type="checkbox"/> (2) MARRIED <input type="checkbox"/>	(3) WIDOWED <input type="checkbox"/> (4) DIVORCED <input type="checkbox"/>	(5) SEPARATED <input type="checkbox"/>						
NO. OF DEPENDENTS (INCLUDE WIFE)	AGENCY ASSIGNMENT										
	OFFICE		DIVISION		CODE						
	POSITION OR TITLE		GRADE	CODE							
PRESENT DRAFT STATUS											
(A) HAVE YOU REGISTERED FOR DRAFT? (1) YES <input type="checkbox"/> (2) NO <input type="checkbox"/>											
(B) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW:											
<input type="checkbox"/> 1A AVAILABLE FOR MILITARY SERVICE. AGES 18-26	<input type="checkbox"/> 4B OFFICIAL DEFERRED BY LAW.										
<input type="checkbox"/> 1AO CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY.	<input type="checkbox"/> 4C ALIEN.										
<input type="checkbox"/> 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE. MUST BE ON FULL DUTY.	<input type="checkbox"/> 4D MINISTER OF RELIGION OR DIVINITY STUDENT.										
<input type="checkbox"/> 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE. CANNOT BE CALLED BY DRAFT BOARDS. CALLED ONLY BY MILITARY SERVICE CONCERNED.	<input type="checkbox"/> 4E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE.										
<input type="checkbox"/> 2A DEFERRED ON ACCOUNT OF OCCUPATION.	<input type="checkbox"/> 4F PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE.										
<input type="checkbox"/> 2C DEFERRED FOR AGRICULTURAL OCCUPATION.	<input type="checkbox"/> 5A MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY. NOT LIABLE TO INDUCTION UNDER PRESENT ACT.										
<input type="checkbox"/> 3A MAN HAS DEPENDENTS.											
<input type="checkbox"/> 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY). SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE WAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY.											
<table border="1" style="margin: auto;"> <tr> <th colspan="2">LOCAL DRAFT BOARD</th> </tr> <tr> <td>NAME</td> <td>No.</td> </tr> <tr> <td colspan="2">ADDRESS (Street and No.)</td> </tr> </table>						LOCAL DRAFT BOARD		NAME	No.	ADDRESS (Street and No.)	
LOCAL DRAFT BOARD											
NAME	No.										
ADDRESS (Street and No.)											
<p>The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.</p>											
SERVICE RECORD											
1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:											
(1) ARMY <input type="checkbox"/>	(4) AIR FORCE <input type="checkbox"/>	(7) NATIONAL GUARD <input type="checkbox"/>									
(2) NAVY <input type="checkbox"/>	(5) COAST GUARD <input type="checkbox"/>	(8) FOREIGN MILITARY ORGANIZATION <input type="checkbox"/>									
(3) MARINE CORPS <input type="checkbox"/>	(6) MERCHANT MARINE <input type="checkbox"/>										
2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)											
(1) WORLD WAR I AND ALL PRIOR DUTY	_____	YEARS	_____	MONTHS	_____						
(2) BETWEEN WORLD WAR I AND WORLD WAR II	_____		_____		_____						
(3) WORLD WAR II	_____		_____		_____						
(4) SINCE WORLD WAR II	_____		_____		_____						
ACTIVE DUTY TO DATE (TOTAL) _____											
3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON SEPARATION:											
(1) COMMISSIONED <input type="checkbox"/> OR (2) ENLISTED <input type="checkbox"/>											
NAME OF SERVICE	RANK, GRADE OR RATING	ARM, BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.								
DO NOT WRITE IN SPACES BELOW											

4. CHECK TYPE OF SEPARATION:

- (1) RETIREMENT FOR AGE
- (2) RETIREMENT FOR SERVICE
- (3) RETIREMENT FOR COMBAT DISABILITY
- (4) RETIREMENT FOR OTHER PHYSICAL DISABILITY
- (5) SEPARATED (POINTS, CATEGORY, ETC.)
- (6) RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
- (7) RELEASE BECAUSE OF UNDUE HARDSHIPS

5. IF YOUR PRESENT STATUS DIFFERS IN ANY RESPECT FROM THAT STATED IN 3 ABOVE, INDICATE CHANGE ONLY AND DATE OF CHANGE: DATE CODES

COMMISSIONED _____	_____	_____
SERVICE _____	_____	_____
ARM, BRANCH OR CORPS _____	_____	_____
RANK, GRADE OR RATING _____	_____	_____
SERVICE, SERIAL OR FILE NO. _____	_____	_____

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES (2) NO
- (A) IF YES, WHAT UNIT? _____
- (B) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES (2) NO

7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE (2) YES-ACTIVE (3) NO
- (A) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES (2) NO
- (B) IF NO, WHAT IS YOUR ASSIGNMENT? _____
-
- (C) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES (2) NO

8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES (2) NO
- (A) IF YES, STATE NAME OF UNIT ORGANIZATION _____
-

REMARKS:

SIGNATURE

Next 1 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

7 August 1950

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25X1A

NOTICE

SUBJECT: Hot Weather Instructions

In order to avoid the effects of excessive heat, attempt to follow the following rules:

1. Clothing: Wear light-weight, light-colored, porous clothing which is not too closely fitted. Remember that the newer synthetic fabrics do not absorb moisture, and may therefore add to discomfort.
2. Food: Eat more lightly than usual, particularly at lunch. Emphasize fruits, vegetables and salads. Avoid high calorie sweets and pastries.
3. Drink: Take water liberally, but avoid overloading of the stomach at one time. Confine "soft drinks" and coffee to a minimum because of overstimulating effects.
4. Salt: Additional salt is ordinarily not required by the average person doing sedentary work. Furthermore, salt tablets are not actually "cooling" and may even produce nausea or other disagreeable effects. Therefore, use a salt tablet one to three times daily only if you have perspired to an abnormal degree, or if you have found that salt actually makes you feel more alert.
5. Work: Make every effort to plan your day so that the most taxing problems may be handled during the cooler morning period, leaving more routine tasks to the afternoon. Avoid unnecessary physical activity or excitement.
6. Caution: If you have any physical defect or chronic illness which is aggravated by summer heat, consult your private physician or the Medical Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[Redacted Signature]

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Acting Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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[REDACTED]

2 August 1950

SUBJECT: Status of CIA Employees Eligible for Military Service

1. Employees of CIA will be in one of the following categories in connection with eligibility for military service:

a. Those with military reserve status.

(1) Having mobilization assignment or designation to CIA and assigned to a CIA reserve unit.

(2) Having mobilization assignment or designation to CIA and not assigned to a CIA reserve unit.

(3) Having mobilization assignments or designations outside CIA, with or without outside unit assignments.

(4) Having no mobilization or unit assignments, but who are volunteers, inactive or honorary reservists

b. Those having no military reserve status.

(1) Required to register for selective service action and qualified for military service.

(2) Required to register for selective service action but disqualified for military service for physical or other reasons.

(3) Not required to register for selective service action.

2. The policy of this Agency relative to active military service of its civilian employees beyond the normal two-weeks' military leave provision is stated below:

a. CIA employees are expected to be career employees of this Agency. The time, effort and funds expended in clearing and training individuals for our work are all directed toward procuring and developing a national intelligence team which will be competent and available to meet its full responsibilities at all times and especially in times of

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national emergency. It should be obvious to each individual employee that any policy which involved the general release of trained personnel for active military service in emergency situations when they are most needed by the Agency would result in either considerably reduced competence or actual failure to meet our responsibilities in time of greatest need.

b. Individual employees will not be released by the Agency for the purpose of volunteering for military service either on their own initiative or as a result of inquiries as to availability. There is, of course, no legal bar to resignations of employees for the purpose of volunteering for extended active military service from either reserve status or directly from a purely civilian status.

c. Individuals who, after compliance with procedures hereinafter prescribed, are ordered to active duty from a reserve status without their consent and those who are inducted through selective service processes, will be re-employed by this Agency upon termination of active military service to the fullest possible extent in consonance with the Veteran's Preference Act of 1944 and related laws.

d. Provisions specified in c., above, will be equally applicable to those individuals who may be placed in active military service at the request of this Agency to meet operational needs.

3. An effort will be made by this Agency to obtain the passage of appropriate legislation to provide for the eligibility of CIA employees who would unquestionably have entered active military service except for their employment by CIA, for any veterans' benefits for which they would have been eligible as a result of active military service.

4. a. The Personnel Director has been charged with the implementation of the policies stated in paragraph 2., above.

b. Immediately upon the arising of either circumstances specified below the individual affected will inform his Assistant Director or Staff Chief:

(1) Receipt of notice to appear before a selective service board for any reason.

(2) Receipt of instructions or orders to report for active military service or preliminary warning of such orders pending.

(3) Receipt of warning orders relative to impending call to active service as part of a reserve or national guard unit.

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c. The Assistant Director or Staff Chief concerned will in turn inform the Personnel Director, who will take appropriate action either with the Director of the Selective Service System or the Office of the Secretary of Defense.

5. The Personnel Director is also charged with making adequate provision, in coordination with the Chiefs of the Administrative and Special Support Staffs, for required notification to Selective Service Boards in the case of each CIA employee eligible for registration with such a board who leaves the continental United States for any purpose. Individual employees and their Assistant Directors and Staff Chiefs will channel all such cases through channels prescribed by the Personnel Director rather than taking action directly with appropriate boards.

25X1A



R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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26 July 1950

SUBJECT: Records, Disposition and Microfilming of,

25X1A

REFERENCE: [redacted] dated 7 November 1949

25X1A

1. In accordance with the principles and responsibilities outlined in [redacted] each Assistant Director and Staff Chief will take immediate steps to reduce his unit files to an absolute operational minimum by employment of the following procedure:

a. Appoint three individuals to a Unit Microfilm Team and report their names to the CIA Records Officer by 28 July 1950.

b. The CIA Records Officer will indoctrinate and train all Microfilm Teams in the use of camera equipment, reel indexing, and film inspection. Offices will be notified when personnel are to report to the CIA Records Officer for instruction.

25X1A



c. The CIA Records Officer in consultation with Office and Staff Records Officers will establish a microfilming schedule giving first priority to those file series which have been selected for the Vital Documents Program.

d. Unit Microfilm Teams normally will operate in the activities from which they are appointed and will be accompanied by one or more office representatives who have operational knowledge of the file series of each Division, section or comparable echelon.

e. All file series will be examined and the following action as appropriate will be taken:

(1) Withdrawal of all non-record materials and destruction in accordance with law and Agency regulations.

(2) Designation of file series for scheduled disposition or microfilming.

f. The CIA Records Officer will contact the Assistant Directors, Staff Chiefs and their Records Officers to explain the program and implement it as soon as possible.

g. Office and Staff Sections and Records Officers will familiarize themselves with Administrative Instruction [redacted], dated 7 November 1949, with particular attention directed to sub-paragraphs d and e of paragraph 4.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Acting Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A



25 July 1950

SUBJECT: Employment Outside of CIA

1. Effective this date all employees who are engaged in or are contemplating acceptance of work activities other than their full time position with this Agency will be subject to the following procedure:

a. Individuals currently employed in such outside activities, will notify their Assistant Director or Staff Chief immediately. Employees who are considering an outside position in addition to their Agency responsibilities will notify their Assistant Director or Staff Chief prior to acceptance of such position. These notifications will be in writing and will state the period of employment, the hours of work, nature of the position and salary.

2. Assistant Directors and Staff Chiefs concerned will forward this information to the proper Personnel Division for clearance with I&S Staff. After decision has been received from the Chief of I&S Staff, the office concerned will be notified.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES

Approved by [signature]

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Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

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Attendance and Leave	3.
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Check Sheets	3.
Clearances	3.
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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1	Printing and Binding Requisition
SF2	Lease
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 ¹ / ₂ ")
SF19	Bond of Indemnity
SF23	Contract - Construction
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF27	Investigation Officer's Report - Accident
SF28	Claim for Damages - Accident, Motor Transportation
SF32	Contract - Supplies
SF33	Invitation, Bid and Acceptance
SF36	Continuation Sheet for SF31 or SF33
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Changes in Civilian Personnel
SF51	Report of Efficiency Rating
SF52	List of Efficiency Ratings
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF60	Application for Federal Employment (Short Form)
SF61	Oath of Office, Affidavit
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF71	Application for Leave
SF75	Position Description
SF75a	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Memorandum
SF1012b	Schedule of Expenses and Itinerary of Traveler
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel - Continuation Sheet
SF1012d	Receipt for Cash - Subvoucher

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1014a	General Ledger
SF1015a	Allotment Ledger
SF1015b	Allotment Ledger - Copy
SF1016	Distribution Ledger
SF1017g	Journal Voucher
SF1034	Public Voucher for Purchases and Services Other Than Personal
SF1034a	Public Voucher for Purchases and Services Other Than Personal - Memorandum
SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1036	Statement and Certificate of Award
SF1038	Application for Advance of Funds for Travel Expenses
SF1044	Schedule of Collections
SF1046	Schedule of Transfers - Special Deposits
SF1048	Public Voucher for Refunds - Memorandum
SF1049	Public Voucher for Refunds
SF1050	Public Voucher for Refunds - Memorandum
SF1055	Application for Payment of Amounts Due, Deceased or Incompetent Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States
SF1062	Government Bill of Lading - Extra Sheet
SF1067	Public Voucher for Transportation of Passengers
SF1067a	Public Voucher for Transportation of Passengers
SF1067b	Public Voucher for Transportation of Passengers
SF1067c	Public Voucher for Transportation of Passengers
SF1069	Voucher for Allowances at Foreign Posts of Duty
SF1069a	Voucher for Allowances at Foreign Posts of Duty - Memorandum
SF1070	Schedule for Retirement and Disability Fund Credits
SF1080	Voucher for Transfers between Appropriations and/or Funds
SF1080a	Voucher for Transfers between Appropriations and/or Funds - Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
SF1095	Summary Statement of Disbursement and Collections by Appropri- ation Limitations
SF1096	Schedule of Voucher Deductions
SF1097	Adjustment Voucher to Effect Correction of Errors
SF1097a	Adjustment Voucher to Effect Correction of Errors - Memorandum
SF1098	Schedule of Canceled Checks

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STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF1103	U. S. Government Bill of Lading - Original
SF1103a	U. S. Government Bill of Lading - Memorandum
SF1104	U. S. Government Bill of Lading - Shipping Order
SF1105	U. S. Government Freight Waybill - Original
SF1106	U. S. Government Freight Waybill - Carrier's Copy
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading - Original
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum
SF1113	Public Voucher for Transportation Charges
SF1113a	Public Voucher for Transportation Charges - Memorandum
SF1116	Statement of General Accounts Balances
SF1117	Schedule of Balances Showing Status of Appropriations
SF1118	Statement of Apportionments and Allotment Accounts by Appropriations
SF1126s	Pay Roll Change Slip - Supervisor's Copy
SF1128	Pay Roll for Personal Services
SF1128a	Pay Roll for Personal Services - Memorandum
SF1129	Voucher for Petty Purchases
SF1129a	Voucher for Petty Purchases - Memorandum
SF1129b	Voucher for Petty Purchases - Continuation Sheet
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)
SF1130	Time and Attendance Report
SF1137	Leave Record

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CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12	Proof of Residence
CS1769	Affidavit as to Members of Family in Government Service
CS2803	Individual Retirement Record
CS2806-1	Designation, Change or Revocation of Beneficiary
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfer
CS2807-1	Register of Adjustments
CS2807-2	Annual Summary of Retirement Fund Transactions
CS3000	Retirement Death Claim
CS3001	Application for Retirement Annuity
CS3002	Application for Retirement on Account of Disability
CS3005	Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

WT-4	Employee's Withholding Exemption Certificate
1737	Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17	Requisition for Publications and Blank Forms
WD43	Individual Earnings Record
WD44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services - Memorandum - Continuation Sheet
WD58	Pay Roll Change Slip
WD60	Pay Roll Certification Control
WD61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control

Federal Works Agency Forms

10-292	Request for Work to be Performed
BE168	Property Pass

Government Printing Office Forms

R2390	Order for Standard Forms or Supplies
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

22 June 1950

25X1A

SUBJECT: Operating Procedure for "L" and "Q" Buildings Office
Supply Stock Rooms.

1. Responsibility

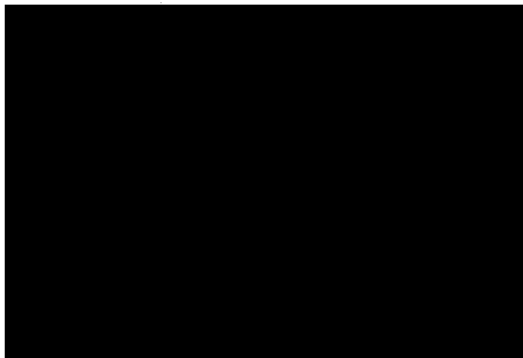
a. The Services Division is responsible for the maintenance of adequate stocks of commonly used expendable office supplies in Room 2031 "L" Building, and Room 1152 "Q" Building. The hours of operation will be from 0900 hours to 1200 hours and 1300 hours to 1600 hours each regular workday. The necessary personnel for operation of the stock rooms will be furnished by the Services Division.

b. Administrative Officers of offices serviced by the supply rooms are responsible for assuring that only the minimum quantity of commonly used items is maintained within their areas for office use, as the supplies are available on a daily basis. Space in safes and other filing equipment will not be used to store supplies.

2. Requisitioning

a. Pre-printed forms containing stock numbers of the items stocked for issue by the building supply rooms are available from the storekeeper. This form will be completed in single copy by the individual authorized to procure supplies and will be presented to the storekeeper as a requisition on the Services Division, in accordance with existing instructions.

FOR THE DIRECTOR OF INTELLIGENCE:



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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

15 June 1950

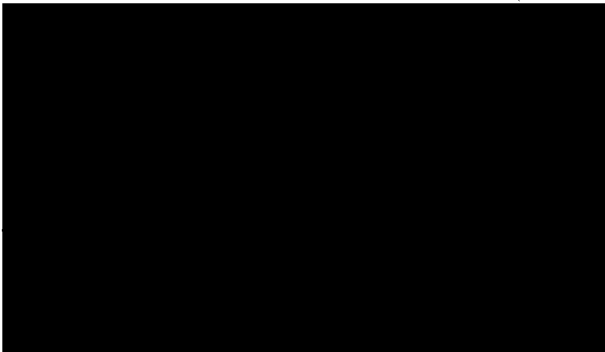
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SUBJECT: Use of Ball Point Pens for Official Business.

1. Because the writing fluid in most ball point pens lacks permanence, such pens shall not be used to sign, notate, annotate, or initial communications, documents or other papers prepared, received, or sent as a result of official business of the Agency.

2. These instructions will be incorporated in the next issue of the Correspondence Manual.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

14 June 1950

SUBJECT: Observance of Flag Day

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1. The following memorandum from the White House, dated 9 June 1950, is quoted below for your information:

"THE WHITE HOUSE
Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Flag Day, June 14, 1950, the anniversary of the day on which the flag of the United States was adopted by the Congress as the emblem of the Union, will be observed in the District of Columbia with special patriotic exercises in the Sylvan Theater on the Washington Monument Grounds beginning shortly after 3:00 p.m.

"The Flag Day program has been arranged by our civic, fraternal, and religious organizations as President Woodrow Wilson stated in his proclamation setting aside Flag Day.... to serve as a means to give significant expression to our thoughtful love of America and our determination to make it greater and purer.

"It is therefore desired that as many as possible of the Federal employees in the area of the Monument Grounds who may be spared be permitted to attend the exercises without charge to annual leave. Any employees actively participating in the ceremonies will be excused from duty without charge to annual leave at an hour early enough for them to do so.

/s/DONALD J. DAWSON
Administrative Assistant
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the office concerned, may be excused at 3:00 p.m. for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Acting Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

26 June 1950

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SUBJECT: Emergency Medical Treatment

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RESCISSIION: Notice [redacted] dated 16 March 1950.

1. Emergency medical treatment for injuries suffered in line of duty or for any medical emergency for CIA employees (and FBA personnel assigned to duty within the CIA area), including all ambulance service, will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension 2300, 2286, or 2595.

2. All CIA employees (and FBA personnel assigned to duty within the CIA area) requiring emergency medical treatment for injuries or medical emergency suffered in line of duty during hours other than indicated in paragraph 1 above, may obtain such at the Providence Hospital, 2nd and D Streets, S.E. Form CA-16 is required and should be completed prior to reporting to the hospital or as soon thereafter as possible. All building guards maintain a supply of this form.

3. During hours other than indicated in paragraph 1 above, emergency ambulance service for all CIA employees (and FBA personnel assigned to duty within the CIA area) suffering from illness or injury incurred while on Government duty or while on Government premises is to be summoned as follows:

a. For personnel INJURED while on duty in Washington or immediate vicinity, call:

25X1A

[redacted] CO-0432 or DU-2570 (W.W. Chambers Company)

For personnel suffering from ILLNESS while on duty, call:

- Washington: HO-3322 (Ambulance Services)
- Arlington: OX-2900 (Arlington County Rescue Squad)
- Suitland: NN-1122 (Ambulance, Prince Georges County)
- Bothesda: WI-1000 (Bothesda-Chovy Chase Rescue Squad)
- Alexandria: AL-5100 (Alexandria Rescue Squad)

c. For personnel either injured or suffering from illness while NOT on duty (but on Government premises), or for persons other than Government employees, call as indicated in paragraph b, immediately above.

d. In all lines of duty emergencies, the caller must indicate that the request is for a compensation case.

4. In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE, [redacted]

DISTRIBUTION: ALL CIA EMPLOYEES [redacted]

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE


31 May 1950

SUBJECT: Requests for Procurement Action by Supply Branch,
Involving Appropriations Expiring 30 June 1950.

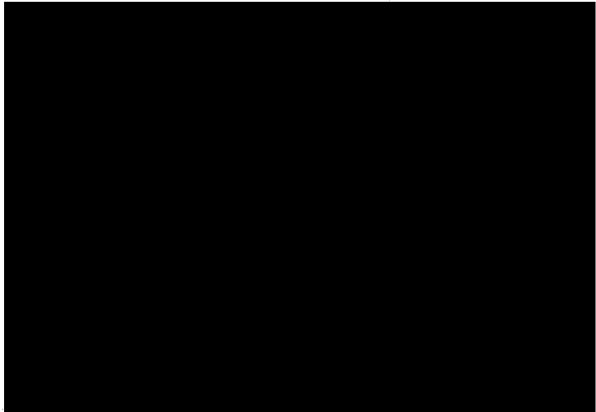
1. Requests for procurement of equipment, supplies or services, (other than items available from stock) chargeable to appropriations expiring 30 June 1950, shall be forwarded in time to reach Services Division, prior to 15 June 1950, in order to permit orderly completion of procurement action.

2. Requests for procurement action received by Services Division after 15 June 1950 are subject to being held without action until the beginning of the new fiscal year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

24 May 1950

SUBJECT: Annual Leave

1. Attention of all Assistant Directors and Staff Chiefs is invited to Section 1112 of the Appropriation Bill for Fiscal Year 1951, which has already passed the House of Representatives and which is currently pending in the Senate. This Section reads as follows:

"No part of the funds of, or available for expenditure by any corporation or agency included in this Act shall be available to pay for annual leave accumulated by any officer or employee during the calendar year 1950 and unused at the close of business on December 31, 1950: Provided, That this section shall not apply to officers and employees whose post of duty is outside the continental United States."

2. Indications are that Section 1112 may pass the Senate in substantially the same form as above. For this reason, plans must be made now for its implementation.

3. Insofar as Section 1112 applies to departmental employees, it will be necessary for such employees to utilize all of the leave (28 days) which accrues to them in calendar year 1950 prior to the close of business on 31 December 1950. Any leave accruing to an employee in calendar year 1950 and not utilized by the close of business 31 December 1950 will be lost to the employee under Section 1112.

4. In view of the above, it will be necessary for all supervisors to schedule all of their employees for their full 1950 leave prior to 1 January 1951. This will be done in accordance with procedures set forth in [REDACTED].

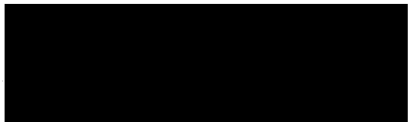
5. Personnel stationed outside the continental United States are exempt from the provisions of Section 1112, and their leave will be governed in accordance with applicable CIA instructions.

6. No final determination can be made at this time as to the effect of Section 1112 on employees whose post of duty during calendar year 1950 will be outside the continental United States for a portion of the calendar year and within the United States for the remainder of the year. Immediate planning in this connection will be based on the assumption that leave accrued while the employee is on duty within the United States must be taken during the calendar year 1950, whereas leave accrued while the employee is at a post of duty outside the continental United States may be accrued against the employee's total leave or utilized at the employee's option.

7. It should be noted that Section 1112 refers only to the leave which an employee accrues during the calendar year 1950 and does not affect prior accruals which an employee can continue to carry over.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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FORM NO. 32-15
JUN 1949

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(Office or Staff Section)

Summary of Budget Estimates
Fiscal Year 19__

Organizational Unit	No. of Pos.	Budget Year		02 - 09 Total	02	03	04	05	06	07	08	09	Tot Vouch
		For completion by the Budget Branch MY	Amount										

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Appendix I

(Office or Staff Section)

Summary of Budget Estimates
Fiscal Year 19____

Unit	No. of Pos.	Budget Year		02 - 09 Total	02	03	04	05	06	07	08	09	Total Vouchered	Unvouchered	Grand Total
		For completion by the Budget Branch MY	Amount												

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C O N F I D E N T I A L

Appendix III

OFFICE: _____
DIVISION: _____
BRANCH: _____
SECTION: _____

NON-PERSONAL
SERVICES ESTIMATES
Object Class _____

FOR COMPLETION BY BUDGET ANALYST

Past year
(actual) _____ \$ _____
Current year
(budget allowance) \$ _____
Budget year
(office estimate) \$ _____

REQUIREMENTS	AMOUNT	JUSTIFICATION

C O N F I D E N T I A L

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Appendix IV

O2 TRAVELSchedule of Estimated Rates

From	To	One Way	Round Trip
New York	Boston	\$20	\$40
Washington	New York	20	40
"	Boston	35	65
"	Miami	75	150
"	East Coast Points	25	50
"	Mid-West Points	50	120
"	West Coast Points	200	450
"	Central America	225	450
"	South America	650	1,150
"	ETO	475	1,000
"	MEDTO	700	1,400
"	FETO	1,000	2,000

Schedule includes average costs of transportation and per diem, etc.

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Appendix V

03 TRANSPORTATION OF THINGS

Schedule of Estimated Rates

		Unit Cost	
<u>Motor Vehicles</u>			
Crating (includes freight to POE)		Per Vehicle	\$200.00
Shipping (POE to destination)	ETO	"	350.00
	MEDTO	"	600.00
	LATO	"	300.00
	FETO	"	500.00
<u>General Cargo (Delivery to addressee)</u>			
(Administrative supplies and equipment, communications supplies and equipment, and operational supplies and equipment)			
	ETO	Per Ton	100.00
	MEDTO	"	100.00
	LATO	"	75.00
	FETO	"	100.00
<u>Household Goods and Personal Effects</u>			
To POE (Based upon E.O. 9997 maximum weight reimbursement allowances: Family, 7,000 lbs; single individual, 2,500 lbs)			
	350 mi.	Per 100 lbs	7.00
	1,000 mi.	"	11.00
	3,000 mi.	"	18.00
POE to destination	ETO	Per Ton	275.00
	MEDTO	"	600.00
	LATO	"	150.00
	FETO	"	700.00
<u>Air Shipments</u>			
	ETO	Per lb.	1.50
	MEDTO	"	2.25
	LATO	"	1.75
	FETO	"	3.50

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

20 April 1950

SUBJECT: Records Inventory

25X1A

REFERENCE: [REDACTED] dated 7 November 1949.



1. This Notice sets forth a uniform procedure for inventorying files and filing equipment in the offices, staff sections, and field offices of the Agency. From the inventory, Agency records retention periods and disposal tables will be established, also standards for filing equipment and supplies will be developed.

2. The records officer designated for each office and staff section will:

a. Conduct orientation meetings for members of his office selected to assist with the inventory.

b. Prepare a control list of all file series and equipment to be included in the inventory.

c. Supervise the physical inventory, review and submit necessary reports.

3. Appendix A contains detailed procedural information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]

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Attachment: Appendix A

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[REDACTED]

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Appendix A
to CIA [REDACTED]

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1. Definitions:

a. Records are defined as including all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal Law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein.

b. Non-Records are library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents. (A processed document is one which has been duplicated or reproduced in sufficient number of copies for required distribution.)

c. File Series are the major identifiable portion of an organized file which can be described, handled, used and disposed of as a unit. A filing unit may be all the papers in one folder, one binder, in one drawer or in a series of drawers. A file series or filing unit is not an individual paper interfiled with other kinds of paper, but is a whole file or part of a file, which requires a separate description by virtue of variations in arrangement of subject content, retirement or disposal characteristics, significant volume, or peculiar physical form of the papers themselves (as in the case of maps, drawings, or oversized files).

d. Microfilming is the process of photographing individual documents or files of papers on continuous small size film, so that the documents are too small to be read without magnification. Microfilming or micro-photography offers a means of reducing the bulk of records by largely mechanical techniques and yet permits the making of enlarged prints economically and at a rapid rate.

e. Vital Records are those specific documents or files in the possession of CIA which are essential to the continuing administrative and operational functions of the Agency and without which these functions could not be recreated in the event of a major disaster.

2. Interpretation:

The following general principles serve as a guide in deciding whether material is record or non-record.

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a. All file papers are presumed to be records. The mere fact that they were prepared, retained and filed indicates that they were originally regarded as records. This premise does not mean that they are records, but merely that they must be regarded as records until their non-record character is established. In other words, the burden of proof is on establishing the non-record character of material.

b. Papers which once have record character, always have record character. Values must not be confused with characteristics. If papers are records when they are filed, they remain records as long as they are in existence even though they may not have any retention values. For instance, changes in procedures quite often render obsolete the records prepared under the old procedures. Their obsolescence is a good reason for disposal but no reason at all for circumventing the legal procedures for disposal.

c. Nearly all non-records are determined on the basis of physical duplication. For example, if an organization has two files of purchase orders, filed in the same way, and containing identical information, one of these files is non-record. Following are qualifications to the physical duplication rule:

(1) Generally, duplicates must have been retained for convenience of reference to justify non-record interpretation. It is not enough to say that exact copies are retained by another agency, or by another branch or division. It depends upon the purpose for which the file exists and the use made of it.

(2) The fact that two files of exact duplicates in the same organization are filed differently may give record character to both of them. For instance, in the same organization, both a numeric and an alphabetic file of the same material may be records.

d. Duplication of essential content of files is not sufficient reason to construe files as non-record. While such duplication may be good reason for disposal, it does not mean the files are non-record.

3. Procedure for the Inventory:

The Records Officer for each office and staff section will be responsible for coordinating the following stages of the inventory:

a. Within three (3) working days after receipt of this Notice orientation meetings for purposes of instruction and discussion of problems will be conducted by Records Officers with employees who are selected to prepare the information required.

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b. Within five (5) working days from the receipt of this Notice a pre-inventory list of file series and units of filing equipment will be submitted to each Records Officer by the persons selected to assist with the inventory. These pre-inventory lists should show: (1) Date prepared, (2) Name of Division, Branch, Section and Unit reporting, (3) Name or title of each file series, (4) Name and telephone number of the person conducting the physical inventory, and (5) the total number of items of filing equipment in use by size and type of each item.

c. The above pre-inventory lists should be prepared in duplicate, one copy being retained by the Records Officer and the other copy to be transmitted by him to the Records Management Branch, CIA Library, OCD.

d. The preparation and execution of the Files Inventory Report, Form No. 60-74, is outlined in paragraph 4, below. Initial distribution of forms will be made by the CIA Records Officer.

4. Completion of Files Inventory Report, Form No. 60-74:

An original and two copies will be prepared. The original and one copy is to be forwarded to the CIA Records Officer. The following subparagraphs give specific instructions for completing each item on the Files Inventory Report.

Item 1 - Form No. Show the CIA Form number. If the form has no identifying number, leave this space blank. If the form is a Standard Form used by all agencies of the Federal Government, write the letter "S" before the form number. If the form is a Department of the Army, Civil Service Commission or other agency form, write the accepted abbreviation for the agency before the form number. If the file series is made up of a principal form and one or more supporting or subsidiary forms, show only the principal form here; show the supporting forms under Item 7, "Description of Record".

Item 2 - Title or Name of File. Show the title of the form, or the name of the report, or the name by which the file is identified. The name of the record ought to indicate the function which it serves or provide a clear description of its contents. For example, Purchase Order, Receiving Copy, or Request for Intelligence Information.

Item 3 - Organization Code. Show the code number for the Office, Division, Branch, or Field Activity reporting, using the Organization Code number furnished each office by the CIA Records Officer.

Item 4 - Organization. Show organizational names, not just letters representing Divisions, Branches, Sections, Units, and Field Activities. An exception may be made, if for security reasons, full organizational names may not be used. In such cases, the authorized abbreviations will be shown in this item. However, the Records Officer for the Office or Staff Section must insure that identification of these organizational units is preserved and is available for reference if necessary.

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Item 5 - Locations. Give the locations, city and buildings where the records are filed. Include locations where portions of file series are stored.

Item 6A - Prepared By. Give name or initials of individuals preparing the Files Inventory Report forms. The lists made by the Records Officers of individuals designated to take the inventories will be preserved to identify these persons.

Item 6B - Date. Show date the form is prepared.

Item 6C - Approved By. Show initials of Records Officer authenticating completeness and accuracy of form.

Item 7 - Description of Record or File. Enter a brief but adequate description of the file, telling its purpose and listing all forms, different types of reports or other papers included. If the file consists of records which warrant special protection, such as vital records, state this fact and suggest whether security copies of the records should be made for storage in an area removed from the record copies. Occasionally, it may be necessary to continue the description on an attached sheet of paper, 5 x 8 inches in size.

Examples of entries under Item 7:

Administrative Correspondence File including original copies of letters received, copies of letters sent and various supporting papers, fastened into heavy pressboard folders.

Requests for Supplies and Equipment including carbons of Forms No. 36-7 and memoranda approving or requesting action on purchases.

Requirements Directives File including Forms No. 60-1, Request for Intelligence Information, Forms No. 60-101, Collection Directive form letters, logs of items received and related correspondence.

Item 8 - Size of Record. Check the proper box to show the size of the principal papers in file.

Item 9 - Kind of Copy. Check the proper space to indicate the kind of copies of the principal papers included in the file. If file includes different kinds of copies, check the space marked "mixed".

Item 10 - Quantity of Records. Compress the papers in the file drawer or on shelves and measure the thickness with a ruler. Show as Item 10A the number of linear feet now in file. Show lesser quantities as fractions of linear feet. Show as Item 10B the number of filing drawers or shelves now required for the file.

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Item 11 - Filing Arrangement. Show how the file is arranged, e.g., alphabetically by name of correspondent; or geographically by country and city; or numerically by Purchase Order numbers; or subjectively by codes selected from the CIA Filing Manual; or from the CIA Library Intelligence Subject Code (ISC); or from some other commonly used classification code such as Army's Basic Intelligence Directive (BID).

Item 12 - Dates Included. Show the span of the file series from the earliest dates to the most recent. If the series is still accumulating write "To Date" for the most recent date.

Item 13 - Annual Rate of Growth. Show the number of linear feet of growth per year. Show lesser quantities as fractions of linear feet. If the file is closed write the word "none" in this space.

Item 14 - Description of Filing Equipment. Show in the proper space from 14A through 14G the full description of equipment in use for the file. If more than one type of equipment is used for portions of the file, show the other types on the second line under 14H Remarks.

14A - Size: Check the proper box which describes the size of equipment containing the file series.

14B - Type: Check the proper box which describes the type of equipment containing the file series.

14C - Kind: Check the proper box to indicate the construction of the equipment.

14D - Number of Units: Show the number of filing cabinets or shelf sections of each type in use.

14E - Drawers per Unit: Show the number of drawers in each unit of equipment. If the item is a visible filing cabinet, show the number of panels, or if shelving, show the number of shelves per section.

14F - Rows per Drawer: Show the number of rows per drawer if more than one. For instance, 3 x 5 card cabinets often provide for two rows of cards per drawer.

14G - Depth per Unit: Show the depth of the filing drawer in inches. If shelving is used, show the length of the shelf.

14H - Remarks: Use this space for additional entries if the file series is housed in more than one type of filing equipment, or if other notation need be made.

APPRAISAL OF RECORDS:

The items numbered 15 through 23 concern the value of the file series and recommended period of retention. The specific items are listed below:

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Item 15 - Official Authorization for Establishing or Maintaining the File. If a specific authorizing directive requires the preparation and maintenance of records comprising the file series, make reference to the directive here. Most file series are established as a natural product of the operations of the creating organization and no definite requirement for the file series exists. If there is no authorizing directive write the word "none" in this space.

Item 16 - Security Classification. Check the highest security classification included in the file series. If more than one security classification is included, check also in the space marked "mixed". Specify under the heading of "Special" any unusual security classification identifications.

Item 17 - Records Value. Check the appropriate box to show the reason for retention of the file series, whether the documents have administrative, fiscal, historical, legal, research, or merely reference value. If none of these apply, check the space marked "other".

Item 18 - Record Character. Check the box to show whether the file series is record or non-record, as defined in paragraphs 2a and 2b of Attachment A to CIA [REDACTED] and as discussed further in paragraphs 3a through 3d of the same Attachment. If the record character remains in doubt, check in the box marked "undetermined".

Item 19 - Vital Records. Check the proper box to indicate whether the file series has been designated as Vital Records, is under consideration for designation, has been determined not to include Vital Records or its status is undetermined.

Item 20 - Extent of File Duplication. Check the appropriate box to indicate duplication of the file series. Fill in the location of files of exact copies if known.

Item 21 - Frequency of Use. Check the proper box to show the relative activity of the file series. Activity is based on the number of references per month required under normal operating conditions, or the number of additions which must be made to the file series monthly. Inactive files may be either those on which actions have been completed or a backlog of work on which active work has not yet been undertaken. In either case, inactive files may be suitable for storage. Semi-active files are not used daily by the collective office, and are usually suitable for transfer to storage, provided that the number and complexity of searches will permit transfer.

Item 22 - Recommended Disposition. Show, to the best of your ability by checking the proper box, what disposition of the file series is recommended. Fill in the estimated age in months or years when the file series should be transferred to Agency storage or destroyed. These transfer or destruction dates do not authorize transfers to storage nor destruction of records but will aid in the scheduling of transfers and in establishing retention periods as provided by law.

Item 23 - Recommending Officials. Enter here the names of officials recommending the transfer and retention periods under Item 22.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

6 April 1950

SUBJECT: Attendance of CIA Employees at the Ceremonies in Tribute to Gabriel Gonzalez Videla, President of Chile.

1. The following memorandum from the White House, dated 3 April 1950 is quoted below for your information:

"THE WHITE HOUSE
Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Ceremonies have been planned to pay tribute to His Excellency Gabriel Gonzalez Videla, President of Chile, who will arrive in Washington April twelfth, for the purpose of making an official visit to the United States.

"His Excellency will reach the National Airport at 3:00 PM, EST, on Wednesday, April twelfth, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along 23rd Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 3:15 PM), east on Constitution Avenue to 12th Street, north on 12th Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at 14th Street and Pennsylvania Avenue, where he will be officially welcomed and presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to 15th Street, north on 15th Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the Blair House.

"It is desired that as many as possible of the government employees extend their greetings to President Gonzalez Videla. For the accomplishment of this purpose, President Truman has indicated that the Heads of the departments and agencies shall excuse from work those employees whose services can be spared, without charge to annual leave, for such time as is required to greet President Gonzalez Videla on April twelfth. Those members of the National Guard participating along the route to be taken by the Presidential party will also be excused from duty without charge to annual leave at an hour early enough to permit them to arrive in uniform at their appointed stations.

/s/ DONALD S. DAWSON
Administrative Assistant
to the President"

2. All employees whose services can be spared without unduly impairing the operations of the office concerned, may be excused at

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3:00 PM for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

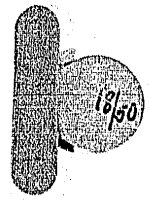


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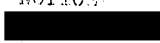
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE



3 April 1950

SUBJECT: Leave on Good Friday.

The Director desires that all employees who wish to attend religious services on Good Friday, 7 April 1950, be permitted to do so, to the extent commensurate with meeting essential operational requirements. Supervisors will arrange work schedules to permit the maximum number of employees to be absent. Absence during working hours for this purpose will be charged to annual leave.

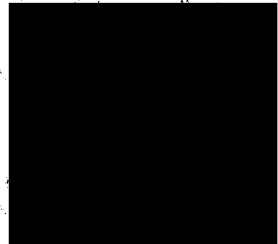
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

13 March 1950

25X1A

SUBJECT: Visiting Nurse Service

1. Visiting nurse service will be provided as indicated below during normal workdays:

	"L" Building	Room No. 1035	0830 to 1630 hours
	"Q" Building	Room No. 1259	0900 to 1015 hours
	Rosslyn	Room No. 22	1100 to 1130 hours
25X1A	"██████████"	Room No. 2013	0930 to 1000 hours
	Central Building	Room No. 107	0830 to 1700 hours
	Building #14	Room No. E-21	On call- Ext. 2300
	Auditorium	Room No. None	On call- Ext. 2300
25X1A	"██████████"	Room No. 1A118	On call- Ext. 2300

2. In case of serious injury in line of duty or any Medical Emergency between 0830 and 1700 hours, call Extension 2300, 2286, or 2691 immediately.

3. The above schedule and nurses' hours are subject to change as the need arises.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

██████████

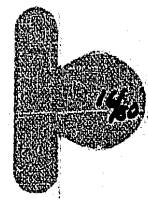
Executive

*Rescinded by
notice
1-5-51*

25X1A

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES



RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

25X1A

16 March 1950

SUBJECT: Emergency Medical Treatment.

1. Emergency medical treatment for injuries suffered in line of duty or for any medical emergency may be obtained during 0830 hours and 1700 hours on normal workdays by calling Extension 2300, 2286 or 2595.

2. Emergency medical treatment for injuries or medical emergency suffered in line of duty during hours other than indicated in paragraph 1. above may be obtained at the Providence Hospital, 2nd and D Streets, S.E. Form CA-16 is required which should be completed prior to reporting to the hospital or as soon thereafter as possible. All building guards maintain a supply of the form.

3. Ambulance service may be obtained at the Garfield Hospital, Ambulance Division, phone ADams 7500. Caller must indicate the request is for a compensation case.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Executive

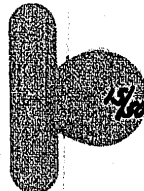
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[Redacted]

25X1A

*Received
March 15-151*



RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

13 March 1950

25X1A

SUBJECT: Chest X-Ray Survey

1. A yearly X-Ray service is available to all employees of this Agency and is conducted on a rotational basis. All X-Rays will be taken, analyzed and recorded in the Medical Division. Personnel should not make inquiries by telephone relative to X-Ray results. Where circumstances so merit it, the Medical Division will contact the particular individual.

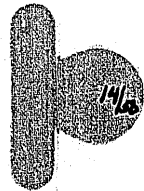
2. Employees who have had a chest X-Ray within the last six months will not be eligible. This ruling does not apply if the employee has been exposed to Tuberculosis during that period. Such individuals are encouraged to report to the nursing section, Medical Division, Central Building, so that proper follow up can be initiated.

3. An advance notice of one day or more will be given each office or activity of CIA, indicating the date that X-Ray service will be available. The office or activity will be responsible for the preparation of rosters, including time and date of appointment for the employees desiring this service, and for scheduling them within the limits of time set by the Medical Division. A copy of each schedule must be forwarded in advance to the Medical Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: ALL CIA EMPLOYEES

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

9 March 1950

SUBJECT: Medical Care of Military Personnel and Their Dependents

1. Medical care and service available during regular duty hours Monday through Friday, with the exception of holidays, include the following:

a. Sick call will be held every morning between the hours of 0830 and 0930 in the Dispensary, Central Building.

b. Military personnel reporting to the Medical Division, will identify themselves as such, to the Medical Division receptionist, for proper referral and recording.

c. "Out Patient Service" is available only during regular working hours.

d. Emergency treatment is available at any time during normal duty hours.

e. Hospitalization and specialist care, if required, in the judgement of the medical officer, will be arranged for and appointments made by the Physical Qualifications Branch, Medical Division.

2. Emergency service, treatment or hospitalization, after regular hours of duty, week-ends and holidays:

a. Army and Air Force personnel requiring treatment for themselves or their dependents, will report to the Army or Air Force Installation closest to their home and in accordance with the Zoning Instructions contained in War Dept. Memo. No. 40-505-2, dated 12 March 1947.

25X1A (1) Walter Reed Zone:

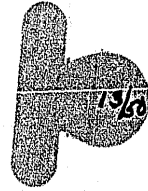
(a) Telephone GEorgia 1000, Extension 1.

(b) Region served. Area bounded on the west and south by the Potomac River; on the south and east by the Anacostia River and the Defense Highway; and, on the north by a line drawn on a ten mile radius from the Army Medical Center.

(2) Fort Myer Zone:

(a) Telephone CHestnut 3000 (ask operator for "Out Patient Clinic").

*Medical
Notes*



(b) Region served. Area bounded on the east and north by the Potomac River; on the south by a line extending through the towns of Snowden, Gum Springs, Laurel Grove and Garfield; and on the west by a line drawn on a ten mile radius from Fort Myer.

(3) Bolling Field Zone:

(a) Telephone FRanklin 9000, Extension 4211.

(b) Region served. Area bounded on the west by the Potomac River; and the Anacostia River and the Defense Highway and on the south; and east by a line drawn on a ten mile radius from Bolling Field.

(4) Fort Belvoir Zone:

(a) Telephone TEmple 7400, Extension 15.


(b) Region served. Area bounded on the east and south by the Potomac River; on the north by a line extending through the towns of Snowden, Gum Springs, Laurel Grove and Garfield; and on the west by a line drawn on a ten mile radius from Fort Belvoir.

b. Army and Air Force personnel having received emergency treatment, hospitalization or assigned to quarters will report such information or if that is not practical to have it reported to the Physical Qualifications Branch on Extension 2692, the next day of duty.

c. All personnel will report release from hospitalization or from quarters to the Physical Qualifications Branch on Extension 2692, whether assigned by the CIA Medical Officer or as a result of emergency service assigned by a medical officer of a particular military medical institution.

d. No one will be placed on "quarters" without proper authorization by a Service medical officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Captain, USN /
Exccutive

25X1A

DISTRIBUTION: A.
All Military Personnel

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

7 March 1950

SUBJECT: CIA Seal

1. An official Central Intelligence Agency Seal has been approved by the President and announced in Executive Order No. 10111 dated 17 February 1950. A facsimile of the seal is reproduced on the reverse of this Notice.

25X1A

2. All design suggestions received in response to CIA Notice [redacted] were carefully reviewed and submitted to the National Heraldic Division, Department of Defense, for final determination as to appropriateness and suitability. In view of the fact that the approved seal included ideas of a number of the suggestions submitted, no cash award could be made under the Employees Suggestion Program.

3. The Director extends his appreciation to all participating employees for their generous response to his request for suggestions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

Executive

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

[redacted]

25X1A

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

28 February 1950

SUBJECT: Application for War Prisoner and Internee Benefits.

1. The War Claims Act, 1948 (Public Law 896, 80th Congress) provides for the payment of certain benefits to: (a) members of the military and naval forces of the United States who were held prisoner of war by an enemy government; (b) civilian United States citizens captured and interned by the Japanese Government or who went into hiding to avoid capture or internment by the Japanese Government; (c) survivors of persons indicated in (a) and (b) above.

2. Claims under the Act must be filed prior to 2 March 1951.

3. Employees eligible for benefits under this Act may obtain application forms and information from the Headquarters Detachment, Room 116, North Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted signature block]

Executive

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DISTRIBUTION: ALL CIA EMPLOYEES.

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A



1 May 1950

SUBJECT: Notary Public Service.

25X1A

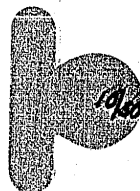
RESCISSION: Notice No. [redacted] dated 27 February 1950.

In order to meet the official needs of the Agency and, in addition, to assist CIA employees in obtaining notarial service, the following named CIA employees have been designated to administer such oaths during regular working hours. This service will be provided without charge and in accordance with the terms of their commissions as Notaries Public:

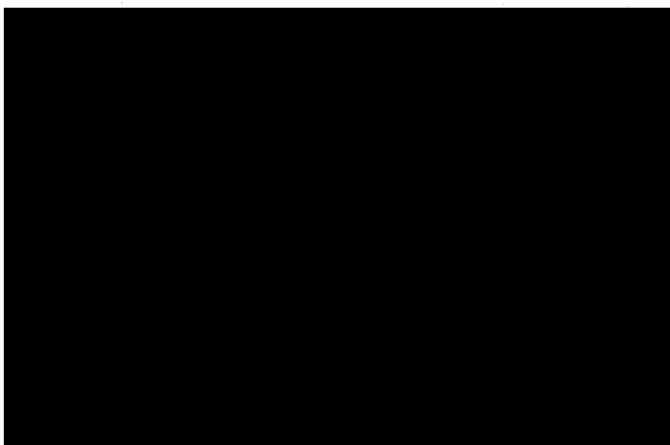
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	<u>NAME</u>	<u>ROOM</u>	<u>BUILDING</u>
1.	[redacted]	2072210 E. St.
2.	[redacted]	2072210 E. St.
3.	[redacted]	112South
4.	[redacted]	[redacted]	
5.	[redacted]	1301"K"

25X1A



FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Revised
5/10/50*

25X1A



27 February 1950

SUBJECT: Notary Public Service

In order to meet the official needs of the Agency and, in addition, to assist CIA employees in obtaining notarial service, the following named CIA employees have been designated to administer such oaths during regular working hours. This service will be provided without charge and in accordance with the terms of their commissions as Notaries Public:

	<u>NAME</u>	<u>ROOM</u>	<u>BUILDING</u>
1.	[REDACTED]	207.....	2210 E. St.
2.	[REDACTED]	207.....	2210 E. St.
3.	[REDACTED]	235.....	South
4.	[REDACTED]	[REDACTED]	[REDACTED]
5.	[REDACTED]	1703.....	"L"
6.	[REDACTED]	1067.....	"L"
7.	[REDACTED]	2051.....	"Que"
8.	[REDACTED]	100.....	Central
9.	[REDACTED]	1029.....	"M"

25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Captain, USN//
Executive

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

[Redacted]

16 February 1950

SUBJECT: Formation of a Naval Reserve Unit - Activation Date.

REFERENCE: Notice No. [Redacted]

25X1A

1. In line 2 of paragraph 1, reference Notice, change the date from Tuesday, 21 February 1950 to Monday, 27 February 1950.

2. This change is necessary because Captain [Redacted] advises he is unable to attend on the date originally set.

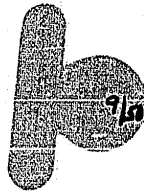
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[Redacted]

Captain, USN
Executive



*Prescribed by
[Redacted]*

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A



17 February 1950

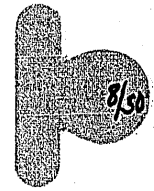
SUBJECT: Writing of Dates within CIA.

REFERENCE: Chapter I, Paragraph 5.a., CIA Correspondence Manual,
dated January 1948.

1. Reference requires that within CIA dates be written in the
day-month-year form, i.e. 17 February 1950. It forbids use of skeleton
style 5/1/50.

2. Noncompliance with this directive by various CIA units is causing
confusion within the Agency and attention is directed to the reference for
strict compliance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



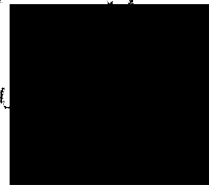
25X1A

Captain, USN
Executive

DISTRIBUTION: A.

*Recorded by
noted*

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

[Redacted]

14 February 1950

SUBJECT: Formation of a Naval Reserve Unit.

1. Composite Unit W-14 of the Naval Reserve will be activated under the Potomac River Naval Command on Tuesday, 21 February 1950. Membership will be limited to Naval Reservists currently employed by the Central Intelligence Agency. The activation meeting will take place between 1730 and 1930 hours on the above date in the auditorium of the Department of State, 21st Street and Virginia Avenue, N.W., Washington, D. C.

2. The Agency welcomes the activation of this Naval Reserve Unit. It is anticipated that its benefits will include (a) maintenance of an active status for many Reservists who might otherwise be relegated to inactive status because of civil employment by the Central Intelligence Agency; (b) provision of a training program which will enhance the broad value of the Reservists not only to the Navy but to the Central Intelligence Agency as well; (c) provision of a recognized Naval Reserve Unit which can cooperate with other CIA reserve organizations on problems of interservice coordination of particular concern to the Central Intelligence Agency.

Handwritten mark: a large 'P' with '7/50' written inside it.

25X1A

3. The prospective Commanding Officer of the Unit, [Redacted] has requested that all employees who now have or who are eligible for any Naval Reserve status be notified and cordially invited to attend the activation meeting. Captain E. D. Graves, USN, Director of Naval Reserve, PRNC, Captain W. L. Gates, USNR, and several other officers on the Staff of the Commandant, PRNC, will be present and will give authoritative answers to questions pertaining to the Naval Reserve. As guest speaker, Captain James E. Van Zandt, USNR, has been invited to speak on Naval Reserve matters. Captain Van Zandt, as United States Representative from the State of Pennsylvania and as Brigade Commander of the Volunteer Units, PRNC, has long taken an active interest in the Naval Reserve and is extremely well-qualified to speak on the subject.

25X1A

25X1A

4. Civilian dress will be appropriate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[Redacted signature block]

Captain, USN
Executive

[Redacted signature block]

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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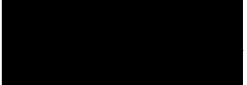
NOTICE

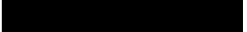

20 February 1950

SUBJECT: Presentation of Awards for Employee Suggestions

1. On 9 February 1950, the Director personally presented awards to two employees who had submitted meritorious suggestions. The employees and their awards are:

25X1A

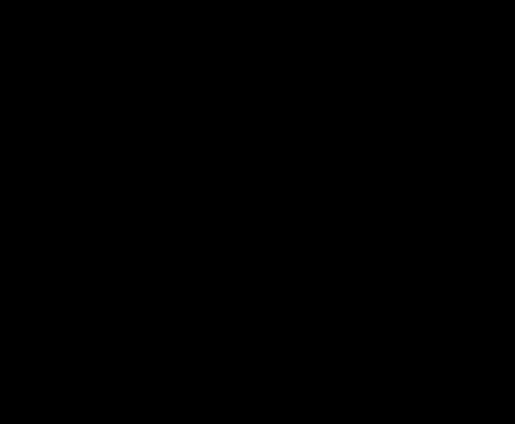
 - Certificate of Award and \$64.40

 - Certificate of Award

2. The suggestions which have been adopted will save the Agency approximately \$1,845.00 annually. In addition, certain intangible savings have been realized.

3. During the past six months, twenty-one employee suggestions were received. In addition to those adopted, eleven were not adaptable and the balance are under consideration by the Committee on Awards for Meritorious Suggestions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

 25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

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Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100110005-7

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

25X1A

NOTICE

23 January 1950

SUBJECT: Voluntary Contributions.

1. In the next few months, various national and local organizations will make direct appeals to the people throughout the Government for financial support in carrying out their programs of safeguarding and improving the lives of thousands of men, women and children in this and other communities throughout the nation.

2. Past experience has shown that these services have been most effective in providing social and recreational services, insurance against privation and juvenile delinquency, as well as sickness and accident prevention.

3. In order that you will have sufficient information concerning the objectives of these organizations, and the types of service rendered the community, the following information is provided:

a. The Metropolitan Police Boys Club is a community organization which conducts a membership drive yearly to finance seven boys clubs and summer camps for less fortunate youngsters of Washington. The money obtained from these campaigns makes it possible for more than 17,000 boys to participate in clean recreational activities and to become strong American citizens. To finance this worthy cause, the campaign committee has set for its 1950 goal, a total of 150,000 memberships. Various types of memberships are available to the public with dues ranging from one dollar to one hundred dollars annually. The campaign started 3 January and will continue through the early part of February.

b. The Arthritis and Rheumatism Foundation drive for money to fight rheumatic diseases is a new campaign, but when it is realized that arthritis sufferers outnumber all victims of cancer, diabetes, heart trouble, and tuberculosis combined, the need for funds is self-evident.

The Foundation's goal for 1950 is 2,000,000 dollars to be used for vastly expanded research, hospital beds and clinics, nationwide public education to halt the progress of the disease, and retraining and rehabilitation for nearly a million permanently disabled arthritis victims.

The campaign began 1 January and continues through 31 January.

c. The National Symphony Orchestra Association was incorporated in December 1931, under the laws of the District of Columbia, as a musical, educational and non-profit corporation.

Annual Membership in the Association is composed of those who contribute 25 dollars or more to the Sustaining Fund Drive. A contribution of ten dollars entitles the contributor to an Associate Membership. It is felt that all serious music-lovers will want to contribute in order that the National Symphony Orchestra can continue to grow and improve as it has shown itself capable of doing in recent years.

d. The Crippled Children's Society Drive begins 15 February and ends 1 March. The Society is a national organization devoted to the cause of caring for afflicted children and equipping them for later life.

e. The March of Dimes is a well-known cause; its goal is to stop the spread of infantile paralysis and provide treatment and rehabilitation for those now afflicted. The campaign began 14 January and will continue through 31 January.


f. The American Red Cross is a national organization which maintains relations with 67 other Red Cross societies throughout the world. It serves the armed forces abroad and at home. It functions as the national relief agency when disaster strikes. It promotes health and safety through its first aid and accident prevention, nursing, and national blood programs. The campaign for funds of this organization will be carried on through the month of March. Sixty-seven million dollars will be required to carry on the worth-while work of this activity. The goal for the Washington Metropolitan Area is 1,039,000 dollars.

g. The American Cancer Society is a national organization established to conduct research, promote education and furnish surveys to find the cause and cure for cancer, to educate the people to see their doctors upon the first danger signals of the disease, and to promote in general such authentic and approved projects as will help bring cancer under control.

The financial drive of this society will take place during the month of April. The goal of the campaign is to obtain a contribution of one dollar from each Government employee. Sixty per cent of each dollar contributed will remain in this community to promote the study of cancer control, 25 per cent will be used for research, and 15 per cent will be devoted to educational and administrative work.

4. Although it is appreciated that the personnel of this Agency have responded time and time again to these various causes, it is believed that the worth of the current campaigns is clearly evident, and it is therefore urged that everyone contribute according to his own personal financial situation. Keyworkers in each Division will be available to receive voluntary contributions for the above-named causes. Contributions to these charitable organizations may be counted as allowable deductions on next year's income tax returns.

25X1A


R. M. FELLEWKOETTER
Rear Admiral, USN
Director of Central Intelligence

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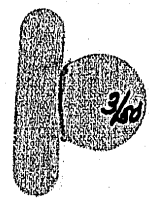
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

18 January 1950.

SUBJECT: Community Chest Federation Campaign Returns.



1. The following letter addressed to the Director of Central Intelligence is quoted for the information of all concerned:

"Now that the campaign for the Community Chest Federation is over, I want to express to you personally and through you, to your fine workers, my thanks for the loyal and thorough support that you gave me as chairman of the Government Unit in connection with this worthwhile community endeavor.

"You will be glad to know that the Government Unit in this campaign has achieved approximately 95% of its assigned quota, raising the sum of \$1,503,983.05 which reflects the giving of 214,052 employees in both the Federal and District Governments. While realizing we did not quite reach our goal, I think this is a gratifying achievement and all those participating deserve congratulations.

"From the last returns before me, your Agency has contributed the sum of \$15,473.84 for the gifts of the members of your Agency.

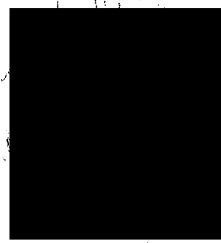
"Few of the thousands of beneficiaries of the fund in the National Capital Area are in a position to express their gratitude for your efforts in their behalf. However, our satisfaction comes from the sense of a job well done and in the knowledge that we have contributed our part to strengthen the community in which we live. By our efforts we have made it a better place in which to live, and have helped to alleviate the distress and suffering of some of our less fortunate neighbors.

25X1A

"Thanking you, I am

Sincerely yours,

(Signed) MAURICE J. TOBIN" *MJ*



2. The Director wishes to express his appreciation to all those who helped make CIA's contribution to the Community Chest Federation such a generous one.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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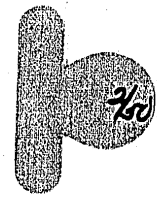


Acting Executive

DISTRIBUTION: All CIA Employees.

R E S T R I C T E D

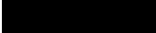
CENTRAL INTELLIGENCE AGENCY
Washington, D. C.



25X1A

NOTICE

10 January 1950



SUBJECT: Amendment to Civil Service Retirement System

1. Information contained in the attached sheet has been received from the Retirement Division of the U. S. Civil Service Commission, and is furnished for attachment to your copy of Standard Form No. 105, "Certificate of Membership in the United States Civil Service System".

2. The amendment of 30 September 1949, is an important change in the Retirement Act. It liberalizes the survivorship feature of the law in two respects; (1) it grants a married woman the same privilege at retirement in giving her widower an annuity upon her death as was granted the married male employee in providing for his widow under the Act of 28 February 1948; and (2) it increases the annuity payable to the retiring employee who elects this type of benefit by providing that the reduction on the first \$1,500 annuity shall be five per cent instead of the former ten per cent.

3. If you have not previously received Standard Form No. 105, your copy may be obtained from the Personnel Division, Administrative Staff, or, the Employees Division, Special Support Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted signature block]

Executive

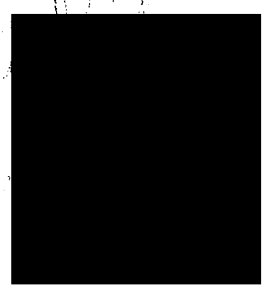
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ATTACHMENT: Supplement

DISTRIBUTION: ALL CIA EMPLOYEES

*Person
List*



R E S T R I C T E D

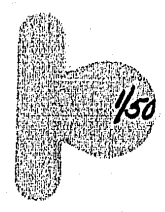
S U P P L E M E N T
to the
CERTIFICATE OF MEMBERSHIP
in the
Civil Service Retirement System

- | | | |
|--|---|---|
| 1. Insert in
Sec. II, line 6 | The words "Air Force" between the words "Navy" and "Marine Corps". | <u>Reason for change</u>
Establishment of the Air Force as an independent branch of the military service. |
| 2. Substitute for
Sec. V, par. 3(a) | <u>Widow or widower survivor-annuitant.</u> -
As a married employee retiring for any reason, other than discontinued service after five years, you may take a reduced annuity and thus provide an annuity for your widow or widower upon your death. Your named survivor will receive the annuity at age 50, or immediately upon your death if he or she is already past age 50, and it will continue until death or remarriage. <u>Your rate of annuity will be determined by reducing (1) the first \$1,500 of the full rate due you by five per cent, (2) any balance over that figure by ten per cent, and (3) the full rate by three-fourths of one per cent for each full year your wife or husband is under age 60 at your retirement, the total reduction not to exceed 25 per cent of the full rate. <u>Your survivor's rate of annuity will be one-half of your full rate.</u></u> | Passage of Act of Sept. 30, 1949, which liberalized the survivorship feature of the Retirement Act. |
| 3. Omit from
Sec. V, par. 3(b) | The clause "excluding any part of it purchased by voluntary contributions". | Adoption of regulation permitting a retiring employee either to use all of his voluntary contribution account for his own annuity or to share it with a named survivor. |
| 4. Add to
Sec. VI, par. 2 | Should you elect to share your voluntary contribution account with a survivor-annuitant, this purchasable amount will be further reduced in accordance with the table shown under Sec. V-3(b). | Same as 3. |
| 5. Insert in
Sec. IX Note | The word "generally" between the words "is" and "excluded". | Same as 3. |

IMPORTANT - ATTACH THIS SUPPLEMENT TO YOUR CERTIFICATE OF MEMBERSHIP

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.



NOTICE

5 January 1950

25X1A

SUBJECT: Rescission of CIA Notices

1. All previously published CIA Notices are hereby rescinded and will be destroyed in accordance with security regulations.
2. Information which was originally published in CIA Notices, and which continues to be effective, is being issued in the form of Administrative Instructions.

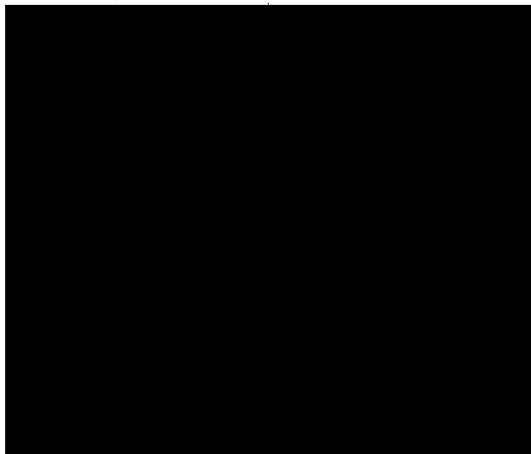
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3. CIA [REDACTED] dated 10 June 1949, contains information of continuing applicability which is republished below:

a. No application of the provisions of the CIA Act of 1949, Public Law 110, 81st Congress, will become effective until the official publication of appropriate regulations prescribed by the Director of Central Intelligence.

b. Regardless of any authorities included in the Act referred to above, the published regulations of CIA now in effect will continue to govern CIA administration and operations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: A.

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