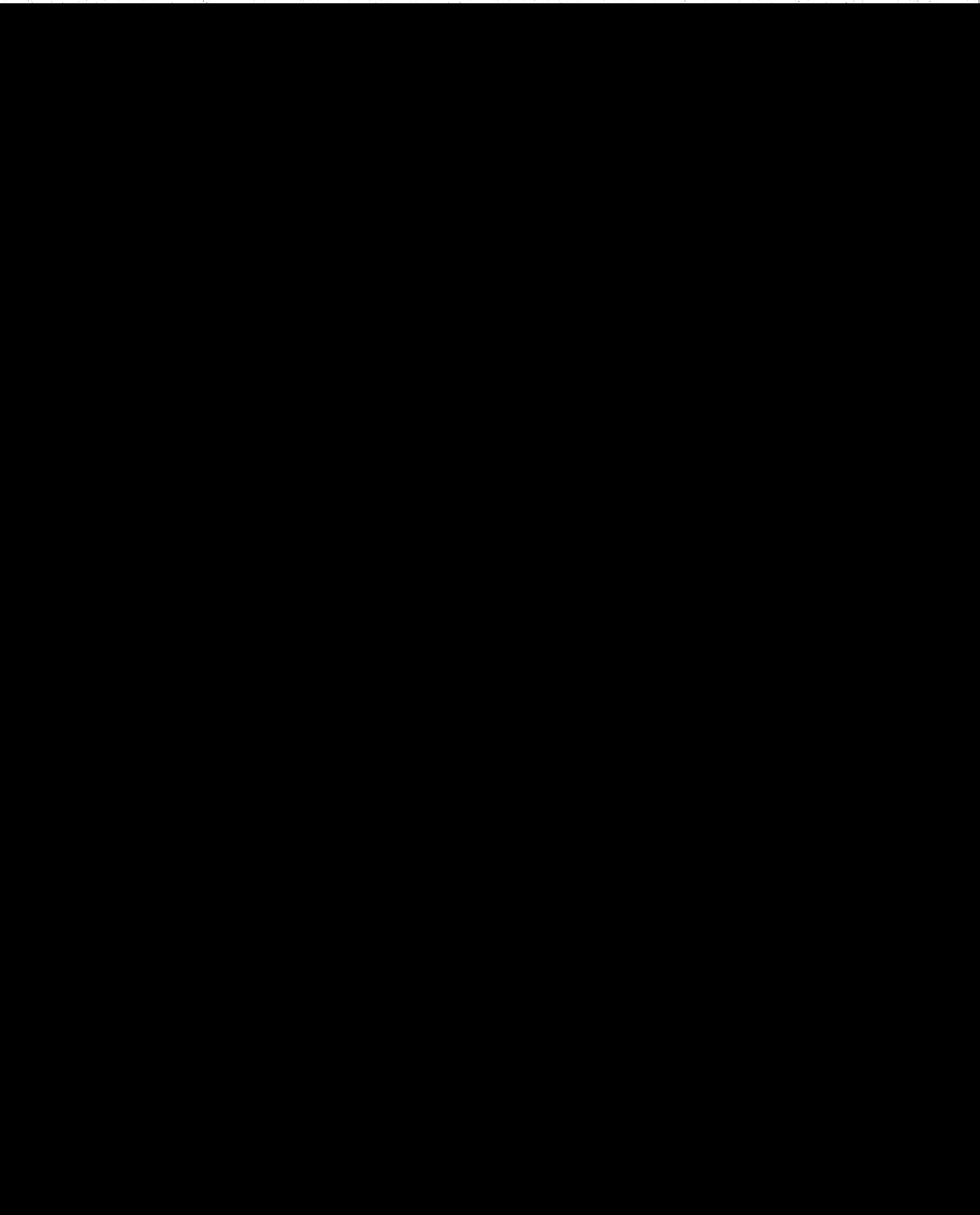


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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

10 July 1952

SUBJECT: Policies and Assumptions to Govern Preparation of  
1954 Budget

Attached is a copy of a letter to DCI from the Director of the Bureau of the Budget outlining the general economic and other assumptions under which the 1954 budget will be reviewed by the Bureau of the Budget. This statement of budget policy also gives general criteria under which budget estimates will be evaluated. A copy of this letter is being furnished for general information as the final overall Agency budget is required to be based on these assumptions and policies.

[REDACTED]  
25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
L. K. WHITE  
Acting Deputy Director  
(Administration)

1 Attachment

DISTRIBUTION NO. 1

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON 25, D. C.

June 27, 1952

My dear General Smith:

The President has established the following policies and assumptions to govern the preparation of the 1954 Budget. The material contained in this letter is for the guidance of your agency in preparing its estimates and is not to be released outside the agency.

Assumptions

Employment, production, and national income will continue to rise, with the gross national product in the fiscal year 1954 being around \$365 billion (compared to January-March 1952 rate of \$339 billion) and unemployment not exceeding an average of 2 million. The availability of materials will not be a limiting factor on Government civil programs.

Prices on the average will remain unchanged at about the present level.

International situation - no substantial change in international tensions.

Bureau staff will supply more detailed information on the economic assumptions as they may relate to your specific programs.

Budget Policies

The level of programs and activities to be financed in the 1954 Budget will be determined by their necessity for the planned defense program, the internal security of the Nation, or the maintenance of essential civilian services. In general, any increase over the level of activities provided by 1953 appropriations will require exceptionally strong justification. Programs relating to defense needs must meet the same strict tests as those related to essential civilian needs. Each activity should be appraised in the light of the following specific policies:

- 2 -

1. Each activity and service should be scrutinized as to urgency and intensity of need for continuation at the existing level of operation. Those not making a significant contribution to defense or essential civilian needs should be critically reexamined; if elimination would result in loss of the Government's previous investment in physical improvements, accumulation of valuable data, or continuing programs to attain long-range objectives, they may be continued at a minimum level.
2. Provision should be made only for minimum acceptable standards of service even though such standards may involve a reduction in service.
3. No increase in activities above the 1953 appropriation level should be provided for unless (a) directly related to and needed for the current defense program, (b) clearly required for the support of essential civilian services, taking into account increasing workload and backlogs reaching unmanageable proportions, or (c) required to produce a tangible and substantial augmentation of our ability to continue devoting a large portion of our economic and physical resources to military purposes. Increases under (c) above should be specifically identified and justified.
4. Estimates should anticipate to the maximum extent practicable increases in efficiency, such as those resulting from reorganizations, improved management and mechanical procedures, and better programming of work to be done.

Date and Completeness of Submission

Your budget for 1954 which is due on or before September 15, should cover the complete requirements of your agency for the year.

Sincerely yours,

(Signed) F. J. LAWTON

Director

Honorable Walter B. Smith  
Director, Central Intelligence  
Agency  
Washington 25, D. C.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

5 July 1952

SUBJECT: Pre-exit Interviews

25X1A

1. CIA Notice [REDACTED] dated 22 October 1951, subject: "Personnel Exit-Interviewing," called attention to the necessity for reducing preventable turnover of competent personnel. While exit interviews are being conducted for virtually all separated personnel, they usually occur so late that no action can be taken to save the employee. Exit-interviewing procedure is profitable only if supervisors see to it that employees who contemplate leaving the Agency are referred to the Personnel Office before their plans for leaving are made firm. Frequently immediate and intermediate supervisors fail in their obligation to take effective and timely action when an employee expresses dissatisfaction or announces his intention to resign.

2. Good personnel management starts with the immediate or first-line supervisor. The effectiveness of the Agency depends to a large degree on how well the supervisor appreciates what his contribution can and should be. Retention of capable employees is one of management's prime responsibilities. Supervisors at all levels must be constantly alert to establishing and maintaining job satisfaction of a high degree.

3. Accordingly, it is directed that supervisors refer to the appropriate Personnel Relations Branch any employee who expresses job or other dissatisfaction which can not be resolved through normal supervisory channels. Procrastination must be avoided in such matters, particularly when there is indication that the employee is contemplating resignation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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[REDACTED]  
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STANDARD FORM NO. 64

**RESTRICTED**  
Security Information

AR-D-1642

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting DD/A

DATE: JUL 1 1952

FROM : Acting AD/P

SUBJECT: Pre-Exit Interviews

1. From my review of reports of exit interviews I am convinced that we need to tighten up our requirement that our Employee Counsellors be given the earliest possible chance to put the wheels in motion to salvage good people who may be leaving the Agency for preventable reasons. Our past successes have been fair but I feel we have much room for improvement.

2. There is attached a draft of a proposed CIA Notice which is aimed at further decreasing our preventable losses. Recommend it be published at the earliest possible date. Distribution should be made to the lowest supervisory level.



25X1A

MATHEW BAIRD

1 Attachment

Draft of proposed Notice

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

1 July 1952

SUBJECT: Dismissal of Personnel Due to Excessive Heat.

25X1A

1. CIA [REDACTED], subject: "Dismissal of Personnel Due to Excessive Heat", grants authority to Office heads to dismiss groups of personnel under certain specified heat and humidity conditions.

2. The conditions specified in the Regulation are that the temperature be 95<sup>o</sup> or higher accompanied by a humidity of 55% or more, or similar conditions which render a particular area unsuitable for work.

3. In order to assist Office heads in making determinations as to whether existing conditions are such that group or mass dismissals are warranted, the Chief of General Services will provide facilities for taking temperature and humidity readings when requested. These temperature and humidity readings will be furnished automatically when general weather conditions are such that it appears this service will be needed. At other times, such service may be obtained by calling the Building Maintenance and Utilities Division, Extension 2168.

4. Groups of personnel dismissed under this policy will not be charged with leave.

5. In cases where determinations have not been made by the Office heads that group or mass dismissals are necessary in particular areas, individual dismissals will be handled in the normal manner; i.e., individuals who feel that they must be excused will be charged with annual leave or sick leave in accordance with medical determination.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*This notice was  
not distributed  
but was "filed"  
by management  
notice number  
is not to be  
used again.*

25X1A



25X1A

NOTICE

30 June 1952

25X1A

SUBJECT: Transit Strike - Emergency Service

1. In the event of a transit strike, the cooperation of all employees will be appreciated in helping their fellow employees who normally use public transportation in traveling to and from work.

2. The following suggestions are offered and it is strongly urged that all employees cooperate to the fullest extent possible.

a. Employees who use public transportation should try to arrange for a ride to and from work with a fellow employee or friend who is driving to work in the vicinity of CIA buildings.

b. Those employees driving their own cars can be of great service during this emergency by placing hand made placards in the window of their car indicating the general area of destination both going to and from work, such as:

- (1) RIVERSIDE STADIUM
- (2) WEST POTOMAC PARK
- (3) LINCOLN MEMORIAL

These signs should not read CIA. On the return trip in the evening employees might indicate on the reverse side of the sign, general destinations as follows:

- (1) Bethesda via Wisconsin-Avenue.
- (2) Silver Spring via 16th Street
- (3) Southeast via South Capitol Street Bridge

c. Signs will be printed on request to the Reproduction Division, Administrative Service, Extension 3606.

d. To facilitate the above suggested plans, the Agency has established the following pickup and delivery points. Employees driving their own automobiles would pass by one of the following assembly points in the evening where employees without transportation would assemble.

-1-

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Assembly points are established as follows:

North, Central, Administration, South, "Q" and "M" Buildings

The Capital Transit turn around stop between "M" Building and the Heurich Brewery and directly across the street from Riverside Stadium.

"L" and "K" Buildings

In the rear of "L" and "K" Buildings at gates 1, 3, 9, and 10.

Quarters "I", [REDACTED] and Allcott Hall

25X1A

In the parking area behind Quarters "I".

e. Office heads should exercise reasonable latitude in excusing employees who arrive late or must leave early due to transportation difficulties or arrangements.

3. Information from the U. S. Park Commission indicates that additional parking will be permitted on the Polo Field, West Potomac Park adjacent to Quarters "I".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

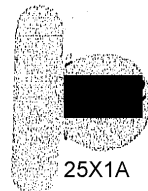
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L. K. WHITE  
Acting Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.


25X1A


NOTICE

25 June 1952

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SUBJECT: Expenses of Students Enrolled In External Training Programs.

REFERENCE: CIA Regulation 

1. Effective 1 July 1952 the expenses of travel and per diem incurred by students enrolled in external training programs after that date will be borne by the Office of Training, and not by the sponsoring office as provided for in CIA Regulation No. 

25X1A

2. CIA Regulation No.  will be revised to include this provision.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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L. K. WHITE  
Acting Deputy Director  
(Administration)

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SECURITY INFORMATION

25 June 1952

MEMORANDUM FOR: Chief, C&M Services

SUBJECT : Proposed CIA Notice Covering  
External Training Expenses

1. Attached herewith is a proposed CIA Notice concerning the expenses of students enrolled in external training programs. This Notice is a result of discussions held between representatives of this Office and the Comptroller.

2. It is requested that your Office coordinate and prepare this notice for issuance as soon as possible in order that the Office of Training may be authorized to budget for such expenses in the estimates now being prepared.

25X1A

  
MATTHEW BAIRD

Director of Training

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

5 July 1952

SUBJECT: Employment and Training of Clerical Personnel

1. General. The Interim Assignment Branch, formerly the Personnel Pool, has as its objective the improvement of the selection and placement of better qualified clerical personnel. The Interim Assignment Branch (IAB) is operated by the Personnel Office for the purpose of maintaining a constant reserve of clerical personnel for assignment as regular turn-over replacements and to supply expanding staffing requirements. The Office of Training is responsible for the training of clerks, typists, stenographers, and secretaries who are assigned to IAB. The IAB serves as the medium through which the Agency holds such personnel during the period of security processing and subsequently until they are considered qualified for their specific assignments.
2. Overseas Assignment. It is highly desirable that personnel with previous Agency experience be utilized for overseas positions. Accordingly, it is the general policy of the Agency to fill all types of overseas clerical positions by transfer and reassignment of present departmental personnel. All offices will give fullest cooperation in implementing this policy, which should stop many of the present difficulties concerning orientation, per diem, and other problems evolving from the present practice of recruiting externally for direct overseas assignment.
3. Slotting. All clerks, typists, stenographers, and secretaries hereafter recruited will be slotted against positions of the IAB regardless of recruitment source. Clerical personnel recruited by members of operating offices will be earmarked for eventual assignment to the operating office making the referrals if such action is desired. Vacancies in operating offices will be filled by placement of qualified employees from the IAB. Through this device, positions will not be encumbered with clerical personnel in process who may finally fail to enter on duty. When the Assistant Director (Personnel) determines that exception is justified he may approve slotting of a recruit directly against an overseas position.
4. Standards of Proficiency. The Personnel Office will enter on duty in the IAB only those persons who meet the standards of proficiency for the grades for which they are recruited or whose potentialities assure that acceptable standards of proficiency will be reached through the training given in the IAB. If an individual fails to attain these acceptable standards, the Office of Training and the Personnel Office will

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determine the advisability of additional training. If it is determined that additional training would not be profitable, the employee will either be assigned to another position not requiring the skills which he appears unable to develop or will be separated for failure to qualify.

5. Training. All provisionally cleared clerical personnel assigned to the IAB must take a training course of at least two weeks' duration, unless results of tests indicate no need for further training, in which case the individuals will be assigned available work projects. Insofar as operating office requirements will permit, clerical personnel who enter on duty only after full security clearance will complete the same training as that required of persons who are assigned to the IAB while awaiting security clearance. Since certain portions of the full training course are of a classified nature, each cleared clerk will be given two days and all others three days of training immediately prior to release from the IAB. This latter training will consist of practical applications of office procedures and skills for which the new employee will be held responsible.

6. Work Projects. Provisionally cleared clerical personnel in the IAB will be detailed to perform work projects for all periods not devoted to the training program. The Personnel Office will accept unclassified work projects from operating offices, providing deadline commitments are not involved. In order that such work projects will not backlog to the detriment of the operating offices, the Personnel Office will accept them only to the extent that the IAB's capacity indicates their prompt completion in a reasonable period of time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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L. K. WHITE  
Acting Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

5 July 1952

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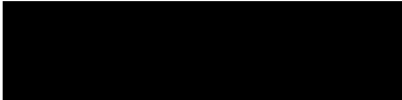
determine the advisability of additional training. If it is determined that additional training would not be profitable, the employee will either be assigned to another position not requiring the skills which he appears unable to develop or will be separated for failure to qualify.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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L. K. WHITE  
Acting Deputy Director  
(Administration)

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ORM NO. 64

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AR-P-1575

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

FROM : Acting Assistant Director (Personnel)

SUBJECT: Employment and Training of Clerical Personnel

DATE: 24 June 1952

REFERENCES: (Attached as Numerical Tabs)

1. Memorandum dated 28 April 1952 to ADD/A from AAD/P, subject "Per Diem for Clerk-Stenographers."
2. Memorandum dated 21 May 1952 to Personnel Director from AAD/P, subject "Clerical Employment Operations."
3. Staff Study dated 12 June 1952 to ADD/A from AAD/P, subject "Initial Slotting and Training of Clerical Personnel."

1. The policies, procedures, and ideas involved in the three references have been consolidated into the attached draft of a CIA Notice, subject as above. It is recommended that this Notice be published at the earliest practicable date.

2. Reference 1 covered the proposal of the Inspector General to slot all new clerk-stenographers against departmental positions to avoid further dissention regarding payment of transportation expenses and per diem to such individuals who were being slotted against overseas positions. It has been agreed by all concerned that the Inspector General's suggestion should be adopted but broadened to include all clericals.

3. Reference 2 covered my instructions to the Personnel Director to revamp the operations of the old Personnel Pool so as to provide a means by which adequate training of new members could be accomplished. You have agreed to the principles involved.

4. Reference 3 advanced the idea of entering all clericals on one T/O and assigning them from a common source after completion of required training. You have approved this idea.

5. We will appreciate return of the references after they have served your purposes.

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MATTHEW BAIRD

Attachments:  
3 as listed

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  

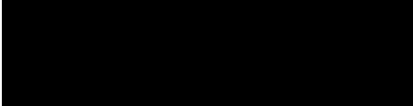

25 June 1952

SUBJECT: Voting Information

1. In many cases Armed Forces personnel and civilians serving with the Agency will not be able to vote in person in the coming Presidential Election because of being stationed outside of their home states. Laws in most states provide for voting by absentee ballots, and, undoubtedly, a considerable number of servicemen and civilians who cannot vote in person will want to take advantage of these provisions.

2. The Armed Forces Information and Education Division of the Department of Defense has prepared a pamphlet entitled, "Voting Information", copies of which have been obtained and distributed to each Office. The primary purpose of this pamphlet is to outline the procedures for registering at the place of legal residence and to provide a summary of absentee registration and voting procedures for each state in a condensed and understandable fashion. All members of CIA who may have any questions as to their eligibility to vote are urged to consult the above-mentioned pamphlet which may be obtained from the various administrative officers. In addition, members of the Personnel Relations Branches and the Military Personnel Division of the Personnel Office will be available to discuss voting problems with any Agency personnel who desire to avail themselves of this service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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STANDARD FORM NO. 64

AR-D-1515

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director, Administration  
FROM : Acting Assistant Director, Personnel  
SUBJECT: Voting Information

DATE: JUN 20 1952

1. I have secured a number of copies of the Department of Defense pamphlet on "Voting Information" in the belief that all members of the Agency, both military and civilian, should be informed fully on the voting requirements of their particular State of residence. I propose to have these copies distributed to each Office. Copy is attached for your information.

2. There is also attached a draft of a proposed CIA Notice announcing the availability of the pamphlet. Recommend it be published as soon as possible.



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MATTHEW BAIRD

Attachments:

- 1 - Pamphlet, "Voting Information"
- 2 - Proposed CIA Notice

OPD/CWC:sm (19 June 1952)

Distribution:

- 1 - A/AD/P
- 1 - OPD
- 1 - PSPS

JUN 24 1952

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

26 June 1952

SUBJECT: Procurement Contacts

1. The Chief, Procurement and Supply Office, is responsible for the procurement of supplies and equipment required for logistical support for all components of the Agency, except as departure therefrom is properly authorized.

2. Office heads are responsible for ensuring:

a. compliance with CIA Regulation [REDACTED] which provides that the Chief, Procurement and Supply Office, will determine and supervise all liaison with other U. S. Government agencies in connection with requirements for and procurement of equipment and supplies, and

25X1A

b. that approval is obtained from the Procurement and Supply Office prior to making other contacts which have as their ultimate purpose the procurement of equipment or supplies, and further

c. that contacts which do not have procurement as their original purpose but which so develop are reported promptly to the Procurement and Supply Office and approval of that Office obtained prior to any further procurement action with such contact.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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2-9671  
C.G.S. 0277

4 June 1952


MEMORANDUM FOR: Chief, General Services

SUBJECT : Revision of Regulations

1. Included in a recent report made by the Special Assistant to AD/PC for Review and Inspection is a recommendation that Agency Regulations be clarified to make it explicit that all negotiations and inquiries which may culminate in procurement should first be cleared with the Office of Procurement and Supply.

2. Please initiate appropriate Organization and Methods action.

25X1A

  
WALTER REID WOLF  
Deputy Director  
(Administration)

DD/A:LTS:jdc

Distribution:

1 - ADD/A

1 - Ch Proc

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JUL 8 1952

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

19 June 1952

SUBJECT: CIA Career Service Program

1. Attached for information and for appropriate action is the Final Report of the CIA Career Service Committee which has been approved by the Director of Central Intelligence.

2. Regulations, procedures and assignments further implementing the Program will be incorporated in the CIA Manual or issued as CIA Notices, as required, in order that it may be phased into full operation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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11 June 1952

TO : Director of Central Intelligence  
FROM : Chairman, Career Service Committee  
SUBJECT: Final Report of the Career Service Committee

1. PROBLEM. To devise a Career Service Program that identifies, develops, effectively uses and rewards individuals who have the skills required by CIA; motivates them towards rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization.
2. ASSUMPTIONS. It is assumed that:
  - a. Required skills can be identified through appropriate evaluation and selection devices,
  - b. Potential skills can be developed and maintained through appropriate supervision, training and duty rotation.
  - c. The skills of CIA personnel can be utilized most effectively through planned assignment of individuals to positions of progressively greater responsibility as their skills are developed to meet CIA requirements for those positions.
  - d. The experience of personal growth together with a personal identification with the objectives and operations of the Agency will stimulate maximum service among CIA personnel.
  - e. Aspirations of CIA personnel to a career with the Agency will depend on the extent to which their contributions are recognized by the Agency and on maintenance by the Agency of the best possible climate for work.

- 1 -

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3. DISCUSSION. Tabs A through H present a Career Service Program which has been tailored to the needs of CIA by experienced members of the Agency. This Program is based upon techniques which have proven to be effective in private industry and other Government establishments.
4. RECOMMENDATION. It is recommended that you approve this report and authorize the Deputy Director (Administration) to implement the CIA Career Service Program.

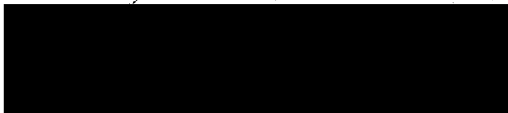


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Chairman,  
Career Service Committee

Approved: 13 June 1952

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Director of Central Intelligence

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SUMMARY OF THE CIA CAREER SERVICE PROGRAM

1. The CIA Career Service Program is controlled by a CIA Career Service Board which consists of the Deputy Director (Administration), the Deputy Director (Plans), the Deputy Director (Intelligence), the Assistant Director (Personnel), the Director of Training and, on a rotating basis, two Assistant Directors. The two rotating members of the Board will each serve for six months, there being at all times one from the overt office group and one from the covert office group. Their tours of duty are staggered so that there is continuity. The CIA Career Service Board meets once a month. If any member is unable to be present he may be represented by his Deputy. Four members constitute a quorum. The Chairman of the Board will be one of the Deputy Directors, each of whom will serve successively for a term of four months. The Career Development Staff of the Personnel Office serves as Secretariat of the Board and the Chief, Career Development Staff, acts as the Board's Executive Secretary. (See Tab B).

2. The CIA Career Service Board is responsible for advice to the DCI on making CIA a better place in which to work. It develops policy governing the Career Service Program and advises concerning all policy matters affecting Agency personnel. This is a continuous process in order that the Program may be immediately responsive to the needs of the Agency and in order that the Agency's personnel policy may remain sufficiently flexible to meet all contingencies. The Board serves to guide the Agency in its development of long-range plans for the best utilization of the Agency's human resources. It is concerned primarily with policy, not with day-to-day decisions or details. (See Tab B).

3. The (Office) Career Service Boards are located in each of the major Offices and units of CIA and are responsible to their respective Assistant Directors or Office heads for the operation of the Career Service Program in accordance with policy established by the CIA Career Service Board. They are also responsible for collaboration with other (Office) Boards on inter-Office Career Service problems. It is at this level and through the functioning of these (Office) Boards that the rotation, training, advancement and assignment plan recommended for the individual by his supervisor is reviewed for the approval of the Assistant Director or Office head. These Boards are concerned primarily with the implementation of policy and with the review of detailed recommendations concerned with the careers of individuals. (See Tab B).

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4. Annually, or as often as required, each person is evaluated by his supervisor and the evaluation is reviewed by a reviewing official. This evaluation together with a proposed development program forms the basis for a detailed discussion between the supervisor and the person being evaluated. The proposed development program is reviewed by the (Office) Career Service Board and when approved by the Assistant Director or Office head becomes the plan for the individual's career for the next year or two. (See Tab C).

5. Special emphasis is placed on the identification, training and development of individuals who demonstrate potential for assignment to positions requiring executive ability. Individual talent for planning, organizing and directing the work of others is one of the Agency's prize assets provided it is carefully developed and guided effectively toward the accomplishment of some specific aspect of the Agency's mission. Such potential is of interest to the Agency as a whole since it is seldom tied to technical proficiency in any one field and, therefore, not limited to use in any particular area of activity. (See Tab D).

6. All new junior personnel recruited and selected to fill professional positions (e.g., all new personnel up to and including GS-11 to fill slots designated as professional positions) will be screened by the Professional Selection Panel (in a manner similar to that employed by the Board of Examiners of the Foreign Service) with respect to overall suitability to work in CIA on a career basis. Exception to this procedure may be made in each case by the appropriate Deputy Director. (See Tab E).

7. All new personnel recruited and selected to fill professional positions including all new "lateral-entry" personnel, GS-12 and above, will enter the CIA Intelligence School at the first session commencing after their FOD. Exception to this procedure may be made in each case by the appropriate Deputy Director. (See Tab E).

8. One of the most effective methods of training CIA personnel, developing their latent talents and preparing those persons with high potential for more responsible positions is by means of rotation through one or more positions that can provide broadening experience. Executive skills can often be developed through experience in a variety of areas of responsibility. (See Tab F).

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9. The favorable work climate that is one of the goals of the Career Service Program would be enhanced by certain benefits not now available to CIA personnel. Many of these can be achieved only through legislation. The CIA Career Service Board will give continuous attention to this problem. (See Tab G).

10. Much of the work that is accomplished in CIA must, for security reasons, be done anonymously. An important incentive that is common to most human endeavors, the acclaim and approbation of one's fellow men, is therefore not generally available to CIA. The establishment of an internal CIA Honor Awards Program will in part fulfill this need. (See Tab H).

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Organization, Relationships and Functions of the CAREER SERVICE BOARDS

I. Organization and Functions of the CIA CAREER SERVICE BOARD

A. The CIA Career Service Board will be composed of the following persons:

Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Administration)  
Assistant Director (Personnel)  
Director of Training  
Two Assistant Directors, each to serve  
for terms of six months' duration.  
(See Schedule A)  
Executive Secretary - Non-voting

Four members of the Board will constitute a quorum. If a member cannot be present, he may be represented by his Deputy. The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons on Schedule A.

B. It will be the responsibility of the CIA Career Service Board to:

1. Develop policy governing the Career Service Program for approval by the DCI and serve as his advisor on all matters concerning the Program.
2. Supervise and review the functioning of (Office) Career Service Boards.
3. Establish and maintain an Executive Inventory to be composed of those persons which the Board shall from time to time determine.
4. Make recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
5. Review evaluation of personnel contained in the Executive Inventory and review rotation programs for their further development.
6. Approve the allocation of Rotation Loan Slots to (Office) Career Service Boards. (See Schedule B).

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7. Supervise supporting groups or Boards for handling specialized functions on an Agency-wide basis, such as, Hazardous Duty Board, Honor Awards Board, Professional Selection Panel, etc., drawing on Agency personnel as necessary.
  8. Prepare and submit annually to the DCI a summary of the operation of the CIA Career Service Program.
- II. Organization and Functions of the SECRETARIAT of the CIA CAREER SERVICE BOARD
- A. The Career Development Staff of the Personnel Office serves as the Secretariat of the CIA Career Service Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.
  - B. It will be the responsibility of the Secretariat of the CIA Career Service Board to:
    1. Recommend to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
    2. Perform all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
      - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
      - b. Transmitting to the CIA Career Service Board recommendations and periodic reports of the (Office) Career Service Boards for consideration.
      - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
      - d. Assisting (Office) Career Service Boards in effecting rotation appointments.
      - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.

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- f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
- g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

III. Organization and Functions of the (OFFICE) CAREER SERVICE BOARDS

- A. (Office) Career Service Boards will be composed of the following persons:

Assistant Director (or Office head) ex officio  
 Three or more Staff or Division Chiefs, or comparable high-level officials  
 Secretariat - Non-voting. (In most cases, the Secretariat will be composed of Administrative Personnel Officers of the Office concerned and will perform staff support for the Board.)

- B. (Office) Career Service Boards will be established in the following units of CIA:

Office of Special Operations	Office of Scientific Intelligence
Office of Policy Coordination	Office of National Estimates
Office of Communications	Office of Training
Office of Operations	Technical Services Staff
Office of Research and Reports	Personnel Office
Office of Collection and Dissemination	Medical Office
Office of Current Intelligence	General Services Office
	Inspection and Security Office
	Procurement and Supply Office
	Comptroller's Office

An Administration Career Service Board will be established which will be concerned with those individuals who do not come under the jurisdiction of any one of the above Career Service Boards.

- C. It will be the responsibility of an (Office) Career Service Board to:

- 1. Serve as advisor to the Assistant Director (or Office head) on all matters pertaining to the Career Service Program.



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2. Direct within the Office the application and functioning of the Career Service Program, including but not limited to:
  - a. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.
  - b. Sponsoring, developing and executing the Career Service Program of the Office concerned, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.
  - c. Reviewing Personnel Evaluation Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation and promotion.
  - d. Recommending cancellation or continuance of career development actions.
  - e. Participating in the development and execution of approved extra-Office rotation systems.
  - f. Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.
  - g. Ensuring that the rotation appointees detailed by their Office to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by their Office are productive and their assignments commensurate with the purpose of the appointments.
  - h. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
  - i. Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
3. Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.

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1. The Personnel Evaluation Report (See Form No. 37-151, attached) is prepared annually or as often as required. It deals with:
  - a. The job being done.
  - b. The person's performance on the job.
  - c. The person's potential for assuming greater responsibilities.
  - d. The program recommended for the person's development.
2. Effective use of the Personnel Evaluation Report is dependent primarily on the extent to which supervisors are objective in reporting useful information on the form. The Office of Training and the Personnel Office are currently preparing the program necessary to place this system in operation.
3. The Personnel Office will be primarily responsible for administration of the personnel evaluation program.

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**PERSONNEL EVALUATION REPORT**

(See Instructions on Reverse Side)

The Personnel Evaluation Report is an important part of the Career Service Program. It seeks to assure for every person a carefully planned career, with advancement based on demonstrated ability. For the individual, it means an opportunity to voice his interests and to discuss his job and his progress with his supervisor. To the supervisor, it gives assistance in carrying out a major responsibility, the development of the people he supervises. For the Agency as a whole, it means successful teamwork based on mutual understanding and respect.

THIS PORTION TO BE DETACHED ONLY BY AUTHORIZED OFFICIAL

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20. COMMENTS (Continued):

INSTRUCTIONS

1. Instruction to the Administrative or Personnel Officer

Consult current Administrative Instructions regarding the initiation and transmittal of this report.

2. Instruction to the person evaluated

Since this evaluation will become an important part of your record, you will want to give to it as much care and attention as you would like to have it receive from your Supervisor and the Reviewing Official. With respect to Items 8 and 9, you should include courses of instruction or assignments, either within or outside of the Agency, which you consider pertinent to your career development.

3. Instruction to the Supervisor and the Reviewing Official

a. As the supervisor who assigns, directs and reviews the work of others, you bear primary responsibility for planning and fostering the development of each person under your supervision, commensurate with his capacity, aptitude, knowledge and skills. As an alert supervisor, you judge the people working with you on a job-by-job and day-by-day basis and use this information in carrying out your supervisory responsibilities. Although evaluation is a continuous process, it is necessary periodically to record your observations and recommendations for appropriate action. In preparing the report you should consider the individual's capabilities for further development in his present assignment and his potentialities for more effective utilization in other positions, including work of a more responsible and difficult nature.

b. The following traits are generally regarded as having some bearing on a person's performance and development. Although you are not asked for specific ratings, do not hesitate to refer to these or similar traits in your comments, which should be terse and precise.

COOPERATION	RESOURCEFULNESS
DEPENDABILITY	STABILITY UNDER PRESSURE
ACCURACY	ABILITY TO OBTAIN RESULTS
SECURITY CONSCIOUSNESS	JUDGMENT
INITIATIVE	LEADERSHIP

c. In fairness to the individual and in the interest of the Agency, the importance of carefully prepared and accurate Personnel Evaluation Reports can not be overstressed. The following basic principles of evaluation should be kept in mind:

(1) Base your judgment on

- (a) What you have observed the individual do or fail to do.
- (b) Typical performance as well as critical incidents.
- (c) Examples relevant to the duties under consideration.

(2) Different standards prevail in different assignments. Every effort should be made to arrive at a just estimate of the qualities of the individual as demonstrated during the report period. Avoid exaggerations. They detract from the value of the report and are unfair to others.

(3) BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCRUPULOUSLY AVOIDED. IT SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EVALUATION REPORTS IS AN IMPORTANT RESPONSIBILITY OF ALL SUPERVISORS AND THEIR CAREFUL PREPARATION IS AN INDICATION OF THE SUPERVISOR'S OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.

4. A FRANK DISCUSSION BETWEEN SUPERVISOR AND INDIVIDUAL CONCERNING THIS REPORT IS NECESSARY IN ORDER TO ASSIST IN THE DEVELOPMENT AND BEST USE OF EVERY INDIVIDUAL'S CAPABILITIES.

THIS PORTION TO BE DETACHED ONLY BY AUTHORIZED OFFICIAL

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**PERSONNEL EVALUATION REPORT**

*Items 1 through 6 will be completed by Administrative or Personnel Officer*

1. NAME (Last) (First) (Middle)		2. GRADE	3. POSITION TITLE	
4. OFFICE	STAFF OR DIVISION	BRANCH	<input type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From _____ To _____		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor		

*Items 7 through 10 will be completed by the person evaluated*

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

_____	_____
DATE	SIGNATURE

*Items 11 through 18 will be completed by Supervisor*

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

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12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.  _____ DATE  _____ SIGNATURE OF SUPERVISOR
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)  _____ DATE  _____ SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

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THE EXECUTIVE INVENTORY

1. The purpose of a Career Service Program is to develop people to the fullest extent to meet present and anticipated job needs of the Agency. An "executive inventory" is merely a means of matching present and potential executive-type assets against present and anticipated needs for executive ability in order to plan intelligently to meet these needs.
2. As an aid to personnel planning for the development and use of executive skills throughout the Agency, the CIA Career Service Board will maintain an inventory of all personnel who evidence executive ability or potential according to criteria which the Board shall determine from time to time in relation to Agency needs. The Board will review Personnel Evaluation Reports on all personnel included in the inventory and will recommend inter-Office rotation assignments for such persons when appropriate in the interest of their further development. The Board also will use its inventory of executive abilities to recommend inter-Office transfers of persons to fill key Agency positions.
3. In addition (Office) Career Service Boards are encouraged to maintain inventories of any skills and abilities which they find helpful for use in their internal personnel planning.

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THE SELECTION AND TRAINING  
OF  
TRAINEES FOR PROFESSIONAL POSITIONS

1. With regard to trainees for overt activities, including overt personnel assigned to covert Offices, it is recommended that:
  - a. All new personnel recruited to fill professional positions in the Agency be required to go through a training program in order to give them an adequate basic intelligence background. Exceptions may be made for individuals who have had previous high-level intelligence experience.
  - b. The present Professional Training Program in the CIA Intelligence School be reorientated and expanded as speedily as possible into a Professional Selection and Training Program to give all new personnel for professional positions a broad yet intensive intelligence training. Specialized training, including language, area and operational training, will be handled in other parts of the training program.
  - c. The curriculum of the CIA Intelligence School, including recommended reading, be revised to cover subjects of particular interest to Offices and be coordinated with TRS to reduce duplication in the curricula.
  - d. A selection board to be known as the Professional Selection Panel be established under the direction of the CIA Career Service Board. It would consist of five voting members and three advisory members as follows:
    - (1) Two representatives from the overt Offices.
    - (2) Two representatives from the covert Offices.
    - (3) One representative from a Deputy Director's Office, the DD/P, DD/A and DD/I, to be successively represented on a rotating basis.
    - (4) Three advisory representatives, one each from the Personnel Office, the Inspection and Security Office and the Office of Training.

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- (6) Clearance by the Medical Office (to be carried out between steps 5 and 10).
- (7) Assessment. (To be carried out, at the option of the obligating Office, between steps 5 and 10.)
- (8) Obligation of slots by Offices.
- (9) Security investigation initiated by I&SO.
- (10) Security Clearance.
- (11) Interview, review and decision by Professional Selection Panel.
- (12) Notification to candidate by Personnel Office.
- (13) ROD
- (14) Entrance into CIA Intelligence School.
- (15) Review of Training record by Professional Selection Panel.
- (16) Assumption of duty status in Office obligating slot.

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ROTATION

1. The objectives of rotation for the Agency are as follows:
  - a. A more effective and more economical utilization of the Agency's manpower.
  - b. A method of improving the selection and broadening the experience of individuals to serve in key positions.
  - c. The cultivation of an esprit de corps based primarily on the reward-for-merit principle.
2. The objectives of rotation for the individual are as follows:
  - a. Assisting him to do his present job more effectively by:
    - (1) Increasing his knowledge in his field.
    - (2) Providing him with new skills, techniques and methods of performance.
    - (3) Improving his ability to plan his work and to direct and supervise others in it.
    - (4) Increasing his understanding of the necessary relationships of his job to those of collateral and higher echelons of the Agency.
  - b. Preparing him to undertake jobs of increasingly greater responsibility commensurate with his growth potential by:
    - (1) Broadening his understanding of the objectives of the Agency and its mission.
    - (2) Intensifying the development of his planning, managerial and supervisory skills.
  - c. Providing him more opportunity to find the field in which he does best.
  - d. Removing him from a "rut".

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3. In order to provide a terminology that will promote a common understanding of rotation problems, the following definitions have been adopted:
  - a. Rotation: The process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency.
  - b. Transfer: The process of removing an individual from the rolls of one Office and his concurrent addition to the rolls of another Office. This process is independent of the process of rotation though it may be a consequence thereof.
  - c. Exchange: The process of rotating an individual by placing him temporarily under the operational control of another Office in return for another individual similarly attached.
  - d. Loan: The process of rotating an individual by placing him temporarily under the operational control of another Office without reciprocity, or of attaching him temporarily to an activity not a part of CIA.
  - e. Sponsoring Office: The administrative unit of CIA on whose rolls individuals with rotation assignments are carried and under whose administrative control individuals remain irrespective of where attached.
  - f. Receiving Office: The administrative unit to which individuals being rotated are attached and under whose operational control individuals remain until they are returned to the Sponsoring Office.
4. Principles which are concerned in the process of rotation are as follows:
  - a. Personnel Covered: In general, any individual who has been in the employ of the Agency for a period of two years is eligible for rotation. Rotation of persons who have been on duty for less than two years would be the exception rather than the rule.
  - b. Positions Covered: Any position within the control of the Agency to which the assignment of personnel will serve the objectives of rotation is regarded as covered by these principles. These include executive, operational, intelligence, technical, administrative and

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training positions, either in the field or at headquarters, within the Agency or with other public or private agencies or institutions.

- c. Job Groups Covered: The classes of individuals covered are inclusive rather than exclusive. The professional or technical activity of a given class of individuals may, by its nature, limit the job-type groups to which members of such a class will rotate.
- d. Normal Duration of Tour of Duty: Each individual rotation period may vary but will not be less than six months, and will probably average between eighteen and twenty-four months. Thus, a rotation assignment at the National War College will run some ten months while a rotation assignment to a position overseas may well run twenty-four to thirty months.
- e. Degree of Compulsion to Rotate: As a matter of principle, acceptance of a rotation assignment is compulsory for persons who intend to make a career of CIA employment. Any individual or Sponsoring Office, or Receiving Office, may, however, show cause why a rotation assignment shall or shall not be carried out. The reviewing authority (the CIA Career Service Board) shall in such cases make recommendations to the appropriate Deputy Director whose decision shall be final.
- f. Administrative Control: Individuals with rotation assignments will remain on the rolls of the Sponsoring Office and under its administrative control for promotion and transfer purposes. The Sponsoring Office will pay the individual from home office funds at his home office grade.
- g. Operational Control: The individual being rotated will be under the operational control of the Receiving Office for the duration of his tour of duty with that Office, during which period Personnel Evaluation Reports will be prepared by the Receiving Office and forwarded to the Sponsoring Office.
- h. Effect of Grade Differential between Jobs concerned in Rotation: Assignments given to individuals being rotated shall be generally commensurate with their abilities, keeping in mind the purpose of making the specific assignment. Rotation Loan Slots (See Schedule B, attached) will be allocated to Offices to maintain flexibility in effecting rotation where exchange of approximately equivalent personnel is not practical.

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- i. Changes in Grade: Promotions and other changes in grade shall remain under the control of the Sponsoring Office. The eligibility of the individual for promotion shall not be prejudiced or overlooked by reason of his status as an individual being rotated.
  - j. Duration of Rotational Pattern: It is premature at this time to formulate a policy covering the duration in years during which period the individual is subject to rotation policies, or to attempt to prescribe an arbitrary age limit after which rotation policies will not be applied.
  - k. Settlement of Disputes: Divergence of views between Offices or between an individual and his (Office) Career Service Board which cannot be satisfactorily resolved between the parties shall be referred in the first instance to the Secretariat which will review the case and forward its recommendation to the concerned (Office) Career Service Board(s). In the event the recommendation of the Secretariat is not accepted, the case shall be referred to the CIA Career Service Board for disposition.
  - l. Policy Governing Rotation within an Office: Intra-Office rotation policy shall be set by the (Office) Career Service Board within the framework of policies prescribed by the CIA Career Service Board.
  - m. Policy Governing Rotation between Offices: Within the framework of policies prescribed by the CIA Career Service Board inter-Office rotation will be based largely on a series of bilateral agreements between Offices which will set forth in each case the person being rotated, the expected duration of his assignment and any other pertinent facts.
5. There are two basic types of rotation as follows:
- a. Rotation by Exchange
    - (1) The Exchange procedure authorizes Office Boards to negotiate the "swapping" of two persons when it has been judged that rotation is the best method of broadening their experience. This procedure will be used when the two positions in question are of corresponding responsibility. Respective grades of the positions or incumbents need not be exactly the same.

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- (2) Individuals being rotated will be under the operational control and supervision of the Receiving Office Board.
- (3) The Receiving Office Board will outline to the individual the responsibilities of the new position.

b. Rotation by Loan

- (1) The Loan procedure authorizes an Office Board to recommend the temporary assignment of an individual to another Office without receiving anyone in return or to recommend his assignment to outside activities for the purpose of broadening his knowledge of his field.
  - (2) Rotation slots, allotted by quota outlined in Schedule B, attached, will be available to Office Boards. These slots will be allotted by the CIA Career Service Board and will be "open" positions to accommodate any grade.
  - (3) The Receiving Office Board will outline to the appointee the responsibilities of his new assignment. The appointee is "on loan" to the Receiving Office and will therefore not tie up an authorized T/O position. He will be assigned to a logical unit in the Receiving Office's organizational structure.
  - (4) Appointees will be under the operational control of the Receiving Office Board.
6. Specific questions raised by the DCI in his memorandum of 7 March 1952 and recommendations in response thereto are as follows:
- a. Do you recommend limiting overseas duty to any particular number of years?

It is recommended that the Agency not limit total overseas duty to any particular number of years but that, in accordance with their needs and in consideration of the health and hazard conditions prevailing at various foreign posts, the several Offices concerned, in conjunction with the Medical Office, arrive at and recommend a uniform policy.

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- b. Do you recommend bringing all foreign personnel home, say, one year in each four or at any other intervals?

It is recommended that as a policy and in conformity with existing and proposed federal laws all staff personnel serving overseas be brought home at least once every two years for home leave. Determination of the relative lengths of tours of duty in the United States and overseas will have to be adjusted constantly in consideration of the proportion of total staff personnel serving in the United States and abroad.

- c. Do you recommend moving officers as a matter of policy from Office to Office within the Agency or do you mean from division to division within an Office?

The rotation system recommended provides for intra-Office, inter-Office and extra-CIA rotation of the individual to duty or training. At the Agency level, the CIA Career Service Board is empowered to levy requirements on the Office Boards for individuals to prepare them to fill key Agency positions.

- d. At what rank does the rotation by the Career Service Board stop?

The rotation system recommended by this Working Group covers all positions and all ranks without restriction.

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CAREER BENEFITS

1. In order to induce able persons to make their careers in CIA, the Agency should provide specific and tangible benefits to them. The security aspects of CIA's mission which forces on many CIA personnel a role of anonymity, repugnant under normal circumstances to professional people, and the physical and mental stresses resulting therefrom are such that a compensating factor is desirable.

2. Most of the tangible benefits that might be provided to CIA personnel will require legislation. Continuous attention must be given to this problem since the opportunity to collaborate with some other department of government that is sponsoring desired legislation may provide an indirect means of attaining the objective.

3. Benefits that may be installed without additional legislation.

- a. Additional pay for various types of hazardous duty.  
(Separated from the Career Service Program at your request but being carried forward through other channels.)
- b. A meritorious award system providing for recognition of distinguished service to the Agency. (See Tab H).
- c. A CIA overseas post classification system providing benefits responsive to unhealthful conditions.

It is recommended that:

- (1) The Agency continue to follow the Department of State system.
- (2) The Director of Personnel continue the exercise of his powers as in the past.
- (3) The Director of Personnel, with the advice and assistance of the operating Offices concerned and the Medical Office, establish an Agency policy regarding the length of assignment in unhealthful posts, giving regard to the probable deterioration of health. This determination to be made without reference to salary differential or possible accelerated retirement credit.

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Tab G

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- d. Better group health insurance. (At present being actively worked on.)
- 4. Benefits that will require additional legislation.
  - a. Additional benefits for personnel disabled while in the employment of CIA.
  - b. Pay, within-grade raises, and grade promotions for personnel who are detained involuntarily by foreign governments, known as "Missing Persons Act" for vouchered funds employees.
  - c. Application of the principles of the United States Employees' Compensation Act to dependents of employees engaged in hazardous duties who are themselves exposed to hazard.
  - d. Death gratuity of six months' base pay to dependents of CIA employees whose death occurs in line of duty while serving overseas.
  - e. A more liberal retirement system.
  - f. An appropriate and adequate leave system for all overseas employees.

It is recommended that the CIA Career Service Board give its continuous attention to benefits a. through f. above.

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Tab G

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THE HONOR AWARDS PROGRAM

1. An honor award for intelligence service should be distinguished from an incentive award for meritorious suggestion or for outstanding efficiency and economy in administration as well as from longevity recognition for long and faithful service. An incentive awards program is well established in CIA, and a system for recognition of longevity is now being considered. Awards for intelligence service do not exist. It is therefore recommended that:

- a. CIA establish a medal for presentation by the Director of Central Intelligence to any individual associated with CIA, or to any other person, who makes a notable contribution to United States intelligence activities.
- b. The design of the medal incorporate those features of the Agency seal adaptable for use in the medal and that the medal be suspended from a distinctive ribbon employing the colors of the Agency seal.
- c. Units which have contributed outstanding performance be recognized by a personal award to each member of the unit rather than a group award.
- d. There be established an Honor Awards Board, under the jurisdiction of the CIA Career Service Board, which will be responsible for reviewing recommendations concerning any honor awards in CIA, and for forwarding these recommendations to the DCI for his approval.
- e. The CIA Career Service Board give further attention to the problem of creating an Honor Awards Program.

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Tab H

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Schedule A

Membership

on the

CIA CAREER SERVICE BOARD

1. The following persons are permanent members of the CIA CAREER SERVICE BOARD:

Deputy Director/Plans or Deputy  
Deputy Director/Intelligence or Deputy  
Deputy Director/Administration or Deputy  
Assistant Director (Personnel)  
Director of Training

2. The following persons are rotating members of the CIA CAREER SERVICE BOARD:

Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Communications  
Assistant Director for Current Intelligence  
Assistant Director for Collection and Dissemination  
Assistant Director for Operations  
Assistant Director for Scientific Intelligence  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Intelligence Coordination

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Schedule B

ROTATION LOAN SLOTS

1. Rotation Loan Slots, "open" with respect to grade and over and above the normal T/O of the Offices, are allotted to the Offices as indicated below. Only personnel on "loan" rotation assignment will be carried against these slots. These slots will only be used to effect rotation assignments when "exchange" rotation is not practical.

2. The allotment of Rotation Loan Slots is as follows:

<u>Unit</u>	<u>Total</u>
Office of the Director of Central Intelligence	1 1
Office of the Deputy Director of Central Intelligence Office of Training	1 1
Office of the Deputy Director (Plans)	1
Office of Special Operations	5
Office of Policy Coordination	5
Office of Communications	3
Technical Services Staff	1 15
Office of the Deputy Director (Intelligence)	1
Office of National Estimates	3
Office of Scientific Intelligence	3
Office of Research and Reports	4
Office of Current Intelligence	3
Office of Collection and Dissemination	2
Office of Operations	2 18
Office of the Deputy Director (Administration)	1
Personnel Office	1
General Services Office	1
Comptroller's Office	1
Inspection and Security Office	1 5
Held in reserve by the CIA Career Service Board	10
TOTAL	50

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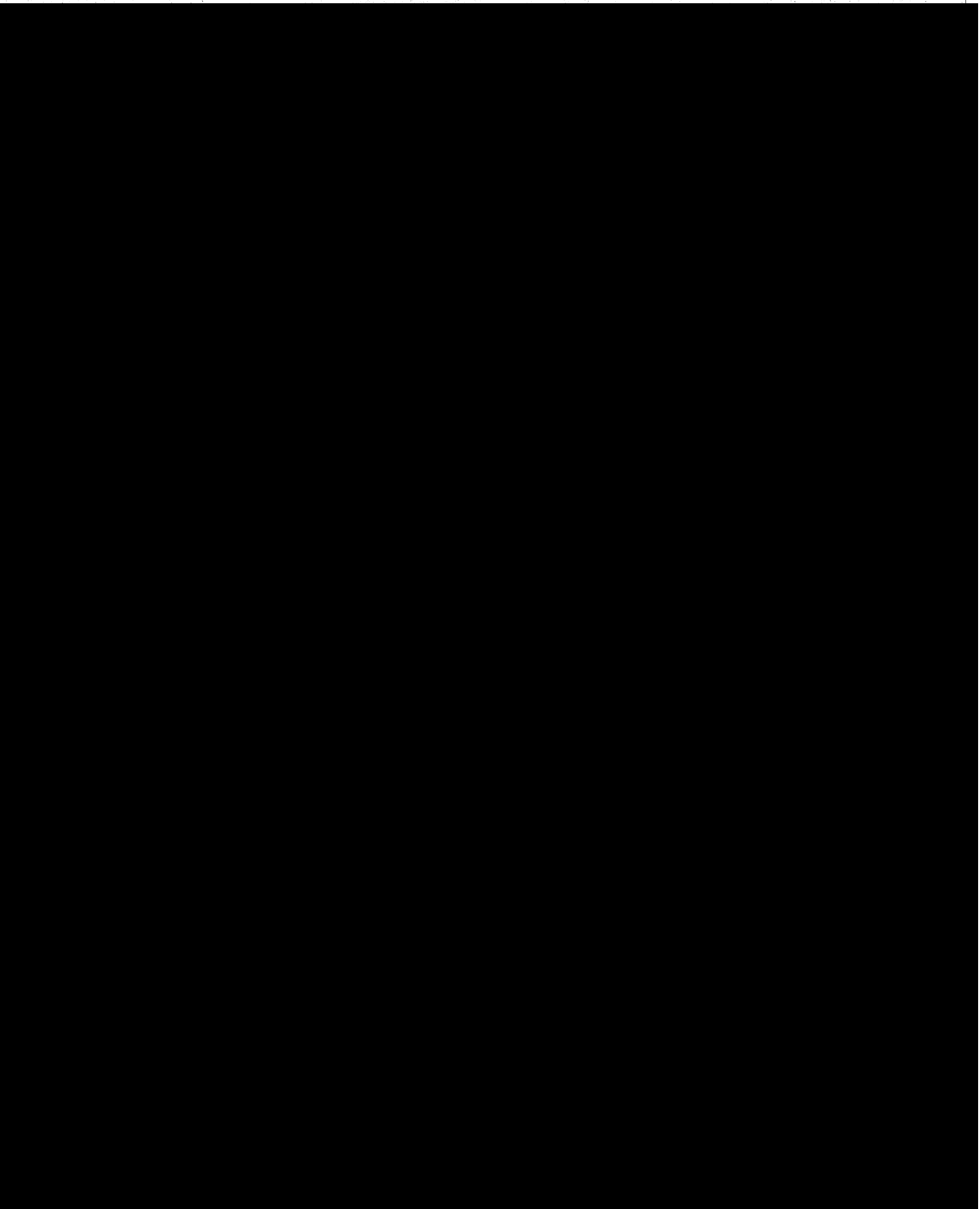
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CIA NOTICES

1952

2 of 7

SECRET



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8 July 1952

25X1A


MEMORANDUM FOR: Chief, Organization and Methods Service

ATTENTION: 

FROM: Executive Secretary/Career Service Committee

SUBJECT: Certified True Copy of CIA Career Service Program

1. There is attached for your records a certified true copy of the CIA Career Service Program as approved by General Smith.

2. The program was published as CIA Notice  dated 19 June 1952, by the authority of Colonel L. K. White, Assistant Deputy Director (Administration).

3. The original copy is being retained in the files of the Secretariat of the CIA Career Service Board.

25X1A

25X1A

Attachment

CDS/RB:nkr (8 July 1952)

Distribution:

Addressee (2)

Signer (2)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

12 June 1952

SUBJECT: Seventh Agency Orientation Course

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REFERENCE: CIA Regulation [REDACTED]

1. The Office of Training will conduct the Seventh Agency Orientation Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 8 through 11 July 1952. The program will begin promptly at 0900 hours and continue to 1200 hours on each of these days. Schedules for the Seventh Course will be sent to each Office for distribution to those nominated to attend. CIA badges must be shown to gain entrance to the auditorium.

2. In accordance with CIA Regulation [REDACTED] (21 November 1951), the following policy governs attendance at the Agency Orientation Courses:

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(a) Mandatory for all employees, Grade GS-5 (or its equivalent) and above, who have not attended or completed any previous Agency Orientation Course or TRS Staff Indoctrination Course. Accordingly, Office heads are directed to make their personnel available for one of these quarterly Orientation Courses at the earliest possible occasion.

(b) Office heads may nominate fully-cleared employees in GS-4 provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

(c) Scheduling of personnel will be carried out between the Training Liaison Officers designated by the various Office heads and the Chief, Orientation and Briefing Division, Office of Training, acting for the Director of Training.

3. (a) No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

(b) Capital Transit chartered busses will leave the "loop" at the north end of "M" Building at 0830 hours on the mornings of the course to take those persons whose offices are located in North, Central, South, Administration, "Q", "M", and adjacent buildings to the auditorium. They will make a return trip to this point each day at noontime.

[REDACTED]  
25X1A

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(c) Capital Transit chartered busses will leave from Gate 9, in the rear of "K" Building, at 0830 hours each morning of the course, to take persons whose offices are located in "I", "J", "K", and "L" Buildings, as well as "Quarters Etc" and adjacent Buildings, to the Auditorium.

(d) Special arrangements can be made for the transportation of personnel located in other buildings.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



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WALTER REID WOLF  
Deputy Director  
(Administration)

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Executive Registry  
2-9778


29 May 1952

MEMORANDUM FOR: Assistant Deputy Director  
(Administration)

SUBJECT: Proposed CIA Notice, "Use of  
Provisional Clearances

The proposed CIA Notice on the use of provisional clearances has been revised in accordance with your suggestions and is forwarded for signature and publication.

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MATTHEW BAIRD  
Acting Assistant Director  
(Personnel)

Attachment

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

[REDACTED]

5 June 1952

SUBJECT: Agency Telephone Directory

1. The Administrative Service Office is required to issue the CIA Telephone Directory quarterly during the months of January, April, July and October.

2. The cut-off date for the July 1952 issue will be 16 June 1952. Additions, deletions or changes for the directory, as reported on Personnel Information Cards and received in the Machine Records Branch through 16 June 1952, will be reflected in the July issue.

3. The efficiency of the CIA telephone service and the accuracy of the Telephone Directory is dependent upon each Office reporting required personnel locator information as outlined in CIA Regulation

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[REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

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[REDACTED]

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

5 June 1952

SUBJECT: Recall of Reserve Personnel to Active Duty for CIA  
Assignment.

1. For budgetary reasons the Department of the Army is unwilling to call additional reserve officers to active duty for subsequent detail to CIA unless reimbursed by this Agency for the pay, allowances and expenses of such officers. In the best interests of inter-departmental relationships, CIA will not participate in reimbursement arrangements unless justified by exceptional operating requirements.

2. In the future, requests for recall of individual reserve officers and enlisted personnel will be forwarded to the Armed Services only after all other means for filling personnel requirements have been exhausted. When the recall of reserve military personnel is a matter of operational necessity, requests for such recall will be forwarded to the Department of Defense only after approval of the Deputy Director (Administration).

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

4 June 1952

SUBJECT: Domestic and Foreign Shipment of Supplies and Equipment.

1. Submission of Requests

a. Requests for shipment of supplies and equipment shall be submitted on Form No. 36-4, "Requests for Domestic or Foreign Shipment," to the Transportation Division, Administrative Service, which will arrange means of transportation to destination.

b. Copies of requisitions (which involve shipment of supplies and/or equipment) will be immediately forwarded to the Transportation Division by the Office of Procurement and Supply.

c. Each request for shipment will include detailed shipping instructions or, if they are not available at the time of request, there will be indicated on the request a date by which such instructions will be provided.

2. Establishment of Schedules

a. The Transportation Division, Administrative Service, will establish, maintain and publish a transportation time allowance schedule which will provide the normal number of days required for shipments from the United States to all parts of the world, including both air and surface shipments, for logistical planning purposes.

b. The Office of Procurement and Supply will publish a procurement time allowance schedule for logistical planning purposes.

3. Whenever a shipment must be accomplished in less than the normal time, details of requirements for special handling will be provided by the requesting office.

4. On receipt of a requisition involving shipment to an overseas station, the Office of Procurement and Supply is responsible for furnishing the Transportation Division with the cubes and weights of the materiel. This is necessary to facilitate arrangements for securing space. When actual cubes and weights cannot be determined an estimate will be furnished at the time of procurement action.

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5. The Office of Procurement and Supply is responsible for giving notice to the Transportation Division and the requesting office of any changes in the procurement actions and/or deadlines requested.


6. The Transportation Division will notify the requesting office of any changes in the shipping deadlines requested.

7. The Transportation Division is responsible, in coordination with the activity concerned, for the preparation of cables, documents and pouch letters to the field concerning shipping and delivery information.

8. A monthly status report on all outstanding shipments will be furnished to the appropriate activity by the Transportation Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

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2 June 1952

SUBJECT: Procedure for Recommending Promotion of Military Officers

25X1A

REFERENCE: CIA Notice [REDACTED] Subject: Promotion of Military Officers

1. The following is the administrative procedure to be used in submitting recommendations for promotion of military officers assigned to duty in CIA:

(a) Supporting Information. Information to support the recommendation may be classified when necessary to cite outstanding performance. This data should be prepared by a supervisor who is familiar with the officer's duties and performance, preferably the individual responsible for preparing his efficiency reports. Accurate information on time-in-grade and other service qualifications extracted from personnel records, should be included.

(b) Review. Information supporting each recommendation will be reviewed by the Assistant Director, or Office Chief in whose activity the recommended officer is working, by his designated representative, or by a board of senior officers appointed for that purpose.

(c) Preparation of Recommendation. Recommendation to be forwarded to the appropriate service will be prepared by the reviewing individual (or by a designated member of the review board). Although this recommendation is based upon classified supporting information, it will be written in language requiring classification no higher than RESTRICTED. Format will conform with CIA instructions concerning correspondence ([REDACTED], Correspondence Manual, April 1952).

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(d) Signature. Recommendations, in final form will be prepared for signatures as follows:

(1) For promotions up to and including grade of Major (Lt. Commander):

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director  
(Administration)

-1-

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(2) For promotions to grades of Lt. Colonel and Colonel  
(Commander and Captain):

\_\_\_\_\_  
Director

(e) Addressee. Recommendations signed by the Director of Central Intelligence will be addressed to the Secretary of the service concerned. Recommendations signed by the Deputy Director (Administration) will be addressed to the personnel chief of the service concerned, i.e., The Adjutant General (Army), Chief of Navy Personnel (Navy), Deputy Chief of Staff, Personnel (Air Force).

(f) Routing. Recommendations, together with supporting information, will be forwarded under proper classification to Military Personnel Division for final processing and forwarding for appropriate signature. After recommendation is signed, the Military Personnel Division will return classified supporting information to the office of origin, and will deliver the recommendation to the Department of Defense addressee.

2. Special Efficiency Reports.

Special Reports of efficiency of outstanding officers may be submitted at any time in lieu of recommendations for promotion. Procedure will conform with CIA Regulation [redacted] and instructions accompanying CIA Notice No. [redacted], 31 March 1952, currently in use for routine submission of reports.

3. Commendations.

Commendations will be processed, signed, and forwarded in the same manner as Recommendations for Promotion.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE  
[REDACTED]

2 June 1952

**b**  
[REDACTED]  
25X1A

SUBJECT: Saturday Courier Service to Other Government Agencies in the Washington Area.

1. Administrative Service is unable to make Saturday deliveries of a considerable amount of mail addressed to other agencies within the City because the offices of the addressees are not open on that day. The last regular city delivery for the week leaves the central mail room in Que Building at 1300 hours Friday afternoon. Mail addressed to other agencies and received in the mail room after that time will ordinarily be held for delivery on Monday of the following week.

2. However, if the originating office is aware that the office of the addressee will be open Saturday, delivery can be assured by attaching a separate note to the envelope or package which states "To be delivered not later than Saturday, (date)".

FOR THE DIRECTOR OF CENTRAL Intelligence:

[REDACTED]

25X1A

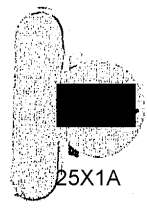
WALTER REID WOLF  
Deputy Director  
(Administration)

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Washington, D.C.



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NOTICE

2 June 1952

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SUBJECT: Fair Employment Procedure

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REFERENCE: CIA Regulation No. [REDACTED] 13 December 1951.

1. As required by Executive Order 9980, procedures adopted by each department for handling fair employment complaints and appeals must be brought to the attention of all employees.

2. In compliance with these provisions office heads will ensure that:

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(a) All employees under their jurisdiction have read CIA Regulation No. [REDACTED] Fair Employment Procedure, and have understood the rights and privileges contained therein.

(b) Few employees are required to read this Regulation in its entirety when assigned to their activities.

3. Extra copies needed for the briefing of new employees may be obtained by calling Organization and Methods Service, Extension 791.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Deputy Director  
(Administration)

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APPENDIX I

## 02 TRAVEL

Schedule of Estimated Rates

From	To	One Way	Round Trip
Washington	<u>Domestic:</u>		
"	New York	\$20	\$40
"	Boston	35	70
"	South	75	150
"	East Coast	25	50
"	Mid-West	60	120
"	West Coast	175	350
	<u>Foreign:</u>		
"	South America	600	1,150
"	Europe	500	1,000
"	Middle East	1,000	1,800
"	Far East	1,200	2,000

Note: Schedule includes average costs of transportation, per diem while en route, etc.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

27 May 1952

25X1A

SUBJECT: Procedures and Responsibilities Relative to Personnel Statistics  
and Tables of Organizations

RECISION: CIA Notice No. [REDACTED]

1. The provisions of this Notice are effective 1 June 1952.
2. The Personnel Office will assume responsibility for production, advice and technical supervision relative to personnel statistics throughout CIA and should be kept apprised of the need for such statistics by all elements of CIA in order to improve accuracy and eliminate duplication. The Inspection and Security Office will continue to prepare clearance statistics and coordinate them with the Personnel Office.
3. The Personnel Office will also assume responsibility for central record keeping in connection with CIA on-duty personnel ceilings and tables of organization.
4. All classified (including ungraded) positions, except positions under the jurisdiction of the Deputy Director (Plans) authorized for projects and foreign field stations, shall be processed as follows:
  - a. Office heads shall address proposals for new or changed tables of organization to the Deputy Director (Administration) and submit them directly to the Classification and Wage Administration Division, Personnel Office, in triplicate accompanied by complete justification including any workload data, organizational charts, functional statements and statements of basic related procedures which are necessary for an understanding of the proposals. The Classification and Wage Administration Division will accomplish classification review and insure that the requests are expeditiously and simultaneously processed and coordinated as follows:
    - (1) The Organization and Methods Service will review as to soundness of organizational structure, functions and procedures.
    - (2) The Comptroller will comment as to the availability of funds and other appropriate matters.

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(3) The appropriate Administrative Office Chiefs will examine of space, equipment, transportation, or other administrative support as required.

(4) The Deputy Director (Administration) will receive all proposals for action, except as indicated in paragraph b, below, together with signed concurrences or comments obtained during coordination.

(5) The Personnel Office will effect dissemination of approved proposals.

b. Revisions involving only changes in position nomenclature or grades may be effected through the concurrences of the Office concerned, the Personnel Office and the Comptroller (where significant budgetary changes are involved); provided, however, that approval of the Deputy Director (Administration) is obtained on grade changes at the GS-16 or GS-17 level and provided also that the approval of the Director is obtained on grade changes at the GS-18 level. The Classification and Wage Administration Division will arrange for coordination and dissemination of such changes upon receipt of proposals in duplicate from originating offices.

c. CIA Form No. 30-25, copy attached, will be used by the Personnel Office in rendering immediate notification to all organizations concerned, of approved T/O changes. This form will serve as immediate authorization for the encumbrance of the position. Machine listed T/O pages will be furnished in lieu of the forms whenever the approved changes on single proposals are numerous; and whenever the accumulated page changes warrant the correction of machine listed T/O's. When new machine listings are received, the appropriate Form No. 30-25 should be destroyed.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment: Form No. 30-25

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AR-D-1192

22 May 1952

MEMORANDUM FOR: Assistant Deputy Director (Administration)  
THRU: Chief, General Services  
SUBJECT: Notice re Transfer of Personnel Statistics  
to Personnel Office.

The attached Notice implements the approved recommendations in the Staff Study of 9 May relative to responsibility for personnel statistics. It has been concurred in by the Personnel Office and Comptroller. Request your authority to publish.

25X1A



W. L. PEEL  
Chief, O&M Service

Attachment

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Assistant Deputy Director (Administration)

7 May 1958

Chief, Organization and Methods Service

Request for Authority to Establish Form No. 30-25, "E/O Change Authorization."

1. The attached Form has been devised for the purpose of,
  - a. more rapidly disseminating E/O changes to offices concerned.
  - b. enabling Machine Records to schedule the running of new E/O's.
2. One obvious advantage of "b" is that where there is more than one change a month, it will only be necessary to run E/O's once. And secondly, a definite time can be set apart each month for the running of E/O's.
3. The Form and substance of the Notice have been coordinated with the Comptroller, Personnel (including Wage and Classification) and Administrative Service, Machine Records.
4. For the purpose of getting the reaction of the large recipients of the form, we have also coordinated with OIC, OCS, OO and Comms. From these latter four offices, we have received a very favorable response.
5. Your authority is requested to publish the Form and Notice.

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WLP/bst

W. L. WEL

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

16 May 1952

SUBJECT: Shuttle Service

1. The existing shuttle schedule between CIA buildings is rescinded effective at the close of business on Friday, 16 May 1952.
2. The new schedule to be effective on Monday, 19 May 1952, will provide service every ten (10) minutes between North Building and Quarters "Eye" starting from North Building at 0800 and from Quarters "Eye" at 0807. The last bus will leave North Building at 1710 and the last bus will leave Quarters "Eye" at 1717.
3. The busses between the "L" Building stop at Memorial Circle and the Pentagon will continue to operate every fifteen (15) minutes.
4. The new schedule will be distributed separately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

16 May 1952

SUBJECT: Promotion of Military Officers

1. The following service procedures govern promotion of officers:

a. ARMY. Central Selection Boards periodically consider all officers within stated zones of eligibility for promotion. This procedure limits the consideration of specific recommendations to that normally given commendations. Special zones of consideration allowing recommendations are periodically announced by Department of the Army and disseminated to CIA activities by the Military Personnel Division. Recommendations are required for promotion of all Second Lieutenants and are prepared by the Military Personnel Division upon request.

b. AIR FORCE. Central Selection Boards consider officers quarterly for promotion in eligibility zones announced in advance. The Military Personnel Division furnishes the Air Force with listings of eligible officers. Recommendations are not required, but are accepted for outstanding officers. Recommendation letters, to the Director of Military Personnel, Headquarters USAF, should cite, in unclassified language, actual incidents of unusually meritorious performance. The procedure stated in 1 a., above, applies to Air Force Second Lieutenants.

c. NAVY AND MARINE CORPS. Central Selection Boards emphasize seniority, normally precluding positive action on a specific recommendation. Such recommendations are filed for consideration as a commendation when seniority makes an officer eligible for promotion.

2. Letters of Commendation or special performance ratings may be submitted any time an officer's performance of duty is exceptionally outstanding. The greatest single factor influencing promotions is consistent recognition of ability by means of efficiency ratings and commendations. The career and promotion prospects of officers assigned to CIA will be protected by complete and unreserved compliance with CIA policies in this regard.

3. All recommendations, commendations, etc. will be forwarded through the Military Personnel Division. This does not preclude prior evaluation or screening by a board, within a component of CIA. Questions and problems related to officer promotion should be referred to the Military Personnel Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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1R-0-0673

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Executive Registry  
2-8558

4-14-52

MEMORANDUM FOR: Deputy Director/Administration  
FROM: Assistant Director/Personnel  
SUBJECT: Procedures for Promoting Officers Assigned to CIA

1. The Problem: To furnish adequate information on current promotion criteria and procedures to all officers and CIA activities in which officers are on duty.

2. Facts Bearing on the Problem:

a. Instances continue to arise wherein Division Chiefs and higher CIA officials are not aware of the several Armed Forces promotion systems for officers.

b. An erroneous concept - that a recommendation automatically results in promotion - has become quite general, leading to an adverse effect on morale when results are not forthcoming.

c. Likewise, changes in promotion criteria and service policies are infrequently considered, through failure of supervisors to consult the Military Personnel Division for assistance in promotion problems.

d. The prevailing tendency to enhance all recommendations by forwarding them over the Director's signature is, in effect, diminishing the impact of recommendations which are bona fide exceptional cases which warrant unusual consideration and action.

3. Discussion:

a. The Military Personnel Division is responsible for keeping abreast of all promotion programs, and the eligibility of all assigned officers with respect to promotion criteria. Timely dissemination of this information throughout CIA, both to supervisors and officers, constitutes a considerable problem in communication, which can best be solved by distributing periodic memoranda covering the programs then current.

b. In addition, the availability of technical assistance and advise from the Military Personnel Division should be widely advertised, and use of this service should be encouraged, to preclude any misunderstandings on the part of supervisors or officers.

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c. Processing of recommendations (i.e. signature and forwarding) should be standardized to the extent that the Director is not obliged to handle all of them. The Commanding Officer of the appropriate administrative unit can legitimately sign and forward recommendations, as desired by the Director.

4. Action Recommended:

- a. That the attached notice be approved for distribution over your signature.
- b. That the Commanding Officer of the appropriate administrative unit be authorized to sign and forward recommendations for promotion up to Lieutenant Colonel.
- c. That the Director continue to sign recommendations for promotion to Colonel, and other recommendations which, in the opinion of the Chief, Military Personnel Division, merit special attention.

1 Incl.  
Draft Notice

F. TRUBEE DAVISON

BRANCH  
MAY 2 8 45 AM '25  
PERSONNEL

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE


25X1A

12 May 1952

SUBJECT: Changes in Organization and Procedures Pertaining to  
Supply Division

1. Effective 12 May 1952, all supply records will be located in Wing "C", Quarters Eye and will be under the direct supervision of the newly activated Stock Control Branch, Supply Division, Office of Procurement and Supply.
2. Subsequent to 12 May 1952, all requisitions will be forwarded to the Stock Control Branch, Wing "C", Quarters Eye, for processing and approval. Warehouses will furnish supplies and equipment to using activities only upon receipt of proper requisitions, authorized by the Stock Control Branch, Supply Division.
3. Information relative to availability of stock, status of requisitions, and any other information which is required by requisitioning activities will be furnished, where authorized, by the Stock Control Branch, Supply Division, Extension 3491 or 8037.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

DISTRIBUTION NO. 4

  
25X1A

RESTRICTED  
Security Information

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 8 May 1952

FROM : Chief of Procurement and Supply

SUBJECT: Request for Issuance of CIA Notice

In order that all concerned may be informed of the changes in organization and procedures pertaining to the Supply Division, Office of Procurement and Supply, it is requested that the attached draft of CIA Notice be reviewed, signed, and issued as an official CIA Notice.

25X1A



JAMES A. GARRISON

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
NO [REDACTED]

5 May 1952

SUBJECT: Absence for Registration and Voting.

25X1A

Attention of all Office heads and supervisors is called to CIA  
Regulation [REDACTED] L (1) and (2) reading as follows:

- "(1) Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.
- (2) In those cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay."

[REDACTED]  
25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

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Executive Registry  
*2-8-52*

AR-D-0904

THE WHITE HOUSE  
WASHINGTON

April 28, 1952

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Under date of July 24, 1948, the executive departments and agencies were notified of the policy with respect to release of employees for registration and voting.

While that policy has not been changed and is continuing in its effect, it is felt it should be again called to the attention of all employees so that they may be fully informed on this subject and encouraged to exercise their rights.

*Donald S. Dawson*

DONALD S. DAWSON  
Administrative Assistant  
to the President

MAY 2 1952

THE WHITE HOUSE  
WASHINGTON


July 24, 1948

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

In so far as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose without charge to leave for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose without charge to leave for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

This letter supersedes that on the same subject addressed to the Heads of Executive Departments and Agencies by William H. McReynolds, Administrative Assistant to the President, October 12, 1944.

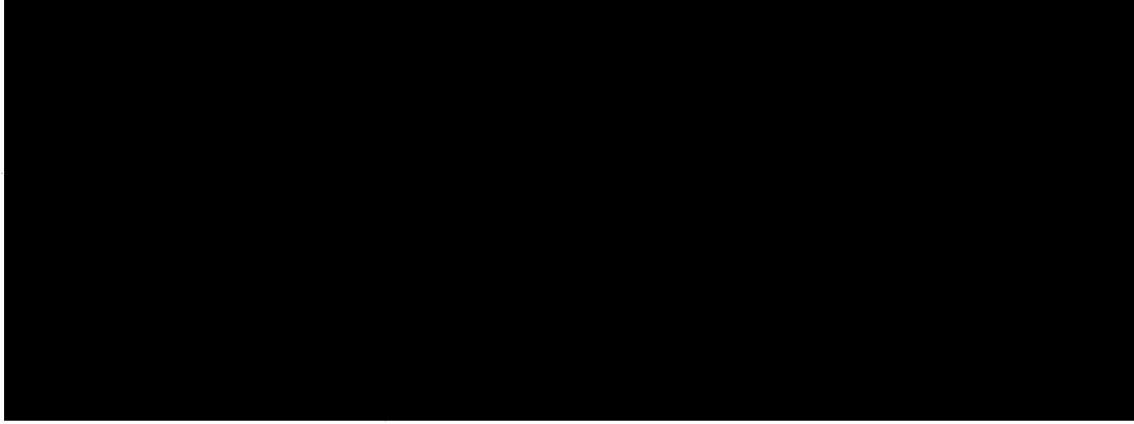


DONALD S. DAWSON  
Administrative Assistant  
to the President

MAY 2 1957

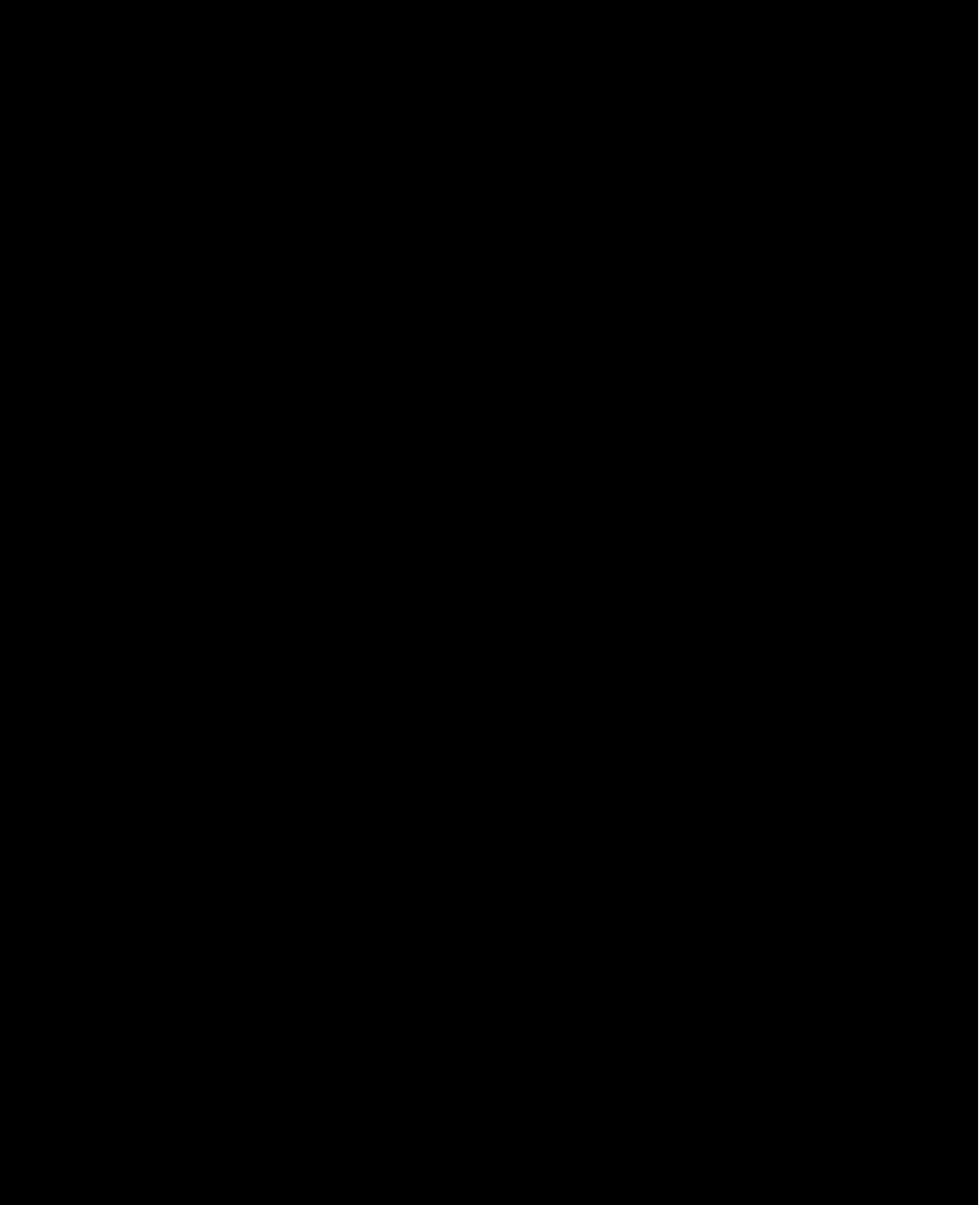


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SECRET





CONFIDENTIAL  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

9 May 1952

SUBJECT: Separation for Unsatisfactory Performance

1. It is essential that each member of the Agency contribute his full share toward the accomplishment of the Agency's mission. Prompt action must be taken to release those individuals who are undesirable or whose performance is unsatisfactory when there is no reasonable prospect of bringing about adequate improvement through less drastic administrative or supervisory action.

2. Personnel who have completed the probationary period will not be separated involuntarily (except for reduction in force, security reasons, for cause -- misconduct, delinquency, etc.) unless there is a prior notice informing the person concerned in what respect his services were unsatisfactory and unless he has been given a reasonable opportunity to improve or to correct objectionable traits.

3. Personnel need assurance against adverse action based on arbitrary, uninformed decisions. Each member of the Agency represents a sizable investment in time, money, and human effort. Therefore, it is important that personnel be carefully evaluated both during their probationary or trial period and subsequently in order to eliminate those who manifest an inability to meet requirements.

4. Responsibilities and Authorities

(a) Supervisory Responsibility. Supervisors bear primary responsibility for determining the adequacy of performance and conduct of personnel under their supervision and for initiating corrective action where necessary. Such corrective action may be in the form of closer supervision, on-the-job training, admonitions or warnings, and reprimands. There may be some instances in which a conscientious worker is in a job beyond his actual or potential capacity. In such instances, the individual should be reassigned to duties commensurate with his skill. If reassignment is not practicable, he may be separated. When corrective action requires a personnel action, such as transfer, demotion, or separation, supervisors are responsible for recommending appropriate action to the Personnel Office, together with full supporting reasons. While the ultimate authority for taking personnel actions rests with the Personnel Office, this fact does not relieve the operating office of the responsibility for discipline and proper management of personnel.

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(b) Personnel Office Responsibility. The Personnel Office is responsible for rendering advice and assistance at all supervisory levels on matters pertaining to personnel of the Agency, for reviewing proposals affecting individuals, and assuring that they conform to prescribed regulatory and procedural requirements and are not arbitrary and unreasonable, and for approving or recommending to higher authority final action to be taken. In any instance in which adverse action is necessary, the Personnel Director or his designee will, with the assistance of the supervisor, prepare the advance notice or statement of charges for the supervisor's signature and will bear joint responsibility with the supervisor in determining the adequacy of any statement by the individual affected as to why the proposed action should not be taken.

5. Separation during Probationary Period

The probationary or trial period should be fully utilized as a final examining and weeding-out period to determine the capacity of new personnel. Performance evaluations prepared during the probationary period should show in detail the individual's performance, progress, and growth potential. The Personnel Director or his designee will review such evaluation reports and when an individual's performance is not satisfactory, take immediate action with the supervisor to work out a remedial program for the individual or to reassign or separate him. Individuals must be given written notification by the Personnel Director two weeks in advance of separation action. Probationary employees do not have the right of appeal on such actions.

6. Separation subsequent to Probationary Period

(a) Supervisor's Recommendation. When the supervisor's efforts to bring about a more satisfactory performance by the individual are unavailing, and less drastic action is not possible or desirable, the supervisor will initiate separation action. He will take such action, however, only after he has notified the employee in writing wherein he has failed to perform adequately and has given the employee a reasonable time in which to demonstrate his ability to perform satisfactorily. The supervisor's recommendation for separation action shall contain pertinent facts concerning the individual's unsatisfactory performance with a statement summarizing supervisory efforts to bring about improvements.

(b) Personnel Office Action on Recommendation. Upon receipt of such a recommendation, the Personnel Director or his designee will conduct a review to develop any additional facts pertinent to an appropriate decision.

(c) Processing the Separation Action. If the Personnel Director or his designee determines that separation is appropriate or that demotion or other less drastic administrative action should be taken, he will prepare for signature by the appropriate supervisor a notice to the individual affected of the proposed action. This notice shall contain the following information:

-2-

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Security Information

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(1) A statement of the action proposed as well as the effective date thereof (30 days from the individual's receipt of the Notice).

(2) A statement, specific and in detail, showing the reasons for the proposed action and including a review of the administrative and supervisory actions which have been taken to correct the situation.

(3) A statement informing the individual that if he wishes to reply he must do so within ten calendar days orally or in writing; that his reply will be given full consideration before a decision is reached; and that he will be notified of the decision within 10 days after his reply is received. In addition, he will be informed that he may present his answer orally before an advisory committee.

(d) Presentation of Individual's Reply before an Advisory Committee. The Personnel Director or his designee will promptly arrange for presentation of an oral reply to an advisory committee upon the individual's request.

(1) Membership of Advisory Committee

The Assistant Director (Personnel) will appoint a committee of three responsible and impartial Central Intelligence Agency officials who are not members of the Office to which the individual is assigned. The Personnel Director or his designated representative will serve as nonvoting chairman.

(2) Assistance to the Committee

The Committee may secure the technical advice and guidance of appropriate specialists.

(3) Witnesses

The individual has the right of requesting that there appear before the Committee other Agency employees in possession of facts pertinent to the issues.

(e) Final Action. After considering the individual's reply and the recommendations of the Advisory Committee, if any, the Assistant Director (Personnel) will make the final decision as to the action to be taken. The Assistant Director (Personnel) or his designee will notify the individual in writing, giving the reasons for the decision and stating, if applicable, the effective date of the action.

(f) Appeal to the U. S. Civil Service Commission. If adverse action is to be taken on an individual eligible for preference under the Veterans'

-3-

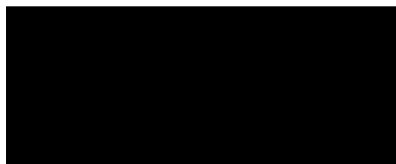
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Security Information

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Security Information

Preference Act, his final notice will include a statement informing him of his right to appeal to the U. S. Civil Service Commission within ten calendar days of receipt of such notice.

7. Appropriate portions of this Notice will be included in the [REDACTED] 25X1A  
of the CIA Regulations at a later date. Where inconsistencies occur between  
this Notice and CIA Regulations in the [REDACTED], this Notice shall govern. 25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

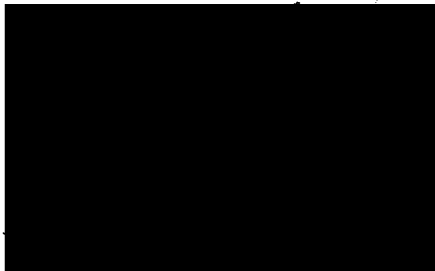
WALTER REID WOLF /  
Deputy Director  
(Administration)

Distribution No. 4



ILLEGIB

AR-D-0415



27 March 1952

MEMORANDUM FOR: Chief, Organization and Methods Service

SUBJECT : Draft of CIA Regulation on Involuntary Separation

1. In general, the attached proposed Regulation on involuntary separation says what I think we want. However, I have some points to raise which I would like to have you straighten out with Personnel and, after you have agreed, submit to me for approval and publication. As usual, I am anxious to get this published within the next few days.

2. It occurs to me that one Regulation announcing the policy placing responsibility, etc., should be in the [redacted] and that a second Regulation on procedures should be in the [redacted]

25X1A  
25X1A

3. We speak of the probationary period. It is my understanding that this is a one year period; however, I am not sure whether this is spelled out in present Regulations.

[redacted] 25X1A

4. We also speak of performance evaluations. I think that it is correct that no performance evaluations have been rendered on CIA employees for almost two years.

5. In paragraph D (1) we say that separations on grounds of security violations will be processed according to [redacted]. This Regulation does not say how termination action will be processed. It merely says that personnel may be terminated for security violations.

(S) 25X1A  
(S)

ILLEGIB

6. With reference to paragraph D (2), there is a question in my mind as to whether termination for security violations is not included in termination "in the interests of the United States."



25X1A

L. K. WHITE  
Assistant Deputy Director  
(Administration)

cc: Act'g Pers Dir

CONFIDENTIAL  
Security Information

MAR 28 1952

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

30 April 1952

SUBJECT: Correspondence Manual

1. There is attached hereto a copy of a new CIA Correspondence Manual which should be used as a guide in preparing official correspondence.

2. Additional copies as required, may be obtained from Building Supply Officers.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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1 Atch

DISTRIBUTION NO. 3

**CORRESPONDENCE**  
**MANUAL**

**April 1952**

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FOREWORD

A great deal of the business of the Central Intelligence Agency is done through correspondence and this, of course, becomes the written record. To do an efficient job of maintaining a thorough and complete record, it is essential that the procedures for the preparation of official correspondence be uniform, and that the styling, routing, and filing of it be done according to a given pattern or plan.

The purpose of this Manual, therefore, is to present, in a simple way, these rules and regulations to the secretarial and stenographic personnel of the Agency. There is really nothing difficult about any of the procedures, and with a little study and practice they are easily mastered. The instructions given here are only general in scope, and do not cover all cases. Should special problems arise, they should be brought to the attention of the immediate supervisor or Administrative Officer for a solution.

GENERAL

Style

In the preparation of official CIA correspondence, the memorandum form or the letter form is used.

Stationery

The following types of stationery are used:

CIA Letterhead (bond)  
Thin CIA Letterhead (tissue)  
CIA Letterhead (Office of the Director) (bond)  
Thin CIA Letterhead (Office of the Director) (tissue)  
CIA Letterhead (Office of Deputy Director of Central Intelligence)  
Thin CIA Letterhead (Office of Deputy Director of Central Intelligence)  
Standard Form No. 64 (Office Memorandum-U.S. Government)  
Plain Bond  
Plain Thin White Tissue  
Plain Thin Yellow Tissue

CIA Letterhead (bond)

The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency.

When such correspondence is prepared for the signature of the Director of Central Intelligence, the CIA Letterhead (Office of the Director) is used. When "outside" correspondence is prepared for the signature of the Deputy Director of Central Intelligence, the CIA Letterhead (Office of Deputy Director of Central Intelligence) is used.

Thin CIA Letterhead (tissue)

The thin CIA Letterhead is always used for the:

1. "Courtesy" copy (sometimes called "duplicate copy") to accompany the original on a CIA Letterhead.
2. Information copy, if one is to be sent to another addressee outside the Agency.
3. Copies of "multiple addressee" memoranda sent outside the Agency. (A "multiple addressee" memorandum is a memorandum addressed to a list of two or more officials. This type of memorandum is a timesaver, and when used it is necessary to prepare a copy for each addressee listed.)

Thin CIA Letterhead (Office of the Director) (tissue)

This letterhead is used when the original is prepared on the CIA Letterhead (Office of the Director) and for the same purposes stated in the preceding paragraph.

Thin CIA Letterhead (Office of Deputy Director of Central Intelligence) (tissue)

This letterhead is used when the original is prepared on the CIA Letterhead (Office of Deputy Director of Central Intelligence) and for the same purposes stated above.

Plain Bond

This paper is used only when addressing memoranda to the Director of Central Intelligence or to his four Deputies, and when writing to two or more officials within the Agency (multiple addressee), and for second sheets.

Standard Form No. 64 (Office Memorandum-U.S. Government)

This form is used when addressing memoranda to all officials within CIA, with the exception of the Director of Central Intelligence and his four Deputies. It is also used when writing informally to officials of other Government agencies or departments.

Plain Thin White Tissue

Plain thin white tissue is used for the:

1. Information copy, if one is to be sent to another addressee within the Agency.
2. File copy.
3. Copies of "multiple addressee" memoranda sent to officials within the Agency.
4. Extra copies, as required.

Plain Thin Yellow Tissue

Plain thin yellow tissue is the Administrative Files copy. (The color is used simply to identify it as the CIA file copy.)

Number of Copies Required

- Original - For dispatch.
- 1 - Thin CIA Letterhead tissue (or CIA Letterhead-Office of the Director; or, CIA Letterhead-Office of Deputy Director of Central Intelligence.) - "Courtesy" copy to be forwarded with the original, if the addressee is a Member of Congress, or an official of another Government agency or department.
- 1 - Thin CIA Letterhead tissue (or CIA Letterhead-Office of the Director; or, CIA Letterhead-Office of Deputy Director of Central Intelligence.) - Information copy (if necessary) to be sent to another addressee outside the Agency.
- 1 - Plain thin white - Information copy (if necessary) to be sent to another addressee within the Agency.
- 1 - Plain thin white tissue - For the signing official. (Two thin white copies, if the signer is the Director of Central Intelligence or the Deputy Director of Central Intelligence.)
- 1 - Plain thin white tissue - Copy for return to the originating office to indicate the date on which correspondence was signed and dispatched.
- 1 - Plain thin yellow tissue - Administrative Files copy.
- Extra copies - Additional thin white copies as may be required by individual offices.
- Multiple Addressee Memoranda -
  1. Original on appropriate CIA Letterhead, with a thin white letterhead for each addressee, when sent outside the Agency.
  2. Original on plain bond, with plain thin white for each addressee, when sent within the Agency.
  3. Additional thin whites required for file and other copies.



Margins

Margins are set to give a "framed picture" appearance to memoranda and letters. However, margins are never to be less than  $1\frac{1}{2}$  inches.

Date

The date is placed in accordance with the length of the letter or memorandum, flush with the upper right-hand margin, and is written in this sequence - day, month, year - as, 15 January 1952.

The date is omitted when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies. It is placed by the Executive Registry when the correspondence has been signed and is ready for dispatch.

Heading of a Memorandum

The heading of a memorandum is begun five lines below the date line.

Address of a Letter

The address of a letter is written five lines below the date line.

Salutation

The salutation is typed two lines below the address of a letter. The memorandum has no salutation.

Body

In the memorandum, the body is begun four lines below the last line of the heading, while in the letter, the message is started two lines below the salutation.

Line Spacing

The body of correspondence is single spaced. However, if the text is less than eight lines, double spacing is used. In both instances, double spacing is used between paragraphs. (NOTE: In memoranda addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.)

Paragraphing

Paragraphs are indented five spaces. They are separated by a double space.

Paragraphs of memoranda. When a memorandum is but one paragraph in length, the paragraph is not numbered, but subparagraphs are lettered. If the memorandum is two or more paragraphs in length, the paragraphs are numbered consecutively with Arabic numerals. The pattern for paragraphing is as follows:

- 1. ....
- a. ....
- (1) ....
- (a) ....
- 1. ....
- a. ....

Exception: In memoranda addressed to the President of the United States, paragraphs are not numbered.

Paragraphs of letters. In letters, paragraphs are not numbered.

Command Line

The command line, or the authority line, is "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:" It is used only on the memorandum form, and when the individual signing the correspondence has been delegated authority to do so for the Director of Central Intelligence. The command line is indented five spaces from the left-hand margin, typed in all caps, and is followed by a colon.

Complimentary Close

The complimentary close is used only in the writing of letters. It is typed two or three spaces to the right of the center of the page. No complimentary close is used in the writing of memoranda.

Signature

On memoranda, the signature is typed five or six lines below the last line of the body, or the command line, if there is one. The name is written two or three spaces to the right of the center of the page in all caps. The title is centered in respect to it, and is typed in initial caps. When Standard Form No. 64 (Office Memorandum-U.S. Government) is used, the title appears in the heading on the "From" line. Therefore, it is omitted at the close when this form is used.

On letters, the signature is typed five or six lines below, and flush with, the complimentary close. The name is written in initial caps only. The title is centered in respect to the name, in initial caps.

#### Enclosures

The number of enclosures is typed two lines below the signature and flush with the left-hand margin, on the original and all carbons. Indented two spaces and one line down, each enclosure is listed by number and briefly described. If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. For example,

- 2 Enclosures
- 1. Form No. 37-3 (dup)
- 2. Form No. 38-1 (trip)

#### Information Copies

Information copies and the officials to whom they are addressed are indicated flush with the left-hand margin, and two lines below the last written line of a memorandum or letter. (Signature line or enclosures listing.) This notation always appears on all the carbons retained in the Agency. However, if it is the desire of the dictating official, the notation is made on the original and courtesy copy, if there is one. For example,

- cc: Personnel Director
- cc: Chief, Administrative Services

#### Identification Initials

The identification initials consist of the office designation, or symbol, the writer's and the secretary's initials. Following the initials and on the same line, the date is typed in parentheses, as, OCD/ABC:xyz (15 January 1952). In memoranda addressed to officials within the Agency (with the exception of the Director of Central Intelligence and his four Deputies) the identifications are typed on the original and all the carbons. In memoranda and letters addressed outside the Agency, the identifications are typed only on the carbons remaining in CIA. They never appear on originals, "courtesy" copies, or information copies.

#### Distribution

Distribution of the various copies of correspondence is noted on all carbons retained in the Agency. For example,

- 1- DD/A (signer's copy)
- 1- Return to Organization and Methods Service
- 1- Administrative Files

Continuations

The body of memoranda or letters is continued at least eight lines below the top of the page.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence appear on each page. In no case is a word divided between two pages.

If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

Page Numbering

No number is placed on the first page. Subsequent pages are numbered consecutively with Arabic numerals. The number is centered and typed about one inch above the bottom of the sheet, as, -2-.

Classification

The classification is stamped as specified in the current CIA Security Regulations.

Envelopes

When envelopes are necessary, they are prepared in accordance with the existing CIA Security Regulations.

Receipts

Receipts, when necessary, are prepared as required by the CIA Security Regulations.

Routing Slips

The official routing slips (Nos. 36-8 and No. 30-4) are used when correspondence is referred through one official to another. They are also used at times for the transmission of informal comments on the basic correspondence. It is unnecessary to use routing slips to transmit correspondence from one office to another. Chain envelopes are used for this purpose.

THE MEMORANDUM

When to Use the Memorandum Form

When addressing the following, the memorandum form is used and is prepared on a CIA Letterhead (or CIA Letterhead-Office of the Director):

1. The President of the United States
2. Officials of the National Security Council (NSC)
3. The Intelligence Advisory Committee (IAC) (or to individual member Agencies of the Committee)
4. The National Security Resources Board (NSRB)
5. Other Government agencies, if the incoming correspondence was in memorandum form.

The memorandum form is used when addressing the following, and it is prepared on plain bond paper. (This is the only instance in which plain bond paper is used.):

1. The Director of Central Intelligence
2. The Deputy Director of Central Intelligence
3. The Deputy Director (Administration)
4. The Deputy Director (Plans)
5. The Deputy Director (Intelligence)
6. Multiple addressees.

When corresponding with the following, the memorandum form is used, and prepared on the Standard Form No. 64 (Office Memorandum-U.S. Government):

1. All officials of CIA in Washington, with the exception of those listed in the immediately preceding paragraph.
2. All officials of CIA in the U.S. Field.
3. Other Government agencies, informally.

How to Prepare a Memorandum on Letterhead or Plain Bond Paper

Keeping in mind the "framed picture" appearance, the margins are set accordingly.

Place the date (if it is to be entered) in accordance with the length of the memorandum in the upper right-hand corner and flush with the margin.

Dropping five lines from the date, the headings MEMORANDUM FOR, SUBJECT, and REFERENCE, ATTENTION or THRU lines are typed in all caps, block form, and flush with the left-hand margin. The addressee, the subject proper, and the reference are typed in lower case, initial caps, and separated by two lines. For example,

— 8 —

THE MEMORANDUM

When to Use the Memorandum Form

When addressing the following, the memorandum form is used and it is prepared on a CIA Letterhead (or CIA Letterhead-Office of the Director):

1. The President of the United States
2. Officials of the National Security Council (NSC)
3. The Intelligence Advisory Committee (IAC) (or to individual member Agencies of the Committee)
4. The National Security Resources Board (NSRB)
5. Other Government agencies, if the incoming correspondence was in memorandum form.

The memorandum form is used when addressing the following, and it is prepared on plain bond paper. (This is the only instance in which plain bond paper is used.):

1. The Director of Central Intelligence
2. The Deputy Director of Central Intelligence
3. The Deputy Director (Administration)
4. The Deputy Director (Plans)
5. The Deputy Director (Intelligence)
6. Multiple addressees.

When corresponding with the following, the memorandum form is used, and prepared on the Standard Form No. 64 (Office Memorandum-U.S. Government):

1. All officials of CIA in Washington, with the exception of those listed in the immediately preceding paragraph.
2. All officials of CIA in the U.S. Field.
3. Other Government agencies, informally.

How to Prepare a Memorandum on Letterhead or Plain Bond Paper

Keeping in mind the "framed picture" appearance, the margins are set accordingly.

Place the date (if it is to be entered) in accordance with the length of the memorandum in the upper right-hand corner and flush with the margin.

Dropping five lines from the date, the headings MEMORANDUM FOR, SUBJECT, and REFERENCE, ATTENTION or THRU lines are typed in all caps, block form, and flush with the left-hand margin. The addressee, the subject proper, and the reference are typed in lower case, initial caps, and separated by two lines. For example,

MEMORANDUM FOR: Director of Central Intelligence  
SUBJECT: Change of Office Hours  
REFERENCE: Budget Circular No. 10 dtd 1 May 1951

or,

MEMORANDUM FOR: Deputy Director (Administration)  
ATTENTION: Assistant Deputy Director (General)  
SUBJECT: Change in Office Hours

or,

MEMORANDUM FOR: Deputy Director (Administration)  
THRU: The Comptroller  
SUBJECT: Change in Office Hours

(In this instance, an extra copy is forwarded with the original for the files of the Comptroller, if he so desires to retain a copy.)

In the preparation of "multiple addressee" memoranda, the addressees are listed, block form, following the heading MEMORANDUM FOR. The remainder of the heading is completed in the usual way.

For example,

MEMORANDUM FOR: The Comptroller  
Personnel Director  
Chief, Administrative Services  
Chief, Organization and Methods Service

SUBJECT: Change in Office Hours

(In this instance, a carbon is prepared for each addressee listed.)

The body of the memorandum is begun four lines below the last line of the heading. Single spacing is used, except when the memorandum is very short, in which case double spacing is permissible. (NOTE: In memoranda addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.) Paragraphing is as described under General.

The command line, if one is used, is indented five spaces and typed two lines below the last line of the body.



The signature is typed five or six lines below the command line. It is written in all caps two or three spaces to right of the center of the page. The title is typed one line below the signature and is centered in respect to it.

Enclosures are listed two lines below the signature and title. These appear on the original and all carbons.

Information copies are indicated two lines below the last written line, which may be the signature line or the enclosures listing. The notation is made on all carbons retained in the Agency; however, if the dictator so directs, it is also noted on the original and "courtesy" copy.

Dropping two lines, the identifying office symbol, initials and date are typed. In memoranda addressed to officials within the Agency, the identifications are typed on the original and all carbons, except when addressing the Director of Central Intelligence or his four Deputies. In these exceptions they appear on carbons only. In memoranda and letters addressed outside the Agency, the identifications are typed on carbons remaining in CIA. They never appear on originals or "courtesy" copies.

Page numbering. The first page is not numbered; however, subsequent pages are numbered consecutively with Arabic numerals. The number is centered and typed one inch or so above the bottom of the sheet.

Stamp the classification, if there is one, following the prescribed CIA Security Regulations.

Prepare routing slip, receipt and envelopes, if they are necessary.

How to Prepare a Memorandum on Standard Form No. 64

Type the addressee in initial caps following the TO heading.

The date is entered on the DATE line.

The official's title is entered following the FROM heading in initial caps.

Type the subject in initial caps following the word SUBJECT.

An ATTENTION line or a THRU line, if desired, may be added one line below the TO line.

A REFERENCE line if needed is typed two lines below the SUBJECT line.

The following are examples of the different styles of headings for the Form No. 64:

TO: Assistant Deputy Director (Administration)  
FROM: Personnel Director  
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director  
THRU: Comptroller  
FROM: Chief, Organization and Methods Service  
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director  
ATTN: Chief, Classification Division  
FROM: Chief, Organization and Methods Service  
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951

or,

TO: Personnel Director  
FROM: Chief, Organization and Methods Service  
SUBJECT: Revision of Form No. 37-3, dtd 18 June 1951  
REFERENCE: Memo dtd 18 June 1951 fr Personnel Director to Chief,  
Organization and Methods Service

The body of the memorandum is started four lines below the last line of the heading. It is single spaced except when the memorandum is very short, in which case it is permissible to use double spacing. The rules for paragraphing are followed as prescribed under GENERAL.

The short Memorandum Form No. 64 is used if the body of the memorandum is short.

The command line (if one is used) is indented five spaces and typed in all caps two lines below the last line of the body.

The signature follows five or six lines below and is typed in all caps. Since the title appears in the heading, it is omitted at the close.

Enclosures are listed two lines below the signature and title, and typed flush with the left-hand margin. They appear on the original and all copies.

Information copies are indicated two lines below the last written line, which may be the signature line or the enclosures listing. The notation is made on all carbons retained in the Agency; however, if the dictator so directs, it is also noted on the original and "courtesy" copy.

Dropping two lines, the office symbol and identifying initials and date are typed on the original and all carbons of memoranda addressed to officials within the Agency. However, they are omitted on the original and "courtesy" copy when addressing the Director of Central Intelligence or his four Deputies, and also when addressing officials of other Government agencies and departments.

Page numbering. The first page is not numbered; however, subsequent pages are numbered consecutively with Arabic numerals, and centered one inch or so above the bottom of the page.

Place classification following the prescribed regulations. (CIA Security Regulations.)

Prepare routing slip, receipt, and envelope, if necessary.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

15 September 1951

MEMORANDUM FOR: Director of Personnel  
National Security Council

ATTENTION: Mr. Michael O'Rourke

SUBJECT: Clerical Training Program

1. This Agency is in the process of establishing a clerical training program. In view of the fact that your organization has had a similar program in effect for some time, it is felt that one of your training officers could be of assistance to us in setting up our courses. A tentative schedule of courses is enclosed.

2. It would be appreciated if you would send us the name and the telephone extension of this individual, so that we may contact him.

JOHN R. DOE  
Director of Training

1 Encl.	)	Typed on original
Tentative Schedule	)	and all carbons.
O/TR/JRD:xyz (date dictated)	)	
Distribution:	)	Typed on all carbons,
1 - Admin. Files (yellow)	)	except the "courtesy"
1 - Personnel	)	copy.
1 - Pool	)	

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

15 September 1951

MEMORANDUM FOR: Director  
Federal Bureau of Investigation  
ATTENTION: Mr. C. D. Long  
SUBJECT: Letter from Mrs. John Jones,  
Selbyville, Kentucky

1. The attached communication is referred to your office for such action as may be necessary.
2. The writer has been notified of this reference.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN R. DOE  
Colonel, GSC  
Security Officer

1 Encl. )  
Ltr dtd 30 May 1951 )  
fr Mrs. John Jones ) Typed on original and  
all carbons.  
OS/JRD:xyz (date dictated) )  
Distribution: )  
Orig. and 1 - Addressee ) Typed on all carbons,  
1 - Admin. Files (yellow) ) except on the "courtesy"  
1 - SCS ) copy.  
1 - Chrono )

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE  
Assistant Director  
Collection and Dissemination

OCD/JRD:xyz (date dictated) )  
Distribution: ) Typed on carbons only.  
1 - Chrono )  
1 - Admin. Files (yellow) )

- 16 -

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)  
ATTENTION: Asst. Deputy Director (Administration) (General)  
SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of  
OCD were queried as to their desires in changing the present  
office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed  
the change was influenced by the fact that the present working  
hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the  
office hours of the IAC agencies.

JOHN R. DOE  
Assistant Director  
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - ADD/A/G  
1 - Admin. Files (yellow)  
1 - Chrono

)  
)  
) Typed on original and all  
) carbons, except when  
) addressing the Director  
) or his four Deputies.

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Comptroller

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE  
Assistant Director  
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Comptroller  
1 - Admin. Files (yellow)  
1 - Chrono

)  
)  
) Except when addressing  
) the Director or his  
) four Deputies, type  
) on original and all  
) carbons.



(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Deputy Director (Administration)  
SUBJECT: Change in Office Hours  
REFERENCE: Bureau of the Budget Circular No. 10,  
dated 10 May 1951

1. Upon an oral request from your office, members of  
OCD were queried as to their desires in changing the present  
office hours to 8:00 A.M. - 4:30 P.M. The result was as  
follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed  
the change was influenced by the fact that the present work-  
ing hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly  
to the office hours of IAC agencies.

JOHN R. DOE  
Assistant Director  
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Admin. Files (yellow)  
1 - Chrono

)  
)  
) Except when addressing the  
) Director or his four Deputies,  
) type on original and all carbons.

(USE PLAIN BOND STATIONERY)

15 September 1951

MEMORANDUM FOR: Comptroller  
Personnel Director  
Chief, Administrative Service

SUBJECT: Change in Office Hours

REFERENCE: Bureau of the Budget Circular No. 10,  
dated 10 May 1951

1. Upon an oral request from the Deputy Director (Administration), members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE  
Assistant Director  
Collection and Dissemination

OCD/JRD:xyz (date dictated)

Distribution:

1 - Admin. Files (yellow)  
1 - Chrono

)  
)  
) Typed on original and all  
) carbons, except when  
) addressing the Director or  
) his four Deputies.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)

DATE: 15 September 1951

FROM : Asst. Director for Collection and Dissemination

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours, i.e., 8:30 A.M. - 5:00 P.M., conform more uniformly to the office hours of the IAC agencies.

JOHN R.DOE

OCD/JRD:xyz (date dictated)

Distribution:

- 1 - Admin. Files (yellow)
- 1 - Chrono

}  
} Typed on original and  
} all carbons.  
}

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)  
THRU : Comptroller  
FROM : Asst. Director for Collection and Dissemination

DATE: 15 September 1951

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated) )

Distribution: )

1 - Comptroller )

1 - Chrono )

1 - Admin. Files (yellow) )

Typed on original and  
all carbons.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service  
ATTN : Chief, Building and Maintenance Division  
FROM : Assistant Director, OCD

DATE: 15 September 1951

SUBJECT: Change in Office Hours

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated)

Distribution:

- 1 - Comptroller
- 1 - Chrono
- 1 - Admin. Files (yellow)

Typed on original and all carbons.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Asst. Deputy Director (Administration)  
THRU : Comptroller  
FROM : Asst. Director for Collection and Dissemination

DATE: 15 September 1951

SUBJECT: Change in Office Hours

REFERENCE: Memo dtd 18 June 1951 fr Personnel Director to Chief,  
Organization and Methods Service.

1. Upon an oral request from your office, members of OCD were queried as to their desires in changing the present office hours to 8:00 A.M. - 4:30 P.M. The result was as follows:

Yes: 24 (in favor of a change)

No: 20

2. The decision of several of the persons who opposed the change was influenced by the fact that the present working hours conform more uniformly to the office hours of the IAC agencies.

JOHN R. DOE

OCD/JRD:xyz (date dictated) )  
Distribution: )  
1 - Comptroller )  
1 - Chrono )  
1 - Admin. Files (yellow) )

Typed on original and  
all carbons.

THE LETTER

When to Use the Letter Form

The letter form is used when addressing the following:

1. Executive Offices of the President.
2. Members of Congress.
3. Officials of Government departments and agencies, except when the memorandum form is used.
4. Private individuals.
5. Private organizations.

How to Prepare a Letter

Set the margins, following the "framed picture" format.

The date (if it is to be entered) is placed in accordance with the length of the letter in the upper right-hand corner, flush with the margin.

Five lines below the date line, enter the address in block form and single spaced.

Dropping two lines, the salutation is typed. For example,

Mr. John Doe  
814 Sheridan Street, N.W.  
Atlanta, Georgia

Dear Mr. Doe:

The body of the letter is started two lines below the salutation.

Single spacing is used, except when the letter is very short, in which case double spacing is used. Paragraphs are indented five spaces and are not numbered. Subparagraphing is to be avoided.

Two lines below the last line of the body, type the complimentary close.

Dropping five or six lines, the signature is typed in initial caps only. The title of the official is centered in respect to the signature, and is typed one line below in initial caps.

Two lines below the signature, the enclosures are listed flush with the left-hand margin. They are typed on the original and all carbons.

Two lines below the signature or the enclosures listing the information copies are indicated, typed flush with the left-hand margin.

Dropping two lines, the identifying office symbol and initials of the dictator and secretary and date are typed on the carbons only. These never appear on the original and "courtesy" copy.

Stamp classification, if any, according to the current CIA Security Regulations.

Prepare routing slip, receipt, and envelope, if necessary.



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

15 September 1951

The Honorable Richard B. Randolph  
United States Senate  
Washington 25, D. C.

Dear Senator Randolph:

In accordance with the telephoned request from your office yesterday, I am herewith enclosing CIA application forms. If you will ask Mr. John Smith to complete these forms and return them to me, I shall be glad to have his qualifications and background considered in the light of current vacancies, and to keep you advised of the progress of his application.

Sincerely yours,

JOHN R. DOE  
Legislative Counsel

2 Encl.

- 1. Form No. 38-1
- 2. Form No. 38-1A

cc: Director, Federal Bureau  
of Investigation

) Typed on all carbons retained  
) in CIA. Typed on original  
) and "courtesy" if so desired  
) by dictator.

XYZ/JRD:xyz (date dictated

Distribution:

- 1 - Admin. Files (yellow)
- 1 - Personnel
- 1 - Stayback

) Typed on all carbons retained  
) in CIA.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

15 September 1951

The Honorable Clarence Cambell  
U. S. House of Representatives  
Washington 25, D. C.

Dear Mr. Cambell:

25X1A This is to acknowledge receipt of your letter of  
15 May 1951, on behalf of [redacted] who has  
applied for a position with this Agency.

25X1A [redacted] has been requested to complete some  
necessary personnel forms. As soon as these have been  
received, and a determination has been made as to whether  
there is a suitable vacancy for him, we shall be glad to  
let you know.

With appreciation for your interest in the Central  
Intelligence Agency, I remain

Sincerely yours,

JOHN R. DOE  
Legislative Counsel

XYZ/JRD:xyz (date dictated)

Distribution:

- Orig. and 1 - Addressee
- 1 - Admin. Files (yellow)
- 1 - Personnel w. basic
- 2 - Chrono

}  
} Typed on all carbons,  
} except on the "courtesy"  
} copy.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

15 September 1951

Mrs. John Jones  
134 East Pines Street  
Selbyville, Kentucky

Dear Mrs. Jones:

Thank you for your letter of 20 May 1951. It has been referred to the Federal Bureau of Investigation, since that Bureau is primarily interested in the internal security of the United States.

Sincerely yours,

JOHN R. DOE  
Colonel, GSC

XYZ/JRD:xyz (date dictated) )

Distribution: )

Orig. - Addressee )

1 - Admin. Files (yellow) )

1 - SCS )

1 - Chrono )

Typed on all carbons.

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Mr. William F. Schaub  
132 Old State Building  
Washington 25, D. C.

Dear Mr. Schaub:

Reference is made to Mr. Miller's recent discussion with Mr. Saunders relative to a change in the schedule of work hours for the Central Intelligence Agency.

On the basis of experience during the last few months in conforming with the schedule of hours previously approved by the Bureau of the Budget, it has been determined that a change in the schedule of hours from 8:30 A. M. to 5:00 P. M. will be more practical and advantageous to the Agency. Also, a recent survey indicates that the employees of the Agency are overwhelmingly in favor of returning to these hours of duty. It is, therefore, requested that the hours of duty for this Agency be changed from 8:00 A. M. - 4:30 P. M. to 8:30 A. M. - 5:00 P. M. on a permanent basis.

Yours very truly,

JOHN R. DOE  
Deputy Director

XYZ/JRD:xyz (date dictated) )  
Distribution: )  
Orig. and 1 - Addressee ) Typed on all carbons,  
1 - Admin. Files (yellow) ) except on the "courtesy"  
2 - DD/A ) copy.  
1 - Comptroller )

SPECIAL INSTRUCTIONS FOR THE PREPARATION OF CORRESPONDENCE  
FOR THE SIGNATURE OF THE DIRECTOR AND DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Stationery

The stationery used is that of the Director of Central Intelligence, or the Deputy Director of Central Intelligence.

Number of Copies

1. Original and 1 - Addressee. (If the addressee is a Government agency official or a Congressman. Do not send a "courtesy" copy to private individuals or organizations.)

2 - Signer.

1 - Yellow. Admin. Files. (Top Secret material will not be forwarded to Admin. Files. Therefore, if the material is TS, this line will read: 1-TSC.)

1 - For return to originating office  
(Example: AD/NE).

Any additional copies as required for internal distribution.

Date

The date is omitted.

Format

The format is the same in all CIA correspondence.

Complimentary Close

If the Director of Central Intelligence is signing, the complimentary close is "Sincerely." If the Deputy Director of Central Intelligence is signing, the complimentary close is "Sincerely yours."

Signature

The name is centered in respect to the complimentary close, and the title is centered in respect to the name. Both are typed in lower case, initial caps.

Enclosures

The enclosures are typed on the original and all carbons, following the same regulations as set forth for all CIA correspondence.

Information Copies

Information copies are indicated on all carbons retained in the Agency. However, if the dictator so desires, the notation may be made on the original and "courtesy" copy also.

Distribution

Distribution is noted on all carbons retained in the Agency.

Classification

The classification is stamped in accordance with the current CIA Security Regulations.

Routing slips, receipts and envelopes

Routing slips

Prepare routing slips. Routing slips are prepared completely.

Receipts and envelopes

Receipts and envelopes are prepared in accordance with the current CIA Security Regulations.

All correspondence prepared for the signature of the Director of Central Intelligence or the Deputy Director of Central Intelligence, is to be complete with proper envelopes, addresses, room numbers, receipts, and if necessary, postage slips (Form No. 35-11). It is forwarded with all carbons and basic material to the Executive Registry, Administration Building.

Top Secret Material

If the material is Top Secret, the TS number is typed in the upper right-hand corner on the original and all carbon copies. If the classification is below Top Secret, a number will be given by the Executive Registry upon its receipt of the correspondence. Also, if the classification of the correspondence is below Top Secret, no number other than the ER number should be on outgoing correspondence.



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

Mr. John Doe  
1905 Row Street, N.W.  
Washington 16, D. C.

Dear Mr. Doe:

Here is a list of books on Mexico which we thought might be of interest to you. You have probably already read most of them but there may be a few that you will find of value.

It was a great pleasure talking with you last week and I hope that I will have the opportunity of meeting you again sometime in the future.

With best personal regards,

Sincerely,

Walter B. Smith  
Director

Enclosure	)	Typed on original and all carbons.
ORR/WOL:xyz (date dictated)	)	
Distribution:	)	Typed on all carbons.
2 - Signer	)	
1 - Admin. Files (yellow)	)	



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Mr. John Doe  
1905 Row Street, N.W.  
Washington 16, D. C.

Dear Mr. Doe:

Here is a list of books on Mexico which we thought might be of interest to you. You have probably already read most of them but there may be a few that you will find of value.

It was a great pleasure talking with you last week and I hope that I will have the opportunity of meeting you again sometime in the future.

With best personal regards,

Sincerely yours,

JOHN R. DOE  
Deputy Director

Enclosure	)	Typed on original and all carbons.
ORR/WOL:xyz (date dictated)	)	
Distribution:	)	Typed on all carbons.
2 - Signer	)	
1 - Admin. Files (yellow)	)	



EXAMPLES OF ADDRESSES AND CLOSES

<u>ADDRESSEE</u>	<u>LETTER ADDRESS</u>	<u>SALUTATION AND CLOSE</u>
The President	The President The White House	Dear Mr. President:  Respectfully yours,
Secretary to the President	The Honorable John Doe Secretary to the President The White House	Dear Mr. Doe:  Sincerely yours,
Secretary to the President with Military Rank	Major General John Doe Secretary to the President The White House	Dear General Doe:  Sincerely yours,
Director of the Bureau of the Budget	The Honorable The Director of the Bureau of the Budget Bureau of the Budget Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
Secretaries of State, Defense, the Army, the Navy, the Air Force	The Honorable The Secretary of Defense Department of Defense Washington 25, D. C.	Dear Mr. Secretary:  Sincerely yours,
Secretaries of Treasury, Agricul- ture, Interior, Commerce, and Labor	The Honorable The Secretary of Labor Department of Labor Washington 25, D. C.	Dear Mr. Secretary:  Sincerely yours,
Head of Department of Justice	The Honorable The Attorney General Department of Justice Washington 25, D. C.	Dear Mr. Attorney General:  Sincerely yours,
Head of Post Office Department	The Honorable The Postmaster General Post Office Department Washington 25, D. C.	Dear Mr. Postmaster General:  Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Heads of: General Accounting Office Government Print- ing Office Library of Congress National Archives	The Honorable John Doe Comptroller General General Accounting Office Public Printer Government Printing Office Librarian of Congress Library of Congress Archivist of the United States National Archives Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
Head of Independent Office	The Honorable John Doe Administrator, Federal Security Agency Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
Head of agency subordinate to department of inde- pendent office	The Honorable John Doe Governor, Farm Credit Administration Department of Agriculture Washington 25, D. C.	Dear Mr. Loe:  Sincerely yours,
President or Chairman of Board or Commission	The Honorable John Doe President, Board of Commissioners of the District of Columbia Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
President of the Senate	The Honorable John Doe President of the Senate Washington 25, D. C.	Dear Mr. President:  Sincerely yours,
Committee Chairman United States Senate	The Honorable John Doe Chairman, Committee on (name of committee) United States Senate Washington 25, D. C.	Dear Senator Doe:  Sincerely yours,
Senator	The Honorable John Doe United States Senate Washington 25, D. C.	Dear Senator Doe:  Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Speaker of the House of Representatives	The Honorable John Doe Speaker of the House of Representatives Washington 25, D. C.	Dear Mr. Speaker:  Sincerely yours,
Committee Chairman House of Representatives	The Honorable John Doe Chairman, Committee on (name of committee) House of Representatives Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
Representatives	The Honorable John Doe House of Representatives Washington 25, D. C.	Dear Mr. Doe:  Sincerely yours,
The Chief Justice	The Chief Justice The Supreme Court Washington 25, D. C.	Dear Mr. Chief Justice:  Respectfully yours,
Justice of the Supreme Court	Mr. Justice John Doe The Supreme Court Washington 25, D. C.	Dear Mr. Justice:  Respectfully yours,
An American Ambassador	The Honorable John Doe American Ambassador London, England	Dear Mr. Ambassador:  Sincerely yours,
An American Consul General, Consul or Vice Consul	John Doe, Esquire American Consul General or American Consul, or American Vice Consul Paris, France	Dear Mr. Doe:  Sincerely yours,
Army Officer	(Title) John Doe, U.S.A. Department of the Army or Department of the Air Force Washington 25, D. C.	Dear (Title) Doe:  Sincerely yours,
Navy Officer	(Title) John Doe, U.S.N. Department of the Navy Washington 25, D. C.	Dear (Title) Doe: Dear Mr. Doe: (below Commander in Rank)  Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Governor of State	The Honorable John Doe Governor of Wisconsin Madison, Wisconsin	Dear Governor Doe:  Sincerely yours,
Mayor	The Honorable John Doe Mayor of Albany Albany, New York	Dear Mayor Doe:  Sincerely yours,
Doctor, President of a college or university	Dr. John Doe (Degree) President, (Institution) (Street Address) (City, State)	Dear Dr. Doe:  Sincerely yours,
Dean of a school	Dean John Doe School of Jurisprudence The University of Maine (City, State)	Dear Dean Doe:  Sincerely yours,
Professor	Professor John Doe (Name of School) (Street Address) (City, State)	Dear Professor Doe:  Sincerely yours,
Physician	Dr. John Doe (Street Address) (City, State)	Dear Dr. Doe:  Sincerely yours,
Lawyer	Mr. John Doe (Street Address) (City, State)	Dear Mr. Doe:  Sincerely yours,
Corporation	(Name of Company), Inc. (Street Address) (City, State)	Gentlemen:  Sincerely yours,

ADDRESSEE	LETTER ADDRESS	SALUTATION AND CLOSE
Clergymen:		
Catholic Cardinal	His Eminence John Cardinal Doe	Your Eminence:
Catholic Archbishop and Bishop	The Most Reverend John Doe	Most Reverend Sir:
Catholic Monsignor	The Right (or Very) Reverend Monsignor John Doe	Monsignor:
Catholic Priest	The Reverend John Doe	Reverend Sir:
Protestant Episcopal Bishop	The Right Reverend John Doe	Right Reverend Sir:
Protestant Episcopal Dean	The Very Reverend John Doe	Very Reverend Sir:
Other Clergymen	The Reverend John Doe	Reverend Sir:
Jewish Rabbi	Rabbi John Doe, or The Reverend John Doe	Sir:
		Respectfully yours,
<hr/>		
Other Civilians	Mr. John Doe Mrs. John Doe Miss Jane Doe Messrs. (full names) Mesdames (full names) Misses (full names) (Street Address) (City, State)	Dear Mr. Doe: Dear Mrs. Doe: Dear Miss Doe: Gentlemen: Dear Mesdames: Dear Mesdames:  Sincerely yours,
<hr/>		

- 40 -

DEFINITIONS

- Advice, advise - Advice is a noun meaning counsel or suggestion. Advise is a verb meaning to give counsel or guidance or suggestion.
- Affect, effect - Affect is a verb meaning to influence. Effect (verb) means to bring to pass or to accomplish. Effect (noun) means result.
- Better, best - Say the better of two things, the best of three or more.
- Buck slip - Official routing slip.
- Capital, capitol - Capital as a noun means principal sum, wealth in general, a principal city; as an adjective it means excellent, chief, leading, admirable. Capitol is the official building of a state or country; a statehouse. When capitalized, it means the building occupied by the Congress of the United States at Washington.
- Chain envelope - A chain envelope is an envelope properly lined so that it may be routed from office to office by courier or messenger. It is for internal use only, and may carry documents classified from restricted through secret. This envelope effects economy as it may be used many times.
- Consul, council, and counsel - A consul is an official representing a government in foreign countries. A council is a meeting or conference or consultation. Counsel is advice or an adviser, usually in legal matters.
- Continual, continuous - Continual means repeated in regular succession. Continuous means continuing without interruption.
- Courtesy copy - The extra copy of a memorandum or letter accompanying the original.
- Effect - See affect.
- Farther, further - Farther refers to distance; further to time, quantity, or degree.

DEFINITIONS - Continued

- Imply, infer - Imply means to intimate a meaning not expressed. Infer means to reach a conclusion or make a deduction.
- Indexes, indices - Both are correct as the plural of index.
- Inter-Agency - Between CIA and other departments or agencies of the Government.
- Intra-Agency - Between offices of CIA.
- Lay, lie - Lay means to place or put; lie means to recline, to remain inactive. The principal parts of lay are lay, laid, laid; the principal parts of lie are lie, lay, lain.
- Lend, loan - Lend is a verb. Loan is a noun.
- Principal, principle - Principal means chief, leader, or invested capital. As an adjective it means the highest in rank or importance. Principle is a noun only. It means truth, belief, policy.
- Regulations and Notices - The official CIA publications.
- Reproduction - The Reproduction Division where all duplicating work is done.
- Shall, will - To indicate simple futurity, use shall with the first person, and will with the second and third persons.  
To express determination, promise, or volition, use will with the first person and shall with the second and third persons.  
As,  
    Futurity,  
        Use shall with I and we  
        Use will with all other subjects  
    Determination, etc.:  
        Use will with I and we  
        Use shall with all other subjects
- Should, would - Follow the same rules as those that govern shall and will.
- Sit, set - Sit means to seat or to rest. Its principal parts are sit, sat, sat. Set means to place in position; to cause to sit. Its parts are set, set, set.



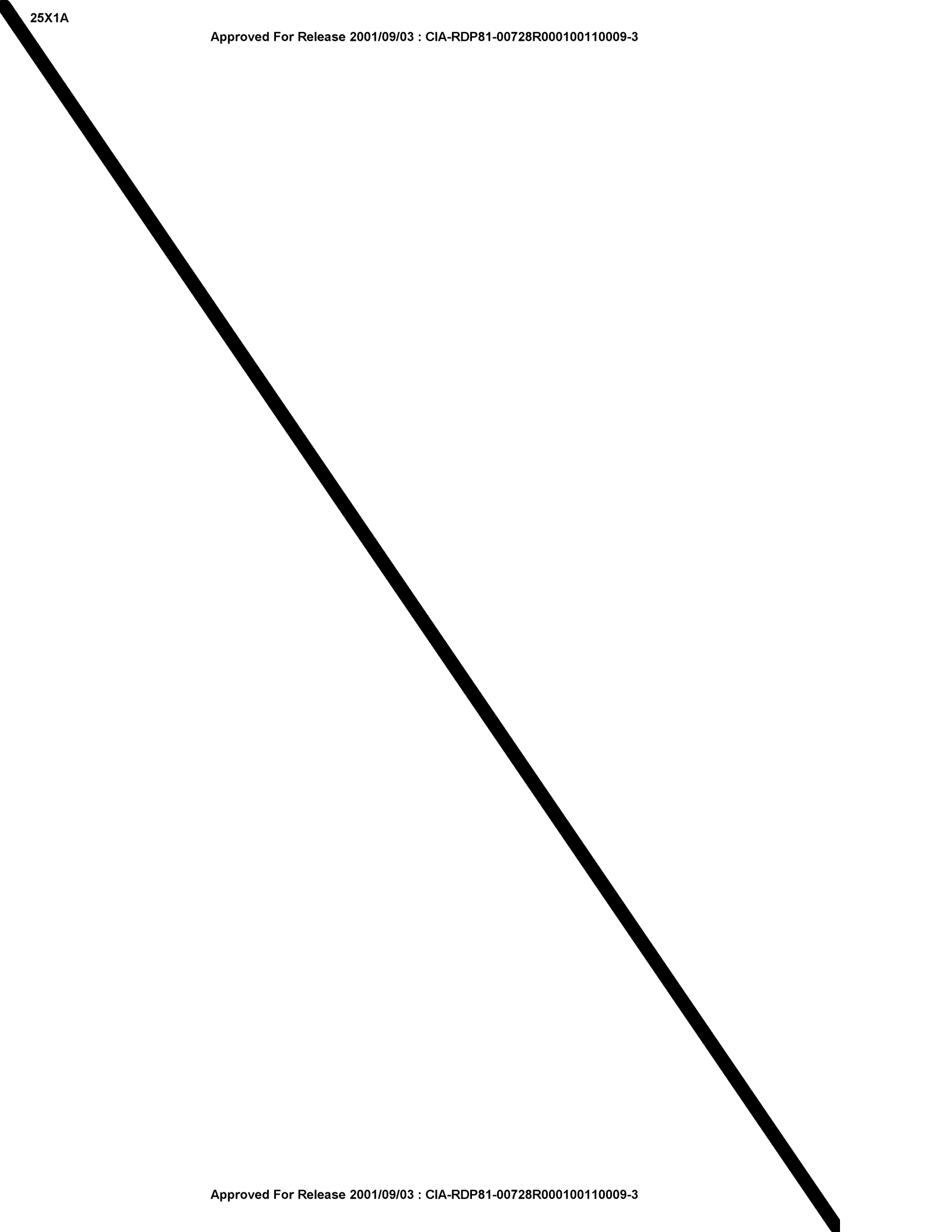
## LIST OF COMMONLY USED GOVERNMENT ABBREVIATIONS

IAC	- Intelligence Advisory Committee
NSC	- National Security Council
JCS	- Joint Chiefs of Staff
JIG	- Joint Intelligence Group
AEC	- Atomic Energy Commission
JIC	- Joint Intelligence Committee
USAF	- United States Air Force
BJSM	- British Joint Services Mission
CIA	- Central Intelligence Agency
GSUSA	- General Staff, U. S. Army
AC/S, G-1	- Office of the Assistant Chief of Staff
AC/S, G-2	- Office of the Assistant Chief of Staff
AC/S, G-3	- Office of the Assistant Chief of Staff
AC/S, G-4	- Office of the Assistant Chief of Staff
MATS	- Military Air Transport Service
MSTS	- Military Sea Transport Service
MB	- Munitions Board
MDW	- Military District of Washington
NSRB	- National Security Resources Board
NWC	- National War College
EOD	- Entered on Duty
COB	- Close of Business
PL	- Public Law
PHS	- Personal History Statement (form)
37-3	- Personnel Action Request (form)
T/O	- Table of Organization

LIST OF COMMONLY USED GOVERNMENT ABBREVIATIONS - Continued

IBM	- International Business Machines
T&A	- Time and Attendance (reports)
PRC	- Project Review Committee

Note: When any of the above, or similar abbreviations are to be used in text, you must first write them out fully and follow with the accepted abbreviations in parentheses. Further reference may then be made by using only the abbreviations.



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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

18 April 1952

SUBJECT: Use of Overtime and Sick Leave

1. The amount of sick leave taken by CIA personnel is high. This may be caused by adverse working conditions, such as crowded offices, poor ventilation, etc., or by continuous overtime. Frequent leaves of short duration not requiring a doctor's certificate would indicate that there may be an abuse of sick leave regulations.

2. The amount of overtime worked is also very high. While overtime may be required and justified under unusual conditions, it is important that it be kept to a minimum. Not only does it increase operational costs, but continuous and excessive overtime reduces employee productivity.



25X1A

25X1A

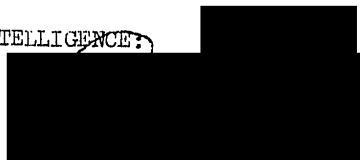
3. CIA Regulation No. [redacted] is called to the attention of all supervisors. It provides that:

- "(1) Overtime shall be kept to a minimum throughout the Agency with emphasis being placed upon full utilization of the normal official working hours of each employee.
- (2) Overtime will not be authorized except in those cases essential to meet emergency requirements and where it can be demonstrated that normal working hours are insufficient.
- (3) Office heads are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy."

4. Excessive overtime and the abuse of sick leave privileges affects the general efficiency of an office. To insure proper administration of these problems, a procedure is being developed for the periodic tabulation of overtime and sick leave for each employee and a summary report prepared. These reports will be reviewed by higher staff authority before being forwarded to the proper supervisors for appropriate action where there is an indication of abuse.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE, [redacted]

25X1A



WALTER REID WOLF  
Deputy Director  
(Administration)

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AR-0-0569

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Executive Registry

2-79-78

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Study of Sick Leave and Overtime Status

## DISCUSSION:

Reference to the above subject the following comment is made. While the record of sick leave taken and overtime worked by CIA employees appears to indicate some abuse of this matter it would be difficult after the employee has returned to work to prove such abuse. The most practical approach to the subject appears to be to take action to stop the abuses in the future. The best deterrent for abuses of this kind is for supervisors to review attendance cards and question those employees having bad sick leave records. Where answers are not convincing the employee should be warned that a continuance of frequent absences of this nature will be given consideration in rating the individuals efficiency. The fact that such records are being checked will have a very salutary effect on the individual's tendency to take advantage of the sick leave regulations.

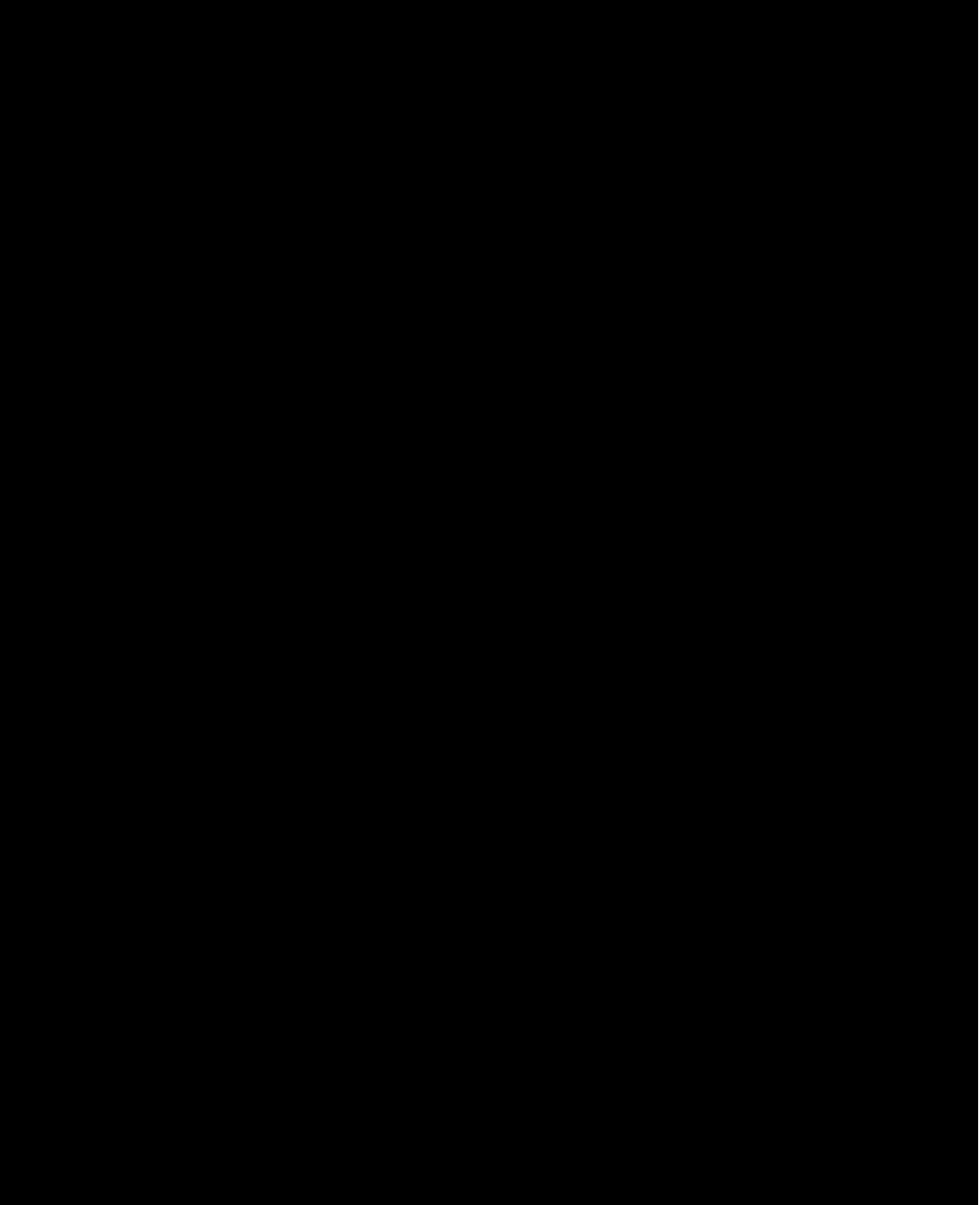
25X1A Reference the matter of overtime, the regulations on this subject read as follows: [REDACTED] (1) The normal official working hours for all activities of the Agency are from 0830 hours to 1700 hours Monday through Saturday. Office heads shall schedule Saturday duty for only those employees necessary to meet the requirements of their respective Offices."

25X1A [REDACTED]. (1) Overtime shall be kept to a minimum throughout the Agency with emphasis being placed upon full utilization of the normal official working hours of each employee. (2) Overtime will not be authorized except in those cases essential to meet emergency requirements and where it can be demonstrated that normal working hours are insufficient. (3) Office heads are charged with the personal responsibility for control and continued examination of overtime requirement to insure the effective application of this policy."

25X1A Existing regulations require supervisors to submit a request to work overtime to the Comptroller for approval in advance. A spot examination of some of these requests show that one of the main reasons cited for the overtime is the existing policy listed in CIA Manual Regu-[REDACTED] announcing that the normal work week includes Saturday. A

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- 2 -

major reason given in most of the other requests is that the office is understaffed and until additional personnel to carry their normal work load is employed, overtime is necessary. In view of these two major factors it is difficult to determine whether there is a real abuse of overtime within the Agency without questioning the basis upon which these requests are made. Whether it is necessary to go to this extent to determine abuses is questionable. Investigation of what abuses have occurred, if any, can only be time consuming and raise numerous inconclusive arguments. It would appear advisable that instead of review of past records that we adopt some procedure for curtailing abuses in the future. To accomplish this, it is necessary that some procedure be adopted which will impell supervisors to exercise a closer supervision over overtime. It is believed that the following will accomplish this desired result.

A procedure is now being developed using IBM equipment whereby a record of overtime and sick leave will be tabulated periodically for each individual and a summary report made. This report will be reviewed by the Comptroller for the affect overtime has on funds available and by the person in charge of personnel of the operating offices for management purposes prior to being furnished to the supervisors. The fact that such a record is being maintained and will be reviewed at a higher staff level before submission to supervisors will, in the opinion of the undersigned, accomplish the immediate desired results of holding sick leave and overtime to actual requirements.

## RECOMMENDATION:

It is recommended that a memorandum reading substantially as per the attached draft be published.

  
Auditor-in-Chief

25X1A

EMF/maw

Attachment

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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

15 April 1952


SUBJECT: Additional Withholding of Tax from Salaries upon Request  
of Employees.

1. Numerous employees have found that withholding of taxes from salary, based on the total number of exemptions to which they are entitled, does not deduct enough to satisfy their over-all income tax payment. Therefore, on recomputation at the end of the year, they find they are compelled to make a final cash payment.

2. For those who wish to avoid this situation, it is now possible to request that additional withholding of income tax be made by the Payroll Branch. This may be done by filing a revised Form W-4 (Employee's Withholding Exemption Certificate), which will indicate the basis for the increased deduction. Thus if an employee is entitled to a maximum of four exemptions, he may request the Payroll Branch to compute the withholding on the basis of 3, 2, 1 or 0 exemptions, thereby increasing the tax deduction accordingly. In those instances where the zero exemption will not provide sufficient tax deduction, the employee may insert in Column 2(c) of Form W-4 the notation "zero plus \$5.00" (or \$10.00 or any other multiple of \$5.00).

3. Form W-4 should be obtained through Administrative Officers of the employee's office and should be forwarded through such Administrative Officers to the appropriate Payroll Branch of the Finance or Fiscal Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

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AR. D. 0566

C-GS-0063

2 2

2 April 1952

MEMORANDUM FOR: Deputy Director (Administration)  
FROM : Comptroller  
SUBJECT : Additional Withholding of Tax from Salaries  
Upon Agreement by Employer and Employee

1. Attached hereto as Tab-A is Bureau of the Budget Circular No. A-26 which provides that employees may have additional tax withheld from their salaries by decreasing the number of exemptions claimed for tax withholding purposes, and by having additional deductions made in multiples of \$5.00 per pay period.

2. Attached as Tab-B is a proposed Agency notice setting forth the provisions of Circular A-26 and advising employees how they may request additional tax withholdings from their salaries.

3. It is recommended that Tab-B be approved for publication and release.

25X1A

[REDACTED]

E. R. SAUNDERS

Attachments

**RESTRICTED**

EXECUTIVE OFFICE OF THE PRESIDENT  
BUREAU OF THE BUDGET  
WASHINGTON 25, D. C.

March 25, 1952

CIRCULAR NO. A-26

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Additional withholding of tax on wages upon agreement  
by employer and employee (Section 1622 of Title 26,  
United States Code)



The Commissioner of Internal Revenue, with the approval of the Secretary of the Treasury, on March 7, 1952, prescribed regulations for the additional withholding of income tax, as authorized by law (Federal Register, March 8, 1952, 17 F. R. 2045).

In order to utilize pay tables to the maximum extent possible and minimize separate computations in pay roll and audit work, it is requested that the following policy be adopted when additional withholding of tax is involved.

1. Except as provided in paragraph 2, the amount of tax presently withheld plus the additional amount requested to be withheld each pay period shall conform to one of the amounts shown in the tax withholding tables as set forth in Section 1622 of Title 26 of the United States Code. In other words, if an employee now has three exemptions, he may request that an amount be withheld equivalent to "2," "1" or "0" exemptions.
2. In those cases where withholding is requested in excess of the amount provided by the "0" exemption, such excess amount shall be \$5 or multiples thereof for employees paid on a biweekly or less frequent basis and \$2 or multiples thereof for employees paid on a weekly basis.

By direction of the President:

FREDERICK J. LAWTON  
Director

(No. A-26)

FORM W-4  
(Revised October 1948)  
U.S. Treasury Department  
Internal Revenue Service

**EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE**  
(Collection of Income Tax at Source on Wages)

Employer: Keep this  
certificate in your  
files.

Print full name ..... Social Security No. ....

Print home address .....

FILE THIS FORM WITH YOUR EMPLOYER. Otherwise, he is required by law to withhold tax from your wages without exemption.

**HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS**

- I. If you are SINGLE, write the figure "1" . . . . .
- II. If you are MARRIED, one exemption is allowed for the husband and one exemption for the wife.
  - (a) If you claim both of these exemptions, write the figure "2" . . . . .
  - (b) If you claim one of these exemptions, write the figure "1" . . . . .
  - (c) If you claim neither of these exemptions, write "0" . . . . .
- III. Additional exemptions for age and blindness:
  - (a) If you or your wife will be 65 years of age or older at the end of the year, and you claim this exemption, write the figure "1"; if both will be 65 or older, and you claim both of these exemptions, write the figure "2" . . . . .
  - (b) If you or your wife are blind, and you claim this exemption, write the figure "1"; if both are blind, and you claim both of these exemptions, write the figure "2" . . . . .
- IV. If during the year you will provide more than one-half of the support of persons closely related to you, write the number of such dependents. (See instruction 3 on other side.) . . . . .
- V. Add the number of exemptions which you have claimed above and write the total . . . . .

I CERTIFY that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Dated ....., 194... e0-10-54717-2 (Signature) .....

1. **NEW EMPLOYEES.**—To receive the benefit of your withholding exemptions, file a withholding exemption certificate with your employer on or before beginning work. However, if you have more than one employer, it may be to your advantage to claim withholding exemptions with only one employer, in order to keep your tax currently paid.

2. **CHANGES IN EXEMPTIONS.**—You *may* file a new certificate at any time if the number of your exemptions **INCREASES**.

You *must* file a new certificate within 10 days if the number of your exemptions **DECREASES** for any of the following reasons:

(a) Your wife (or husband) for whom you have been claiming exemption is divorced or legally separated, or claims her (or his) own exemption on a separate certificate.

(b) The support of a dependent for whom you claimed exemption is taken over by someone else, so that you no longer expect to furnish more than half the support for the year.

(c) You find that a dependent for whom you claimed exemption will receive \$500 or more of income of his own during the year.

**OTHER DECREASES** in exemption, such as the death of a wife or a dependent, do not affect your withholding until the next year, but require the filing of new certificates by December 1 of the year in which they occur.

For further information about changes in exemption resulting from marriage, divorce, legal separation, birth, death, new dependents, old age, blindness, etc., consult your local collector of internal revenue or your employer.

3. **DEPENDENTS.**—To qualify as your dependent (line IV on other side), a person must (1) receive more than one-half of his or her support from you for the year, (2) have less than \$500 of income of his or her own during the year, and (3) be closely related to you. "Closely related" means that the person is—

Your son or daughter (including legally adopted children), or their descendants; stepson, stepdaughter, son-in-law, or daughter-in-law;

Your father, mother, or ancestor of either; stepfather, stepmother, father-in-law, or mother-in-law;

Your brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, or sister-in-law;

Your uncle, aunt, nephew, or niece (but not if related only by marriage).

Do not claim a citizen of a foreign country as a dependent unless he or she is a resident of the United States, Canada, or Mexico.

4. **PENALTIES.**—Penalties are imposed for willfully supplying false information or willful failure to supply information which would reduce the withholding exemption.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

14 April 1952

[REDACTED]  
25X1A

SUBJECT: Addressing of Inter-Office Mail

1. Reports received from the Mail Control Section reveal that the courier-messenger service is experiencing difficulties in the delivery of interoffice mail due to insufficient or incorrect addressing.

2. Personnel responsible for the preparation of mail and package material should provide the following information in the preparation of each address:

- a. Office of Origin.
- b. Office Designation of Addressee (position title or name may be added if desired).
- c. Building Designation.
- d. Room Number.

3. In the few instances where it is necessary to expedite delivery, the envelope or package may be marked "Direct Delivery" or "Deliver to Addressee"; in addition to information required in paragraph 2, above.

4. In the future mail or package material not addressed pursuant to these instructions will be returned to the office of origin for completion or correction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

25X1A

NOTICE

10 April 1952

SUBJECT: Wearing of Uniform by Military Personnel in the  
Washington Area.

Wearing of the uniform in the Washington area by military personnel on duty with CIA shall be optional, except that Assistant Directors or Office heads may direct that individuals shall not wear their uniforms while engaged in specific and unusual missions which, for security or other reasons, would make wearing of the uniform inappropriate.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

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1006 I

AR-D-0430A

Executive Registry  
2-7385

29 March 1952

25X1A

MEMORANDUM FOR: 

1. From your notation to Colonel Edwards on the buck slip I assume that you are handling this.
2. My thoughts are these:
  - a. The Chief, Military Personnel Division, should not have issued a memorandum to the Chiefs of Divisions, Branches, and Offices on such a controversial subject.
  - b. The policy should be clearly established and spelled out in an Agency Notice.
  - c. I concur with the principles expressed in Colonel Edwards' memorandum.
3. Would you please follow this through and prepare a draft Notice. Please expedite.

25X1A



L. K. WHITE

- 2 Att.
- Att 1 - Memo dtd 27 Mar 52 fr Sec Off to DD/A thru Col White, sub: "Wearing of Uniform by Mil Pers."
  - Att 2 - Memo dtd 21 Mar 52 to DD/A fr AD/PC thru DD/P, same sub, w/att.

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AR-0-0430

STANDARD FORM NO. 64

CONFIDENTIAL  
SECURITY INFORMATION

100-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
ATTN: Colonel White  
FROM : Security Officer/CIA

DATE: 27 March 1952

SUBJECT: Wearing of Uniform by Military Personnel

Reference: Attached Memo from ADPC

25X1C

1. There is no over-riding security reason to prevent military personnel who are assigned to CIA in Washington from wearing uniforms. There will be occasions when military personnel should not wear the uniform, such as a case [REDACTED] There will be a few cases even in Washington where certain military personnel should not wear the uniform habitually for both policy and security reasons. There will be frequent [REDACTED]

25X1A

2. I feel strongly that military personnel are still "soldiers" whether or not they are assigned to CIA and will jolly well do what they are ordered to. There is no problem in the case of military officers as they buy their uniforms anyway and civilian clothes are far less expensive. It is acknowledged that enlisted men who can not wear the uniform for security reasons should be given an allowance for civilian clothing.

[REDACTED]

25X1A

SHEPHERD EDWARDS  
Colonel, GSC

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SECURITY INFORMATION


Executive Registry
2-7159

MAR 21 1952

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATOR)  
THROUGH: Deputy Director (Plans)  
SUBJECT: Wearing of the Uniform by Military Personnel

1. Your attention is invited to the attached memorandum from the Chief MPD.
2. The subject memorandum fails to establish definitely a policy for the wearing of the uniform by military personnel and implies that civilian clothes are to be worn due to security reasons.
3. In order to comply with this memorandum, military personnel purchase civilian clothing which they would not require under normal circumstances. This means additional expense and may adversely affect the morale of military personnel. Nor need security be violated by the appearance of military men in Headquarters in Washington.
4. It is therefore requested that the wearing of the uniform be made optional for all military personnel and a firm policy statement to that effect published.

25X1A

  
KILBOURNE JOHNSTON  
Assistant Director for  
Policy Coordination

1 Attachment

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ILLEGIB

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100110009-3

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100110009-3

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

25X1A

NOTICE  
[REDACTED]

12 April 1952

SUBJECT: Shuttle Service

1. The existing shuttle schedule between CIA buildings and the Pentagon is rescinded effective close of business Monday, 14 April 1952.
2. The new schedule to be effective Tuesday, 15 April 1952 will provide service every ten (10) minutes between North Building and Quarters "Eye", and change the route of operation between these points. Busses will operate South Bound via Constitution Avenue to 17th Street thence via rear of Buildings "I", "J", "K" and "L" to Memorial Circle thence to Quarters "Eye". There will be no change in the route returning from Quarters "Eye" to North Building.
3. The busses between "L" Building stop at Memorial Circle and the Pentagon will continue to operate every fifteen (15) minutes.
4. The new schedule will be distributed separately.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
[REDACTED]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

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25X1A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

9 April 1952

SUBJECT: Requisition Procedure

25X1A

1. Requisitions for supplies, equipment and services, (other than those provided by Administrative Service), will be prepared in accordance with the attached procedure, which will be incorporated in the [REDACTED] of the CIA Manual at a later date.

2. This procedure supersedes instructions contained in Paragraphs A and B, Part III, on page iv of the Office Supply and Equipment Catalog.

3. The Procurement Office (Control Group) Ext. 3491, may be contacted for any assistance or additional information which may be required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

1 Attachment

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Security Information

REQUISITION PROCEDURE

SECTION I

Operational Material

1. Preparation of Requisitions

- (a) Requisitions for equipment, supplies and services (other than those provided by Administrative Services) will be prepared on Requisition Form No. 36-125, "Master Ditto", by the requesting office. A carbon copy will be retained by the requesting office pending receipt of a reproduced copy from the Procurement Office (Control Group).
- (b) A separate requisition will be prepared for each Supply Stock Account, or if not listed in the catalog, a separate requisition for each different major commodity, i.e., Ordnance Supplies, Quartermaster Supplies, Medical Supplies, Communications Supplies, etc.
- (c) Item numbers for each requisition will be run consecutively for all items covered under one shipment or delivery.
- (d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the requesting office as listed in the Voucher Register.
- (e) Requisitions will be forwarded to the Procurement Office (Control Group) via the necessary approving Offices in accordance with existing internal regulations, with Form No. 36-4 (Request for Shipment) in quintuplicate. In the event the nature of the material does not necessitate the classification of the requisition, no classification will be indicated thereon. All classified information relative to the packing, movement, consignee, method of shipment, etc., will be filled in on Form No. 36-4. Upon receipt of Form No. 36-4 and assignment of Cargo Number, one copy will be transmitted to the Chief, Shipping Branch, Transportation Division, Administrative Services, by the Procurement Office.

2. Voucher Registers

Pre-printed Voucher Registers (loose leaf type) will be maintained by:

- (a) Each requisitioning officer for numbers applicable to his Office.
- (b) Each Supply Stock Accountable Officer for Requisitions handled by his Office.
- (c) Control Group, Procurement Office, for all requisitions.

-1-  
SECRET  
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Security Information

Requisition numbers for Supply Stock Accounts will be recorded as a credit or debit voucher to the Supply Stock account in the Voucher Register.

3. Property Transfers

Property Transfers and/or property record adjustments may be made by the use of a requisition number for the voucher number, to be assigned by each action office from the block of numbers available from the Voucher Register.

-2-

SECRET

Security Information

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Security Information

SECTION II

Domestic Material

1. Preparation of Requisitions

Requisitions for equipment, supplies and services (other than those supplied by Administrative Services) will be prepared on Form No. 36-7, regular or master ditto, by the requesting office, as follows:

(a) For supplies in the Supply Stock Account Catalogs:

Separate requisitions will be prepared on the regular Form No. 36-7 in the number of copies outlined below and forwarded by the Building Accountable Officer to the Supply Stock Account, unless nature of the material requires prior approval as indicated in paragraph 1 (c), below. One copy of each requisition issued will be forwarded direct to the Control Group, Procurement Office, for filing in the chronological file.

Supply Stock Account #1 - Original and 6 copies  
Supply Stock Account #2,3 and 6 - Original and 2 copies  
Supply Stock Account #4 - Original and 4 copies  
Supply Stock Account #5 - Original and 3 copies

(The above is accomplished by Building Accountable Officers where they have been installed.)

(b) For supplies or services which require Purchase or Contract Action:

Requisitions will be prepared on Form No. 36-125 "Master Ditto" by the requesting office and forwarded to the Procurement Office (Control Group) via the Building Accountable Officer for action, except as specified in 1 (c), below. A carbon copy will be retained by the Building Accountable Officer to hold in suspense pending receipt of a reproduced copy to be returned by Procurement Office (Control Group). A separate requisition will be prepared for each major commodity, i.e., Communications Supplies, Photographic Supplies, Household Supplies, Office Supplies, Ordnance Supplies, etc.

(c) Requisitions for the following types of materials must be forwarded through the Office as indicated below for approval prior to the issuance of material by the Supply Stock Account:

Class "A" "B" Furniture - Chief, Procurement Office  
Ordnance Supplies and Equipment - Chief, Procurement Office  
Surveillance Equipment - Assistant Director for Special Operations  
(Attn. Chief, OAD)  
Communications Supplies and Equipment - Director of Communications  
Medical Supplies and Equipment - Chief, Medical Staff  
Business Equipment and Machines which - Advisor for Management  
have not been previously approved for  
General Agency use.

SECRET  
Security Information

(d) Each requisition will be assigned a requisition number at the time of origination from a block of numbers provided the Building Accountable Officer as listed in the Voucher Register.

2. Voucher Registers and Property Transfers.

Same as paragraphs 2 and 3, Section I.

SECRET  
Security Information

-4-





SECRET

*received*  
4-7-51  
September 1951

25X1A

PROJECT REVIEW COMMITTEE PROCEDURES MEMORANDUM NO. 2

SUBJECT: Submission of projects for PRC consideration.

25X1A

REFERENCE a.: CIA [REDACTED]

b.: Project Review Committee Procedures, dated 15 May 1951, issued over the signature of DDCI.

1. The procedural and presentation requirements of reference (b) are intended primarily to assure the PRC of sufficient information to judge the following basic questions:

a. Policy

- (1) Does this project profitably contribute to the accomplishment of a previously approved policy and program objective; or,
- (2) If approval of the project is, in effect, authorization of a new policy and program objective, (a) have others concerned, within or outside CIA, been sufficiently consulted? And (b) is approval now justified as a matter of policy?

b. Support

- (1) Does the project presentation affirmatively show that adequate support plans are tentatively established and ready for execution upon approval of the project? or,
- (2) If the project presentation shows in detail the prospect of support deficiencies which subordinate planning has been unable to provide for, what CIA action, if any, is possible to cover such deficiencies?

2. To insure as fully as possible that PRC may determine these questions without further DCI level staff analysis and action, the office submitting the project is requested to cover each project submitted with a memorandum brief (maximum 2 pages) setting forth the following:

a. Policy

- (1) A brief statement of the nature and extent of policy and program approval relied upon as authorization for the detailed action proposed in this project.

SECRET

-1-

SECRET

- (2) Alternatively, in the case in which such prior policy and program approval has not been established, a clear statement of the policy and program objective which will be established by approval of this project and a statement of the coordination which has been obtained concerning such objective.
- (3) In either case, a brief statement showing how this project target and the proposed operational detail will contribute profitably to such general policy and program purpose.

b. Support

- (1) A summary statement showing logistic support requirements of men, money, materiel, and support facilities, as well as operational support facilities and services such as cover, communication, TSS, etc., in quantity and phasing required for this project.
- (2) Affirmation that operational support and facility requirements have been developed, in consultation with the staff and service elements concerned, and are assured in accordance with the operational phasing of the project.
- (3) Affirmation that the logistic support requirements have been planned for, in consultation as necessary with CIA staff and service elements, and are assured in accordance with the operational phasing of the project.
- (4) As an alternative to (2) or (3) preceding, the presentation may state why it has been impossible to plan assured operational support or logistic support, reciting further action required from PRC, and reciting any reasons of unusual urgency which justify PRC action in this respect.

c. Coordination

A brief statement as to the coordination which has been accomplished with other offices within the Agency, or with persons or offices outside of the Agency.

SECRET

3. The Recording Secretary of the PRC will return without action all project submissions which do not comply with the requirements of this memorandum.



25X1A

Deputy Director of Central Intelligence

-3-

SECRET

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

7 April 1952

SUBJECT: Leave on Good Friday.

The Director desires that all employees who wish to attend religious services on Good Friday, 11 April 1952, 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.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

WALTER REID WOLFE  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

[REDACTED]

25X1A

Executive Registry

2-7738

AK-D-6575

THE WHITE HOUSE  
WASHINGTON

April 4, 1952

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

A Committee serving under the Chairmanship of Reverend Dr. Charles W. Lowry is working to secure voluntary cooperation of employers by permitting employees to participate in observance of the three hours from twelve noon to three o'clock on Good Friday.

It is suggested that government departments and agencies cooperate with this effort over the Nation by permitting employees in both the departmental and field service to be absent on annual leave so far as practicable in all cases where the employees desire to attend religious services.



DONALD S. DAWSON  
Administrative Assistant  
to the President

**Next 1 Page(s) In Document Exempt**

RESTRICTED  
Security Information  
CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A NOTICE  
[Redacted]

2 April 1952

SUBJECT: Political Activity of CIA Personnel

1. This being a Presidential election year, all CIA personnel should bear in mind the provisions of the Hatch Act restricting political activity by employees of the Executive Branch of the Federal Government.

2. Under the Hatch Act, employees of this Agency may not

a. Use official authority or influence for the purpose of interfering with an election or affecting its results.

b. Take an active part in political management or in a political campaign.

3. For guidance in a specific case, employees should consult the pamphlet prepared by the United States Civil Service Commission entitled, "Political Activity of Federal Officers and Employees", copies of which have been furnished to Deputy Directors, Assistant Directors, and Office heads. If any employee is unable to find the answer to his specific question in this pamphlet, he should consult the Office of the General Counsel, [Redacted] Extension 621.

25X1A

4. All personnel are reminded of the provisions of CIA Regulation [Redacted] which requires the prior security clearance of publications or speeches.

25X1A

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

WALTER REID WOLF  
Deputy Director  
(Administration)

[Redacted Stamp]  
25X1A

DISTRIBUTION NO. 3

RESTRICTED  
Security Information



2 April 1952

MEMORANDUM FOR: Deputy Directors  
Assistant Directors  
Office Heads

Referring to the attached Notice, there is transmitted  
herewith a copy of the Civil Service Commission pamphlet, "Political  
Activity of Federal Officers and Employees."

25X1A

Enclosure: 1 pamphlet  
CIA Notice No. [REDACTED]

DISTRIBUTION NO. 1

*Office Memorandum* • UNITED STATES GOVERNMENT


TO : ADD/A  
FROM : Office of General Counsel  
SUBJECT: Hatch Act

DATE: 25 March 1952

1. Following our conversation of yesterday, I have prepared a brief notice referring employees to the pamphlet of the Civil Service Commission.

2. I have asked a member of the Commission's legal staff to send me a hundred copies of this pamphlet so that it may be distributed through the division level.

25X1A



Assistant General Counsel

OGC/JFBM, JR/mb

Distribution:

Orig - Add  
2 - OGC

Enclosure:

Notice on Hatch Act  
C.S.C. Pamphlet No. 20

STANDARD FORM NO. 64

**RESTRICTED**  
**SECURITY INFORMATION**  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: MAR 24 1952

FROM : Security Officer, CIA

SUBJECT: Proposed Notice entitled "Political Activity of CIA Personnel"

REFERENCE: Subject memorandum Forwarded by Official Routing Slip dated 17 March 1952

25X1A

1. It is recommended that the covering memorandum of the Proposed Notice contain an additional paragraph substantially as follows:

"5. All personnel are reminded of the provisions of CIA Regulation Number [REDACTED] which requires the prior security clearance of publications or addresses."

2. With the addition of the above paragraph, it is suggested that the proposed Notice bear a RESTRICTED classification.

25X1A

[REDACTED]  
SHEPHERD EDWARDS  
Colonel, GSC

**RESTRICTED**

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization & Methods Service                      DATE: 7 February 1952  
FROM : Office of General Counsel  
SUBJECT: Proposed Notice Regarding Political Activity of Employees under Hatch Act

1. It was suggested recently that, in view of the current widespread political interest, a notice should be prepared outlining the Hatch Act restrictions on political activities by CIA personnel. This suggestion was approved by the DD/A and this office was directed to prepare such a notice. Accordingly, we enclose copies of a proposed notice on the Hatch Act for your comments.

2. It is appreciated that the notice is somewhat long. It could, of course, be shortened by omitting the "Particular Activities" section. However, since there is great political interest this year, it is believed that employees will want to know what they may and may not do in some detail.

3. A possible compromise would be to have a brief notice calling attention to the Hatch Act and saying that interested employees may obtain copies of a more detailed statement from Personnel Relations. That office could then be supplied with a much smaller number of copies than would be required for general distribution.

25X1A



✓ Assistant General Counsel

OGC/JFBM,Jr/imm

Enclosures - 3 Copies of Proposed Notice

Distribution -  
Orig - Add  
2 - OGC

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# POLITICAL ACTIVITY

## of Federal Officers and Employees



UNITED STATES CIVIL SERVICE COMMISSION

Pamphlet 20 • July 1951

Previous editions of this pamphlet have been designated as Form 1236

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A detailed and technical treatment of legal principles and procedures governing the Commission's political-activity cases is presented in *Hatch Act Decisions of the United States Civil Service Commission*, obtainable from the Superintendent of Documents, Government Printing Office, Washington 25, D.C., \$1.50 a copy.

## I. General Prohibitions and Exceptions

The broadest and most widely applicable restrictions on political activity of Federal officers and employees are contained in section 4.1 of Civil Service Rule IV and in section 9 (a)<sup>1</sup> of the Hatch Act. In practically the same words, these provisions prohibit the following:

- (1) Using official authority or influence for the purpose of interfering with an election or affecting its results.
- (2) Taking an active part in political management or in political campaigns.

### CIVIL SERVICE RULE IV

Section 4.1 of Civil Service Rule IV reads as follows:

*Prohibition against political activity.*—Persons in the executive branch shall retain the right to vote as they choose and to express their opinions on all political subjects and candidates, but such persons shall not use their official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons occupying positions in the competitive service shall not take any active part in political management or in political campaigns except as may be provided by or pursuant to statute.

### SECTION 9 OF THE HATCH ACT

Section 9 of the Hatch Act (Hatch Political Activities Act of August 2, 1939, as amended; 5 U. S. C. 118i) reads as follows:

(a) It shall be unlawful for any person employed in the executive branch of the Federal Government, or any agency or department thereof, to use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. No officer or employee in the executive branch of the Federal Government, or any agency or department thereof, shall take any active part in political management or in political campaigns. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects and candidates. For the purposes of this section the term "officer" or "employee" shall not be construed to include (1) the President and Vice President of the United States; (2) persons whose compensation is paid from the appropriation for the office of the President; (3) heads and assistant heads of executive departments; (4) officers who are appointed by the President, by and with the advice and consent of the Senate, and who determine policies to be pursued by the United States in its relations with foreign powers or in the Nation-wide administration of Federal laws. The provisions of the second sentence of this subsection shall not apply to the employees of The Alaska Railroad, residing in municipalities on the line of the railroad, in respect to activities involving the municipality in which they reside.

(b) Any person violating the provisions of this section shall be removed immediately from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person: *Provided, however,* That the United States Civil Service Commission finds by unanimous vote that the violation does not warrant removal, a lesser penalty shall be imposed by direction of the Commission: *Provided further,* That in no case shall the penalty be less than ninety days' suspension without pay: *And provided further,* That in the case of any person who has heretofore been removed from the service under the provisions of this section, the Commission shall upon request of said person reopen and reconsider the record in such case. If it shall find by a unanimous vote that the acts committed were such as to

<sup>1</sup> The United States Supreme Court, in an opinion (330 U. S. 75), affirmed a judgment of the District Court of the United States for the District of Columbia holding that the provisions of section 9 (a) of the Hatch Act were not unconstitutional.

warrant a penalty of less than removal it shall issue an order revoking the restriction against reemployment in the position from which removed, or in any other position for which he may be qualified, but no such revocation shall become effective until at least ninety days have elapsed following the date of the removal of such person from office.

(c) At the end of each fiscal year the Commission shall report to the President for transmittal to the Congress the names, addresses, and nature of employment of all persons with respect to whom action has been taken by the Commission under the terms of this section, with a statement of the facts upon which action was taken, and the penalty imposed.

#### OTHER SECTIONS OF THE HATCH ACT

Sections 15, 16, 18, and 21 of the Hatch Act also relate to political activity of Federal officers and employees.

*Section 15* (5 U. S. C. A., sec. 118-l) states that the provisions in the act containing prohibitions against "taking any active part in political management or in political campaigns" are deemed to include activities prohibited by the civil-service rules. It reads as follows:

The provisions of this Act which prohibit persons to whom such provisions apply from taking any active part in political management or in political campaigns shall be deemed to prohibit the same activities on the part of such persons as the United States Civil Service Commission has heretofore determined are at the time this section takes effect prohibited on the part of employees in the classified civil service of the United States by the provisions of the civil-service rules prohibiting such employees from taking any active part in political management or in political campaigns.

Sections 16, 18, and 21 set forth certain exceptions to the provisions prohibiting political activity.

*Section 16* (5 U. S. C. A., sec. 118m) states an exception relating to political campaigns in localities adjacent to the National Capital or in localities where the majority of the voters are Government employees. It reads as follows:

Whenever the United States Civil Service Commission determines that, by reason of special or unusual circumstances which exist in any municipality or other political subdivision, in the immediate vicinity of the National Capital in the States of Maryland and Virginia or in municipalities the majority of whose voters are employed by the Government of the United States, it is in the domestic interest of persons to whom the provisions of this Act are applicable, and who reside in such municipality or political subdivision, to permit such persons to take an active part in political management or in political campaigns involving such municipality or political subdivision, the Commission is authorized to promulgate regulations permitting such persons to take an active part in such political management and political campaigns to the extent the Commission deems to be in the domestic interest of such persons.

*Section 18* (5 U. S. C. A., 118n) states an exception relating to elections not specifically identified with National or State issues or political parties. It reads as follows:

Nothing in the second sentence of section 9 (a) or in the second sentence of section 12 (a) of this Act shall be construed to prevent or prohibit any person subject to the provisions of this Act from engaging in any political activity (1) in connection with any election and the preceding campaign if none of the candidates is to be nominated or elected at such election as representing a party any of whose candidates for presidential elector received votes in the last preceding election at which presidential electors were selected, or (2) in connection



with any question which is not specifically identified with any National or State political party. For the purposes of this section, questions relating to constitutional amendments, referendums, approval of municipal ordinances, and others of a similar character, shall not be deemed to be specifically identified with any National or State political party.

*Section 21* (5 U. S. C. A., sec. 118k-1) states an exception relating to activities of employees of institutions and organizations of specified types. It reads as follows:

Nothing in sections 9 (a) or 9 (b), or 12 of this Act shall be deemed to prohibit or to make unlawful the doing of any act, by any officer or employee of any educational or research institution, establishment, agency, or system which is supported in whole or in part by any State or political subdivision thereof, or by the District of Columbia or by any Territory or Territorial possession of the United States; or by any recognized religious, philanthropic, or cultural organization.

#### STATUTES ON RELATED SUBJECTS

In addition to being subject to section 4.1 of Civil Service Rule IV, and to the sections of the Hatch Act quoted above, Federal officers and employees are subject to statutes relating to—

- (1) Political assessments (see p. 26 of this pamphlet).
- (2) Political coercion (see p. 30).
- (3) Political discrimination (see p. 31).
- (4) Purchase and sale of public office (see p. 31).

#### INDIVIDUAL RESPONSIBILITY

Each officer and employee is responsible for refraining from prohibited political activity. He is presumed to be acquainted with the legal provisions applicable to him, and his ignorance of them will not excuse a violation. If he is in doubt as to whether any particular activity is prohibited, he should present the matter in writing to the United States Civil Service Commission before engaging in the activity.

## II. Jurisdiction of the Commission

#### EMPLOYEES IN THE COMPETITIVE SERVICE

There is no language in the Hatch Act that fixes responsibility for enforcement of the prohibitions against political activity of Federal officers and employees.

However, it is important to note that the prohibitive language of section 9 (a) of the Hatch Act is substantially the same as that of section 4.1 of Civil Service Rule IV. The Civil Service Commission's jurisdiction in political-activity matters was not affected by passage of the Hatch Act.

Section 15 of the Hatch Act provides that the activities that are prohibited by the act are those that the Commission had theretofore determined were prohibited, under the civil-service rules, on the part of employees in the competitive civil service.

Thus, under Civil Service Rule IV *and* under the Hatch Act, the Civil Service Commission has authority to enforce prohibitions against political activity of Federal officers and employees whose positions are in the competitive civil service.

#### PENALTY PROVISIONS

The Attorney General has held (40 A. G. 14) that where both the law and the rule are violated the statutory penalty is mandatory.

An officer or employee found to have violated the restrictions imposed by section 9 (a) of the Hatch Act and section 4.1 of Civil Service Rule IV must be immediately removed from the position or office held by him and—in accordance with a decision by the Comptroller General (25 Comp. Gen. 271)—may not be employed again in any position the salary or compensation of which is payable under the same appropriation as the position from which removed. This restriction is not limited to the appropriation act for any particular fiscal year.

If, however, the Commission determines by unanimous vote that the violation does not warrant removal, it may impose a lesser penalty under the terms of the amendment to the Hatch Act of August 25, 1950, but the penalty so imposed must be at least a 90-day suspension.

In an opinion of the Attorney General of September 12, 1947 (40 A. G. 545) it was held that the penalty provisions of the Hatch Act require the removal of an employee from the civil-service position or office that he is holding at the time his violation of the act is established, despite the fact that this position may be different from that held at the time the violation occurred. It is immaterial whether the second civil-service position has been obtained by transfer, promotion, or reappointment.

#### AUTHORITY UNDER RULE V

Section 5.4 of Civil Service Rule V reads as follows:

Whenever the Commission finds that an appointment has been made in violation of the Civil Service Act, Rules, or Regulations, or that any employee subject thereto has violated such Act, Rules, or Regulations or is holding a position in violation thereof, it is authorized, after giving due notice and opportunity for explanation to the employee and the agency concerned, to certify the facts to the proper appointing officer with specific instructions as to discipline or dismissal.

Section 5.5 of Civil Service Rule V reads as follows:

If the appointing officer fails to carry out the instructions of the Commission issued under section 5.4 of this Rule, the Commission shall certify the facts to the head of the agency concerned. If the head of the agency fails to carry out the instructions of the Commission within ten days after receipt thereof, the Commission shall notify the Comptroller General of the United States and no payment or allowance shall be made of the salary or wages accruing to the employee concerned after such notification.

The General Accounting Office is without jurisdiction to review the determinations of the Civil Service Commission under Rule V and, upon certification by the Commission that an employee is holding a po-

sition in violation of the Civil Service Act and rules, the General Accounting Office has no alternative to withholding credit for payments made for salary or compensation (decision, Comptroller General July 20, 1939, to the Postmaster General).

#### COMMISSION PROCEDURE

In taking action on alleged violations of section 4.1 of Civil Service Rule IV, the Civil Service Commission proceeds under regulations that provide for—

(1) Investigation of the complaint—either by correspondence, in instances where the violation may be established by record evidence, or by representatives of the Commission and the employing agency. (The employee may make a statement and furnish the names of witnesses to support it.)

(2) Issuance of a Proposed Order, when there is prima facie proof of prohibited political activity, with a description of the specific charges and an opportunity to respond in writing.

(3) A hearing, in certain cases, at the discretion of the Commission—but not when the violation is established by indisputable record evidence or is admitted by the employee.

(4) Issuance of a Final Order either dismissing the Proposed Order or finding that the employee violated the law and the rule against political activity and prescribing the penalty.

The Commission's procedure applies in the cases of those employees who resigned from their positions prior to a final determination by the Commission.

The Commission's regulations also provide for the reconsideration of the record, as authorized by law, upon request, of employees who were removed between August 2, 1939, and August 25, 1950, for established political-activity violations, to determine whether the violations were such as to warrant a penalty of less than removal.

### III. Applicability of Rule and Statute

#### GENERAL STATEMENT

In the absence of specific statutory exemption, the basic political-activity restrictions apply to any person employed in the executive branch of the Federal Government, or any agency or department thereof, or in the government of the District of Columbia. Some persons are subject to these restrictions by virtue both of section 4.1 of Civil Service Rule IV and of section 9 (a) of the Hatch Act; others are subject to them solely by virtue of section 9 (a) of the Hatch Act.

Section 4.1 of Civil Service Rule IV applies to all employees in the competitive service.

Section 9 (a) of the Hatch Act applies to all persons employed in the executive branch of the Federal Government<sup>2</sup> whether or not such persons are in the competitive service. The effect of section 9 (a) of the statute is to place the same restrictions upon the political activities of all officers and employees of the executive branch of the Government that section 4.1 of Civil Service Rule IV places upon the political activities of officers and employees in the competitive service.

## **GROUPS OF EMPLOYEES**

### **Part-time and Intermittent Employees**

Any person whose employment with the Federal Government is only part-time or intermittent, not in any case occupying a substantial portion of his time and not affording his principal means of livelihood, is subject to the political-activity prohibitions of section 9 (a) of the Hatch Act and section 4.1 of Civil Service Rule IV while in active-duty status, and not otherwise. Such an employee may be listed as a candidate for a public elective office provided that he does not engage in political activity on any day on which he performs duty as a Federal employee. The period of active duty embraces the whole period of status as a paid employee, rather than just the working hours of the day.

### **Temporary and Emergency Employees**

Temporary and emergency employees are subject to the statute and the rule.

### **Employees on Leave**

In general, an employee who is subject to the basic political-activity prohibitions while on active duty is subject to them while on leave with pay, leave without pay, or furlough, and incurs the same penalties for an offense committed while in leave or furlough status as for an offense committed while on active duty. This is true even though the leave is terminal leave, and even though the employee's resignation has been submitted and accepted. However, if lump-sum payment is made for accrued annual leave, the person involved is not subject to the political-activity restrictions during the period covered by the lump-sum payment or thereafter.

It is not permissible for an employee to take leave of absence for the purpose of working with a political candidate, committee, or organization, or for the purpose of becoming a candidate for office with the understanding that he will resign his position if nominated or elected.

### **Postmasters and Post-Office Employees**

All postmasters and acting postmasters, all employees in post offices of the first, second, and third classes, and all special delivery messen-

<sup>2</sup> Except (a) the President and Vice President of the United States; (b) persons whose compensation is paid from the appropriation for the office of the President; (c) heads and assistant heads of executive departments; and (d) officers who are appointed by the President by and with the advice and consent of the Senate, and who determine policies to be pursued by the United States in its relations with foreign powers or in the Nation-wide administration of Federal laws.

gers in post offices of the first class are subject to the political-activity restrictions of Civil Service Rule IV and section 9 of the Hatch Act.

#### Persons Not Subject to Political-Activity Restrictions

The political-activity restrictions of section 9 of the Hatch Act and section 4.1 of Civil Service Rule IV do not apply to the following persons:

##### EXECUTIVE BRANCH

The President and Vice President of the United States.  
Persons who are compensated from the appropriation for the Office of the President.

Heads and assistant heads of departments.  
Officers who are appointed by the President by and with the advice and consent of the Senate, and who determine policies to be pursued by the United States in its relations with foreign powers or in the Nation-wide administration of Federal laws.  
Ambassadors of the United States.  
Ministers of the United States.

##### LEGISLATIVE BRANCH

Officers and employees of the legislative branch of the Federal Government, including secretaries and clerks of Members of Congress and congressional committees.

##### JUDICIAL BRANCH

Officers and employees of the judicial branch of the Federal Government, including United States Commissioners, clerks of United States courts, referees in bankruptcy, and their secretaries, deputies, and clerks.

##### DISTRICT OF COLUMBIA

The Commissioners of the District of Columbia.<sup>3</sup>  
The Recorder of Deeds of the District of Columbia.<sup>3</sup>

##### OTHER

Officers or employees of any educational or research institution, establishment, agency, or system that is supported in whole or in part by any State or political subdivision, or the District of Columbia, or by any Territory or Territorial possession of the United States, or by any recognized religious, philanthropic, or cultural organization.

Persons who are retained from time to time to perform special services on a fee basis and who take no oath of office, fee attorneys, inspectors, appraisers, and management brokers for the Home Owners' Loan Corporation and special fee attorneys for the Reconstruction Finance Corporation.

Persons who receive benefit payments, such as old-age assistance and unemployment compensation under the Social Security Act, rural-rehabilitation grants, and payments under the agricultural conservation program.

Persons retired from the Federal service, unless reemployed in the executive branch of the Federal Government.

Persons serving as star route and contract carriers and clerks in fourth-class post offices, provided such persons are not at the same time holding other Government employment.

Employees of the Alaska Railroad residing in municipalities on the line of the railroad in respect to activities involving the municipality in which they reside.<sup>3</sup>

<sup>3</sup> Excepted only from the prohibition against active participation in political management or in political campaigns.

## IV. Prohibited Activities

The Hatch Act is designed to prevent those subject to it from assuming general political leadership or from becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

The following sections are devoted to a discussion of activities that, prior to enactment of section 15 of the Hatch Act (see p. 2), the Civil Service Commission had determined to be activities prohibited by the civil-service rules.

### ACTIVITY BY INDIRECTION

Any political activity that is prohibited in the case of an employee acting independently is also prohibited in the case of an employee acting in open or secret cooperation with others. Whatever the employee may not do directly or personally, he may not do indirectly or through an agent, officer, or employee chosen by him or subject to his control. Employees are, therefore, accountable for political activity by persons other than themselves, including wives or husbands, if, in fact, the employees are thus accomplishing by collusion and indirection what they may not lawfully do directly and openly. Political activity in fact, regardless of the methods or means used by the employee, constitutes the violation.

This does not mean that an employee's husband or wife may not engage in politics independently, upon his or her own initiative, and in his or her own behalf. Cases have arisen, however, in which the facts showed that the real purpose of a wife's activity was to accomplish a political act prohibited to her husband, the attempt being made for her husband's benefit and at his instigation or even upon his coercion. This may be true of individuals or it may occur among groups of employee's wives associated for the purpose of securing for their husbands what the husbands may not secure for themselves. In such situations, it is obvious that the prohibitions against political activity are being violated. The collusion or coercion renders the wife's activity imputable to the husband, he being guilty of the same infraction as if he were openly a participant.

### CONVENTIONS

Candidacy for or service as delegate, alternate, or proxy in any political convention or service as an officer or employee thereof is prohibited. Attendance as a spectator is permissible, but the employee so attending must not take any part in the convention or in the deliberations or proceedings of any of its committees, and must refrain from any public display of partisanship or obtrusive demonstration or interference.

### PRIMARIES—CAUCUSES

An employee may attend a primary meeting, mass convention, caucus, and the like, and may cast his vote on any question presented,

but he may not pass this point in participating in its deliberations. He may not act as an officer of the meeting, convention, or caucus, may not address, make motions, prepare or assist in preparing resolutions, assume to represent others, or take any prominent part therein.

#### MEETINGS

Service in preparing for, organizing or conducting a political meeting or rally, addressing such a meeting, or taking any part therein except as a spectator is prohibited.

#### COMMITTEES

The holding of the office of precinct committeeman, ward committeeman, etc., or service on or for any committee of a political party organization is prohibited. An employee may attend as a spectator any meeting of a political committee to which the general public is admitted but must refrain from activity as indicated in the preceding paragraphs.

Whether a committee has an ultimate political purpose determines whether an employee may properly serve as a member. An employee may be assigned to duties that, considered alone, seem far removed from active politics; but those duties may assume an active political character when considered as part of the whole program. The Commission has held that service by an employee as chairman of a food committee at an occasion signifying the opening campaign speech of a nominee for Governor of a State is not permissible. No attempt can be made to differentiate between workers on or under political committees with respect to the degree to which they are politically active.

#### CLUBS AND ORGANIZATIONS

Employees may be members of political clubs, but they may not be active in organizing such a club, be officers of the club or members or officers of any of its committees, or act as such, or address a political club. Service as a delegate or alternate from such a club to a league of political clubs is service as an officer or representative of a political club and is prohibited, as is service as a delegate or representative of such a club to or in any other organization. In other words, an employee may become a member of a political club and may vote on questions presented but may not take an active part in its management or affairs, and may not represent other members or attempt to influence them by his actions or utterances.

Section 6 of the act of August 24, 1912 (37 Stat. 555), provides in part—

That membership in any society, association, club, or other form of organization of postal employees not affiliated with any outside organization imposing an obligation or duty upon them to engage in any strike, or proposing to assist them in any strike, against the United States, having for its objects, among other things, improvements in the condition of labor of its members, including hours of labor and compensation therefor and leave of absence, by any person or groups of persons in said Postal Service, or the presenting by any such person or groups of persons of any

grievance or grievances to the Congress or any Member thereof, shall not constitute or be cause for reduction in rank or compensation or removal of such person or groups of persons from said service.

Membership in a labor union by employees subject to the Hatch Act is not prohibited, where the organization is nonpartisan in character and has as its primary object improvements in the conditions of labor of its members and other matters related to their individual welfare. Matters concerned solely with organization and management of a union of Federal employees are not political management or political activity in violation of section 9 (a) of the Hatch Act, and adoption of a resolution limited to these matters would not violate the law. However, a Federal employee who engages in prohibited political activity under the direction or suggestion of a union local will be held personally accountable irrespective of whether he is acting as an individual or as a member of a group, including a union local.

Membership by a Federal employee in a party or organization advocating the overthrow of the Government of the United States is unlawful. Section 9A of the Hatch Act (title 5, U. S. C. A. 118j) reads as follows:

(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person.

Civil-service employees may hold office in organizations established for social betterment. It is pointed out, however, that in certain circumstances activities of such organizations may take on a character of partisan political activity. Employees who become members or officers of organizations of this type must take the responsibility for seeing that the activities in which they engage do not become political in character.

#### **CIVIC ORGANIZATIONS AND CITIZENS' ASSOCIATIONS**

Activity in organizations having for their primary object the promotion of good government or the local civic welfare is not prohibited by the act of August 2, 1939, as amended, provided such activities have no connection with the campaigns of particular candidates or parties.

#### **CONTRIBUTIONS**

Employees may make voluntary contributions to a regularly constituted political organization for its general expenditures, subject to the limitation laid down in section 608, title 18, U. S. Code. The term "contribution" includes a gift, subscription, loan, advance, or deposit of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make a contribution.

While employees may make contributions, they may not solicit,



collect, receive, disburse, or otherwise handle contributions made for political purposes. Employees may not be concerned directly or indirectly in the sale of dinner tickets of a political party organization or in the distribution of pledge cards soliciting subscriptions to the dinners.

The Commission has held that voluntary contributions may be made at any time, even subsequent to a general election, so long as they are made to a regularly constituted political organization for its general expenditures.

It is not permissible for a Federal administrative official to furnish the names of his personnel and their addresses for the purpose of political solicitation.

In addition, certain sections of the criminal code place restrictions on contributions by Federal employees. Contributions may not be handed over to another person in the Federal service; they may not be made in a Federal building; etc. For the text of these sections of the criminal code and further information on this matter, see part VIII, pages 26 through 32. These sections of the criminal code are within the jurisdiction of the Department of Justice, and the law provides severe penalties for violations.

#### **EXPRESSION OF OPINIONS**

Although the act reserves to employees affected the right to "express their opinions on all political subjects and candidates," this reservation is subject to the prohibition that employees may not take any active part in political management or in political campaigns. Public expression of opinion in such a way as to constitute taking an active part in political management or in political campaigns is accordingly prohibited.

#### **BADGES, BUTTONS, PICTURES, AND STICKERS**

Employees may not distribute campaign literature, badges, or buttons. They are not prohibited from wearing political badges or buttons or from displaying political posters or pictures in the windows of their homes or on their automobiles. However, it is regarded as contrary to the spirit of the law for a public servant to make a partisan display of any kind while on duty conducting the public business.

#### **NEWSPAPERS—PUBLICATION OF LETTERS OR ARTICLES**

An employee may not publish or be connected editorially or managerially with any newspaper generally known as partisan from a political standpoint, and may not write for publication or publish any letter or article, signed or unsigned, in favor of or against any political party, candidate, or faction. An employee who writes such a letter or article is responsible for any use that may be made of it whether or not he gives consent to such use.

The Commission has held that as a general rule a newspaper that is considered as being partisan from a political standpoint, either during the campaign or in the interval between campaigns, is regarded

House of Congress, or to any Committee or Member thereof, shall not be denied or interfered with."

An employee subject to the law of August 2, 1939, as amended, is permitted to sign petitions, including nominating petitions, as an individual, without reference to his connection with the Government, but he may not initiate them, or canvass for the signatures of others, if such petitions are identified with political management or political campaigns. Employees are permitted to exercise the right as individuals to sign a petition favoring a candidate for office, but they may not, either as Government employees or as a group or association of Government employees, solicit others to become candidates for office.

#### CANDIDACY FOR PUBLIC OFFICE

Candidacy for nomination or for election to a National, State, county, or municipal office is not permissible. The prohibition against political activity extends not merely to formal announcement of candidacy but also to the preliminaries leading to such announcement and to canvassing or soliciting support or doing or permitting to be done any act in furtherance of candidacy. An employee may not solicit others to become candidates for nomination or for election to such an office.<sup>4</sup>

The Attorney General held in an opinion to the Secretary of the Interior dated April 17, 1940 (39 Op. Atty. Gen. 423), that the Hatch Act does not apply to the acceptance and holding of a local office to which an employee was elected without being a candidate, his name not appearing on the ballot but being written in by voters. However, the Commission interprets this opinion as applicable only in cases where the writing in of an employee's name is a spontaneous action on the part of the voters and does not come about as a result of pre-arrangement whereby the employee was in effect a candidate before the vote was cast.

This decision is authority for the statement that the mere holding of a public office is not in itself a violation. (See also Attorney General's Circular No. 3301, October 26, 1939.)

However, it should be noted that membership on a political committee is not a public office, within the meaning of the foregoing, even though held by election in the regular election as a political representative of a ward, precinct, county, or of the voting subdivision of a State. The holding of such political offices is prohibited.

## V. Exceptions to Hatch Act Restrictions

The Hatch Act specified two conditions under which political activity on the part of Federal officers and employees is permissible.

(1) Section 18 of the act sets forth an exception relating to elections

<sup>4</sup> For exceptions, see "V. Exceptions to Hatch Act Restrictions," pp. 16-19.

as being subject to application of the restrictions against activity in connection therewith. It is not required that a publication be regarded as the organ of a political organization or that it have an official connection with any political organization or party. The words "editorially" and "managerially" are intended to apply to responsibilities and duties that have to do with the making of decisions affecting the editorial policies. The objective behind the restriction on activity in connection with such publications or newspapers is prohibition of political activity of a partisan character through the medium of the public press by a person subject to the statute and the rule.

Whether or not ownership of stock or membership on a board of directors of a corporation that publishes a daily newspaper is a violation of the political-activity restrictions will depend upon the degree to which the individual, by virtue of such ownership or membership, participates in controlling the editorial policy or news management of the publication. If a Federal employee makes decisions or assists in making decisions on editorial policy or news management with respect to the political status of the publication, a violation of the restrictions occurs, but mere ownership of stock would not of itself constitute a violation of the political-activity restrictions.

There is no direct prohibition against correspondence work by an employee for newspapers. The employee will have the responsibility, however, of ascertaining that any material he submits is not in contravention of the restrictions.

#### ACTIVITY AT THE POLLS AND FOR CANDIDATES

An employee has the right to vote as he pleases, and to exercise this right free from interference, solicitation, or dictation by any fellow employee or superior officer or any other person. It is a violation of the Federal Corrupt Practices Act to pay or offer to pay any person for voting or refraining from voting, or for voting for or against any candidate for Senator or Representative in, or Delegate or Resident Commissioner to, Congress. It is also a violation of the law to solicit, receive, or accept payment for one's vote or for withholding one's vote. (See U. S. Code, title 18, sec. 597.)

Under the act of August 2, 1939, it is a criminal offense for any person to intimidate, threaten, or coerce any other person for the purpose of interfering with the right of such other person to vote as he may choose in any election of a National character. It is also a criminal offense to promise any employment, position, work, or compensation, or other benefit made possible by an act of Congress, as a consideration, favor, or reward for political activity or for the support of or opposition to any political candidate or party.

An employee subject to the law must avoid any offensive activity at primary and regular elections. He must refrain from soliciting votes, assisting voters to mark ballots, helping to get out the voters on registration and election days, acting as the accredited checker, watcher, or challenger of any party or faction, or any other partisan political activities at the polls. Rendering partisan political service,

such as transporting voters to and from the polls and candidates on canvassing tours, whether for pay or gratuitously, is held to be within the scope of prohibited political activities. This is not intended to prohibit one subject to the act from transporting members of his immediate family to and from the polls, in view of the community of interest that exists in such cases. The foregoing provisions do not apply if the election in question is covered by the exceptions embodied in section 18 of the law of August 2, 1939, as amended. (See p. 17.)

The publication or distribution of election campaign statements not containing names of persons responsible therefor is prohibited by law. The United States Code, title 18, section 612, reads as follows:

Whoever wilfully publishes or distributes or causes to be published or distributed, or for the purpose of publishing or distributing the same, knowingly deposits for mailing or delivery or causes to be deposited for mailing or delivery, or, except in cases of employees of the Post Office Department in the official discharge of their duties, knowingly transports or causes to be transported in interstate commerce any card, pamphlet, circular, poster, dodger, advertisement, writing, or other statement relating to or concerning any person who has publicly declared his intention to seek the office of President, or Vice President of the United States, or Senator or Representative in, or Delegate or Resident Commissioner to Congress, in a primary, general, or special election, or convention of a political party, or has caused or permitted his intention to do so to be publicly declared, which does not contain the names of the persons, associations, committees, or corporations responsible for the publication or distribution of the same, and the names of the officers of each such association, committee, or corporation, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

#### ELECTION OFFICERS

A Federal employee may serve as an election officer provided that in so doing he discharges the duties of the office in an impartial manner, as prescribed by State or local law. While serving as an election officer he may not engage in, or become involved in, activities in behalf of a political party or candidate.

#### PARADES

An employee may not participate in or help organize a political parade. An employee may be a member of a band or orchestra that takes part in parades or rallies provided such band or orchestra is generally available for hire as a musical organization.

#### PETITIONS

The first amendment to the Constitution of the United States provides that "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble and to petition the Government for a redress of grievances." Section 6 of the act of August 24, 1912 (37 Stat. 555), provides that "the right of persons employed in the civil service of the United States, either individually or collectively, to petition Congress, or any Member thereof, or to furnish information to either

House of Congress, or to any Committee or Member thereof, shall not be denied or interfered with."

An employee subject to the law of August 2, 1939, as amended, is permitted to sign petitions, including nominating petitions, as an individual, without reference to his connection with the Government, but he may not initiate them, or canvass for the signatures of others, if such petitions are identified with political management or political campaigns. Employees are permitted to exercise the right as individuals to sign a petition favoring a candidate for office, but they may not, either as Government employees or as a group or association of Government employees, solicit others to become candidates for office.

#### CANDIDACY FOR PUBLIC OFFICE

Candidacy for nomination or for election to a National, State, county, or municipal office is not permissible. The prohibition against political activity extends not merely to formal announcement of candidacy but also to the preliminaries leading to such announcement and to canvassing or soliciting support or doing or permitting to be done any act in furtherance of candidacy. An employee may not solicit others to become candidates for nomination or for election to such an office.<sup>4</sup>

The Attorney General held in an opinion to the Secretary of the Interior dated April 17, 1940 (39 Op. Atty. Gen. 423), that the Hatch Act does not apply to the acceptance and holding of a local office to which an employee was elected without being a candidate, his name not appearing on the ballot but being written in by voters. However, the Commission interprets this opinion as applicable only in cases where the writing in of an employee's name is a spontaneous action on the part of the voters and does not come about as a result of pre-arrangement whereby the employee was in effect a candidate before the vote was cast.

This decision is authority for the statement that the mere holding of a public office is not in itself a violation. (See also Attorney General's Circular No. 3301, October 26, 1939.)

However, it should be noted that membership on a political committee is not a public office, within the meaning of the foregoing, even though held by election in the regular election as a political representative of a ward, precinct, county, or of the voting subdivision of a State. The holding of such political offices is prohibited.

## V. Exceptions to Hatch Act Restrictions

The Hatch Act specified two conditions under which political activity on the part of Federal officers and employees is permissible.

(1) Section 18 of the act sets forth an exception relating to elections

<sup>4</sup> For exceptions, see "V. Exceptions to Hatch Act Restrictions," pp. 16-19.

not specifically identified with National or State issues or political parties.

(2) Section 16 of the act sets forth an exception relating to political campaigns in communities adjacent to the District of Columbia or in communities the majority of whose voters are employees of the Federal Government.

Both sections are quoted on page 3 of this pamphlet.

#### SECTION 18

To be permissible under section 18, the activity must be of a strictly local character—completely unrelated to issues and candidates that are identified with National and State political parties.

#### SECTION 16

For many years prior to enactment of the Hatch Act, Federal employees residing in certain municipalities near the District of Columbia were permitted to be candidates for, and to hold, local office in those municipalities.

The permission was granted either by an individual Executive order or by action of the Commission based on an Executive order, and it remained in full force and effect until the passage of the act of August 2, 1939, which prohibited active participation in political management or in political campaigns, without exception. When this act was amended by the act of July 19, 1940, a new section was added (section 16, 54 Stat. 767) whereby the Commission was authorized to promulgate regulations extending the privilege of active participation in local political management and local political campaigns to Federal employees residing in any municipalities or other political subdivisions of the States of Maryland and Virginia in the immediate vicinity of the District of Columbia or in municipalities the majority of whose voters are employed by the Government of the United States.

The Commission has promulgated regulations governing the extension of the privileges set forth in the section quoted above and copies of these regulations are available upon request to the Commission's central office in Washington, D. C. Under these regulations it is necessary that a formal request be received from the representatives of the community involved and that the petitioners furnish certain specified information relative to their community and its elections. In all cases the final decision as to the extension of the privileges of section 16 to any individual municipality depends on the municipality's meeting certain prerequisites that are set forth in the Commission's regulations.

The Commission has extended the privileges allowed by section 16 of the Hatch Act to the following municipalities or political subdivisions by formal action recorded on the dates indicated:

#### IN MARYLAND

Annapolis (May 16, 1941).	Bladensburg (Apr. 20, 1942).
Berwyn Heights (June 15, 1944).	Brentwood (Sept. 26, 1940).
Bethesda (Feb. 17, 1943).	Capitol Heights (Nov. 12, 1940).

Cheverly (Dec. 17, 1940).	Greenbelt (Oct. 4, 1940).
Chevy Chase, sections 1 and 2 (Mar. 4, 1941).	Hyattsville (Sept. 20, 1940).
Chevy Chase, section 3 (Oct. 8, 1940).	Kensington (Nov. 8, 1940).
Chevy Chase section 4 (Oct. 2, 1940).	Landover Hills (May 5, 1945).
Martin's Additions 1, 2, 3, and 4 to Chevy Chase (Feb. 13, 1941).	Morningside (May 19, 1949).
Chevy Chase View (Feb. 26, 1941).	Mount Rainier (Nov. 22, 1940).
College Park (June 13, 1945).	North Beach (Sept. 20, 1940).
Cottage City (Jan. 15, 1941).	North Brentwood (May 6, 1941).
District Heights (Nov. 2, 1940).	North Chevy Chase (July 22, 1942).
Edmonston (Oct. 24, 1940).	Northwest Park (Feb. 17, 1943).
Fairmont Heights (Oct. 24, 1940).	Riverdale (Sept. 26, 1940).
Forest Heights (Apr. 22, 1949).	Seat Pleasant (Aug. 31, 1942).
Garratt Park (Oct. 2, 1940).	Somerset (Nov. 22, 1940).
Gleason (May 21, 1941).	Takoma Park (Oct. 22, 1940).
Gleason Echo (Oct. 22, 1940).	University Park (Jan. 18, 1941).
	Washington Grove (Apr. 5, 1941).

IN VIRGINIA

Alexandria (Apr. 15, 1941).	Falls Church (June 6, 1941).
Arlington County (Sept. 9, 1940).	Herndon (Apr. 7, 1945).
Clifton (July 14, 1941).	Vienna (Mar. 18, 1946).
Fairfax County (Nov. 10, 1949).	

OTHER MUNICIPALITIES

Bremerton, Wash. (Feb. 27, 1946).	Anchorage, Alaska (Dec. 29, 1947).
Port Orchard, Wash. (Feb. 27, 1946).	Benicia, Calif. (Feb. 20, 1948).
Elmer City, Wash. (Oct. 28, 1947).	Warner Robins, Ga. (Mar. 19, 1948).

The Commission's actions extending the privileges of active participation in local self-government of the above-listed communities to resident Federal officers or employees are subject to the following restrictions:

(1) Federal officers and employees in the exercise of these privileges must not neglect their official duties and must not engage in nonlocal partisan political activities.

(2) Federal officers and employees must not run for local office as candidates representing a political party or become involved in political management in connection with the campaign of a party candidate for office.

(3) Federal officers and employees who are candidates for local elective office must run as independent candidates and must conduct their campaigns in a purely nonpartisan manner.

(4) Federal officers and employees elected or appointed to local offices requiring full-time service must resign their positions with the Federal Government. If elected or appointed to offices requiring only part-time service they may accept and hold the same without relinquishing their Federal employment provided the holding of such part-time office does not conflict or interfere with their duties as officers or employees of the Federal Government. The department or independent agency in which Federal officers or employees are employed is the sole judge of whether or not the holding of the local office conflicts or interferes with their official duties as officers or employees of the Federal Government.

(5) The permission granted by the Commission to any particular community may be suspended or withdrawn by the Commission when in its opinion the activities resulting therefrom are or may become detrimental to the public interest or inimical to the proper enforcement of the political-activity law and rules.

## VI. State Officers and Employees

This publication deals primarily with the political-activity restrictions applicable to Federal officers and employees. However, it should be mentioned that there are other provisions of the so-called Hatch Act that apply Federal political-activity restrictions to those officers and employees of a State, or local agency of a State, whose principal employment is in connection with an activity financed in whole or in part by Federal loans or grants. These restrictions are also enforceable by the United States Civil Service Commission. The following rule of jurisdiction has been adopted by the Commission in these cases:

An officer or employee of a State or local agency is subject to the Act if, as a normal and foreseeable incident to his principal job or position, he performs duties in connection with an activity financed in whole or in part by Federal loans or grants; otherwise he is not.

The restrictions applicable to State or local agency officers and employees falling within the scope of this rule of jurisdiction prohibit the following:

(1) Use of official authority or influence for the purpose of interfering with an election or a nomination for office, or affecting the result thereof.

(2) Directly or indirectly coercing, attempting to coerce, commanding, or advising any other such officer or employee to pay, lend, or contribute any part of his salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.

(3) Active participation in political management or in political campaigns.

The first two restrictions are self-explanatory and the third covers the same activities that are described in part IV of this pamphlet.

## VII. Federal Officers or Employees Holding Local Office

While the Hatch Act and the civil-service rule prohibit Federal employees from being candidates for local elective office except in the instances mentioned in part B, above, there also must be considered



those instances in which a Federal officer or employee wishes to accept an appointive office under a State or local government or in which a State or local officeholder wishes to accept Federal employment and does not wish to relinquish his State or local office or position. In these latter instances the mere holding of the local office in the absence of facts showing partisan political activity would not constitute a violation of the Hatch Act; however, the terms of an Executive order dated January 17, 1873, must be applied.

#### EXECUTIVE ORDER OF JANUARY 17, 1873

In general, this order prohibits persons from accepting or holding any office or position under a State, Territorial, or municipal government at the same time that they hold Federal civil office by appointment.

Certain specific exceptions to this general prohibition are set forth in the original order and in subsequent amending orders, and it has been ruled that unless a position or office is specifically listed as an exception, it must be viewed as within the prohibitions of the order of 1873 (25 Dec. Comp. Treas. 234).

Also, during the period of the national emergency, Executive Order No. 8516 of August 15, 1940, is in effect. This order suspends and makes inoperative the Executive order of January 17, 1873, insofar as the United States Civil Service Commission shall by regulation authorize appointments to positions directly concerned with the national defense. The Commission has by formal action under the authority of the Executive order of August 15, 1940, decided that the Executive order of January 17, 1873, is not to be applied to persons appointed subsequent to August 15, 1940, to positions declared by the Commission to be directly concerned with the national defense.

**NOTE.**—These Executive orders are no longer effective insofar as they conflict with the political-activity restrictions of section 9 (a) of the Hatch Act, and are not to be construed as permitting officers and employees in the executive branch of the Federal Government to become candidates for any elective office that is to be filled in an election involving candidates who are either directly or indirectly representing a political party.

The Executive order of January 17, 1873, is in full force and effect as applied to Federal employees holding positions not directly concerned with the national defense and to persons appointed to the Federal service prior to August 15, 1940. It reads as follows:

Whereas it has been brought to the notice of the President of the United States that many persons holding civil office by appointment from him or otherwise under the Constitution and laws of the United States while holding such Federal positions accept offices under the authority of the States and Territories in which they reside or of municipal corporations, under the charters and ordinances of such corporations, thereby assuming the duties of the State, Territorial, or municipal office at the same time that they are charged with the duties of the civil office held under Federal authority:

And whereas it is believed that, with but few exceptions, the holding of two such offices by the same person is incompatible with a due and faithful discharge of the duties of either office; that it frequently gives rise to great inconvenience, and often

results in detriment to the public service; and, moreover, is not in harmony with the genius of the Government:

In view of the premises, therefore, the President has deemed it proper thus and hereby to give public notice that, from and after the 4th day of March, A. D. 1873 (except as herein specified), persons holding any Federal civil office by appointment under the Constitution and laws of the United States will be expected, while holding such office, not to accept or hold any office under any State or Territorial government, or under the charter or ordinances of any municipal corporation; and, further, that the acceptance or continued holding of any such State, Territorial, or municipal office, whether elective or by appointment, by any person holding civil office as aforesaid under the Government of the United States, other than judicial offices under the Constitution of the United States, will be deemed a vacation of the Federal office held by such person, and will be taken to be and will be treated as a resignation by such Federal officer of his commission or appointment in the service of the United States.

The offices of justices of the peace, of notaries public, and of commissioners to take the acknowledgment of deeds, of bail, or to administer oaths, shall not be deemed within the purview of this order and are excepted from its operation, and may be held by Federal officers.

The appointment of deputy marshals of the United States may be conferred upon sheriffs or deputy sheriffs. Any deputy postmasters, the emoluments of whose office do not exceed \$600 per annum, are also excepted from the operation of this order and may accept and hold appointments under State, Territorial, or municipal authority, provided the same be found not to interfere with the discharge of their duties as postmasters. Heads of departments and other officers of the Government who have the appointment of subordinate officers are required to take notice of this order, and to see to the enforcement of its provisions and terms within the sphere of their respective departments or offices and as relates to the several persons holding appointments under them, respectively.

#### INTERPRETATION OF ORDER OF JANUARY 17, 1873

An Executive order of January 28, 1873, as amended by Executive order of August 27, 1933, is as follows:

Inquiries having been made from various quarters as to the application of the Executive order issued on the 17th of January relating to the holding of State or municipal offices by persons holding civil offices under the Federal Government, the President directs the following reply to be made:

It has been asked whether the order prohibits a Federal officer from holding also the office of an alderman or of a common councilman in a city, or of a town councilman of a town or village, or of appointments under city, town, or village governments. By some it has been suggested that there may be distinction made in case the office be with or without salary or compensation. The city or town offices of the description referred to, by whatever names they may be locally known, whether held by election or by appointment, and whether with or without salary or compensation, are of the class which the Executive order intends not to be held by persons holding Federal offices.

It has been asked whether the order prohibits Federal officers from holding positions on boards of education, school committees, public libraries, religious or eleemosynary institutions incorporated or established or sustained by State or municipal authority. Positions and service on such boards and committees, and professorships in colleges are not regarded as "offices" within the contemplation of the Executive order, but as employments or service in which all good citizens may be engaged without incompatibility and in many cases without necessary interference with any position which they may hold under the Federal Government. Officers of the Federal Government may therefore engage in such service, provided the attention required by such employment does not interfere with the regular and efficient discharge of the duties of their office under the Federal Government. The head of the department under whom the Federal office is held will in all cases be the sole judge whether or not the employment does thus interfere.

The question has also been asked with regard to officers of the State militia. Congress having exercised the power conferred by the Constitution to provide for organizing the militia, which is liable to be called forth to be employed in the service of the United States, and is thus, in some sense, under the control of the General Government, and is, moreover, of the greatest value to the public, the Executive order of the 17th January is not considered as prohibiting Federal officers from being officers in the militia in the States and Territories.

It has been asked whether the order prohibits persons holding office under the Federal Government being members of local or municipal fire departments, also whether it applies to mechanics employed by the day in the armories, arsenals, and navy yards, etc., of the United States. Unpaid service in local or municipal fire departments is not regarded as an office within the intent of the Executive order, and may be performed by Federal officers, provided it does not interfere with the regular and efficient discharge of the duties of the Federal office, of which the head of the department under which the office is held will in each case be the judge.

Mechanics and laborers employed by the day in armories, arsenals, navy yards, etc., and master workmen and others who hold appointments from the Government or from any department, whether for a fixed time or at the pleasure of the appointing power, are embraced within the operation of the order.

#### EXECUTIVE ORDER OF AUGUST 15, 1940

This order, which suspends the prohibitions of the Executive order of January 17, 1873, as applied to certain national-defense appointments and appointees, reads as follows:

By virtue of and pursuant to the authority vested in me by section 1753 of the Revised Statutes of the United States (U. S. C., title 5, sec. 631) and as President of the United States, it is ordered that the Executive order of January 17, 1873, as amended, prohibiting, with certain exceptions, Federal officers and employees from holding State, Territorial and municipal offices, be, and it is hereby, suspended and made inoperative insofar as the United States Civil Service Commission, shall, by regulation, authorize appointments to positions directly concerned with national defense.

The Commission has promulgated the following regulations to govern the application of the above-quoted Executive order:

1. August 15, 1940, shall be considered as the effective date for application of Executive Order 8516 and therefore the prohibitions of the Executive order of January 17, 1873, shall not be applied to persons appointed subsequent to August 15, 1940, to positions directly concerned with the national defense.

2. Executive Order 8516 shall apply with equal force and effect to Federal officers or employees appointed subsequent to August 15, 1940, to State or local positions directly connected with national defense and to State or local officers or employees appointed subsequent to August 15, 1940, to Federal positions directly connected with national defense.

3. (a) All Federal positions, appointments to which were governed by the War Service Regulations, shall be considered positions directly connected with national defense.

(b) The applicability of Executive Order 8516 to State or local positions will be determined by the facts in each particular case.

4. Nothing in these regulations, nor in Executive Order 8516, shall be construed to permit the holding of a State or local position by a Federal officer or employee or the holding of a Federal position by an officer or employee of a State or local government, when such holding is prohibited by the rules or regulations of the department or agency wherein said officer or employee is employed, or when the duties of the State or local position will conflict or interfere with the individual's official duties as a Federal employee, provided that the employing department or agency will be considered as the sole judge in determining these factors.

5. The terms of Executive Order 8516 are subject to the general political activity restrictions of section 4.1 of Civil Service Rule IV and the Hatch Act. Therefore the

authority granted by the Executive order can in no way be construed as authorizing any person subject to such political activity restrictions to become a candidate for election or re-election to any public elective office which is to be filled in an election involving party candidates.

#### EXECUTIVE ORDERS CREATING EXCEPTIONS TO THE EXECUTIVE ORDER OF JANUARY 17, 1873

Federal employees are again cautioned that the authority conferred by these orders is subject to the general restrictions of the Hatch Act. Thus, these orders do *not* authorize Federal employees to be candidates for *any* elective office that is to be filled in an election involving party candidates for public office.

A brief summarization of these orders is as follows:

**Employees of the Department of Agriculture.**—Officers and employees of the Department of Agriculture are authorized to hold State and Territorial positions when such action is deemed necessary by the Secretary of Agriculture to secure a more efficient administration (Executive order of June 26, 1907).

**Collectors of cotton statistics, Bureau of the Census.**—State and county officials may be appointed special agents under the Bureau of the Census for the collection of cotton statistics (Executive order of August 4, 1909).

**Moderators of town meetings.**—The temporary office of moderator of a town meeting and offices of a like character are excepted from the operation of the order of January 17, 1873 (Executive order of August 24, 1912).

**Employees of the Reclamation Service and the National Park Service.**—Employees of the Reclamation Service and the National Park Service may, with the approval of the Secretary of the Interior, accept appointments as deputy State fish or game wardens, if no compensation is attached to the position (Executive order of July 9, 1914).

**Lighthouse Service—Laborers.**—Laborers in charge of lights in the Lighthouse Service<sup>5</sup> are excepted from the operation of the order of January 17, 1873 (Executive order of October 6, 1915).

**Special agents, Department of Labor.**—Persons holding State, Territorial, or municipal positions may be appointed as special agents when such action is deemed necessary by the Secretary of Labor to secure a more efficient administration of any law coming within the purview of the Department of Labor (Executive order of January 2, 1923).

**Employees of the Veterans' Administration.**—Officers and employees of the United States Veterans' Administration serving in a medical capacity and on a part-time basis may with the consent of the Administrator hold State, county, or municipal positions in which employed in a medical capacity. Officers and employees of the United States Veterans' Administration may with the consent of the Administrator accept appointments under State, county, or municipal authority as deputy sheriffs (Executive order of August 6, 1924).

**Employees of the Alaska Railroad.**—Employees of the Alaska Railroad, permanently residing in municipalities on the line of the railroad, are permitted to become candidates for and hold municipal office therein (Executive order of October 22, 1926).

**Appointments in the Department of Commerce.**—Persons holding State, Territorial, or municipal positions may receive, unless prohibited by law, appointments under the Department of Commerce when the Secretary of that Department deems such employment necessary to secure more efficient administration of the duties of his department (Executive order of July 3, 1931).

**Officers of the Public Health Service.**—Officers of the Public Health Service<sup>6</sup> are permitted, upon recommendation of the Surgeon General of the Public Health Service, and the approval of the Secretary of the Treasury, to hold office in State, Territorial, or local health organizations, in order to cooperate with and aid State,

<sup>5</sup> The Lighthouse Service has been consolidated with the Coast Guard, Treasury Department.  
<sup>6</sup> The Public Health Service is now under the Federal Security Agency.

Territorial, or local health departments; and State, Territorial, or local health officials or employees are permitted, unless prohibited by law, to hold office in the Public Health Service when the Surgeon General and the Secretary of the Treasury deem such employment necessary to secure a more efficient administration of the duties imposed upon the Public Health Service (Executive order of August 31, 1931).

**Officers under municipalities of the Virgin Islands.**—Membership in the Colonial Council of the Municipality of St. Thomas and St. John, or in the Colonial Council of the Municipality of St. Croix, Virgin Islands, being unremunerative positions, shall not be deemed disqualification for employment in the Federal service of the Virgin Islands, notwithstanding the Executive order of January 17, 1873, provided it does not interfere with the efficient discharge of the duties of the Federal position, of which the head of the department under which the position is held will be the judge (Executive order of February 27, 1933).

**Employees of the National Park Service.**—Employees of the National Park Service are permitted, with the approval of the Secretary of the Interior, to accept appointments as deputy sheriffs under the laws of the States or Territories in which such employees may be on duty: *Provided*, That their services as such deputy sheriffs shall be without compensation and shall not in any manner interfere or conflict with the performance of their duties as employees of the National Park Service (Executive order of April 3, 1936).

**Medical officers, Indian Service.**—Officers and employees of the Indian Service, Department of the Interior, serving in a medical or sanitary capacity, either on a part-time or full-time basis, may hold, with the consent of the Secretary of the Interior, State, county, or municipal positions of a similar character: *Provided*, That such services shall not in any manner interfere or conflict with the performance of their duties as officers or employees of the Indian Service: *And provided further*, That there shall be no additional compensation when the Federal officer or employee is carried on a full-time basis (Executive order of May 13, 1936).

**District advisers in the Department of the Interior** under the act of June 28, 1934.—State, county, or municipal officers, when duly elected by qualified voters of a grazing district, may be appointed by the Secretary of the Interior to serve as district adviser under the act of June 28, 1934 (48 Stat. 1269), as amended by the act of July 14, 1939 (Public, No. 173, 76th Cong.), for intermittent duty, when the Secretary of the Interior deems such services necessary in the interest of grazing on public lands (Executive order of June 17, 1937).

**Immigration inspector, Department of Labor, Virgin Islands.**—Officers and employees of the Municipalities of St. Thomas and St. John or of the Municipality of St. Croix, Virgin Islands, may be appointed to the position of immigration inspector for the Virgin Islands (Executive order of November 6, 1937).

**Employees of the Department of the Interior.**—Officers and employees of the Interior Department, upon approval of the Secretary of the Interior, may hold office under State, Territorial, and municipal governments engaged in cooperative and related work with the Department, provided that the services to be performed pertain to such work and do not interfere with the performance of the Federal duties. State, Territorial, and municipal employees engaged in cooperative and related work with the Interior Department may be appointed in the Department of the Interior when the Secretary deems such employment necessary to secure more efficient administration of said work. Appointments of such officers and employees to positions subject to the civil-service laws must be made in accordance with such laws (Executive order of January 21, 1938).

**Employees of the United States Marshal for the Virgin Islands.**—Any officer or employee of the police or prison departments of the Territorial and municipal governments of the Virgin Islands may be appointed to the position of deputy or any other position in the office of the United States Marshal for the Virgin Islands (Executive order of May 24, 1938).

**Employees of the Division of Grazing, Department of the Interior.**—Employees of the Division of Grazing of the Department of the Interior, with the approval

of the Secretary, may accept appointment as deputy fire warden, deputy fish warden, or deputy game warden under the States in which such employees may be on duty, provided that their services in the State position are without compensation and do not interfere with the performance of the duties of the Federal position (Executive order of August 4, 1938).

**School teachers and instructors.**—Officers and employees of the Federal Government may hold positions as teachers or instructors in any State, Territorial, or municipal school or university, provided, that their holding of such position shall not in any manner interfere or conflict with the performance of their duties during their regular hours of duty as officers or employees of the Federal Government (Executive order of April 11, 1940).

**Employees of the Social Security Board, Federal Security Agency.**—Officers and employees of the Social Security Board, Federal Security Agency, upon recommendation of the Board and approval of the Federal Security Administrator, may hold office under State, Territorial, and municipal governments engaged in cooperative and related work with the Board, as authorized by Federal and State laws, provided that the services to be performed pertain to such work and do not in any manner interfere or conflict with the performance of the Federal duties. State, Territorial, and municipal officers or employees engaged in cooperative and related work with the Social Security Board may accept appointment in and serve under the Social Security Board when the Board and the Administrator deem such employment necessary to secure a more efficient administration of the duties imposed upon the Social Security Board, provided that the appointment of any such officer or employee to a position subject to civil service laws under the Social Security Board shall be made in accordance with civil service laws, rules, and regulations (Executive order of April 29, 1940).

**Employees of the Bureau of Reclamation, Department of the Interior.**—Employees of the Bureau of Reclamation, with the approval of the Secretary of the Interior, may accept appointments as constables or deputy sheriffs under the laws of the States or Territories in which such employees may be on duty, provided that their services as such constables or deputy sheriffs shall be without compensation and shall not in any manner interfere or conflict with the performance of their duties as employees of the Bureau of Reclamation (Executive order of April 28, 1947).

**Employees of the United States Atomic Energy Commission.**—Officers and employees of the Atomic Energy Commission, with the approval of the General Manager thereof or one of his designees, may hold State or local offices, under the laws of the States in which such employees may be on duty, provided that the General Manager or his designee shall determine in each instance that holding such office shall not in any manner interfere or conflict with the performance of the duties of such persons as employees of the Commission (Executive order of March 15, 1949).

**Offices under municipality of Norris, Tennessee.**—Officers and employees of departments, offices, and agencies, including corporations, in or under the executive branch of the Government of the United States who are residents of the City of Norris, Tenn., may hold municipal office under the laws of the State of Tennessee and the applicable laws and ordinances of the City of Norris, Tenn., provided that in each instance the Federal agency concerned shall approve the holding of such office by the Federal officer or employee involved and shall determine that the holding of such office will not in any manner interfere or conflict with the performance of the duties of such person as an officer or employee of the Federal Government (Executive order of May 6, 1949).

**NOTE.—Utilization of service of State and local officers.**—The heads of a number of Federal agencies are authorized by specific statutes to employ the services of State and local officers.

## VIII. Criminal Law Violations and Related Subjects

In addition to being restricted by the act of August 2, 1939 (as amended), civil-service rules, Executive orders, and departmental regulations, the freedom of officers and employees of the executive civil service to engage in politics is limited by a number of statutes. These statutes are generally applicable to all officers and employees of the United States, whether or not in the competitive service, and, in some cases, the language of the statute is sufficiently broad to include any person receiving compensation for services from money derived from the Treasury of the United States, and other persons. These statutes are set forth in the following sections. Some of the activities prohibited under penalty of fine and imprisonment are:

(1) Solicitation or receipt of political contributions by one officer or employee from another.

(2) The giving or handing over of a political contribution by one employee to another.

(3) Solicitation or receipt of political contributions in a Federal building by any person, whether or not an employee of the Government.

(4) Solicitation or receipt by any person of political contributions from any person receiving any benefit under any act of Congress appropriating funds for relief.

(5) Solicitation or receipt of any thing of value, either for personal reward or as a political contribution, in return for the promise to use, or the use of, influence to secure an appointive office under the United States.

(6) Payment or the offer of payment for the use of influence in securing appointive office under the United States.

(7) Promising employment, compensation, or other benefit made possible by act of Congress as consideration or reward for political activity.

(8) Discrimination by an officer or employee in favor of, or against, another officer or employee on account of political contributions.

(9) Depriving any person on account of race, creed, color, or political activity, of compensation or other benefit made possible by any act of Congress appropriating funds for relief.

(10) Disclosure for political purposes of any list or names of persons receiving benefits under an act of Congress appropriating funds for relief and the receipt of such a list or names for political purposes.

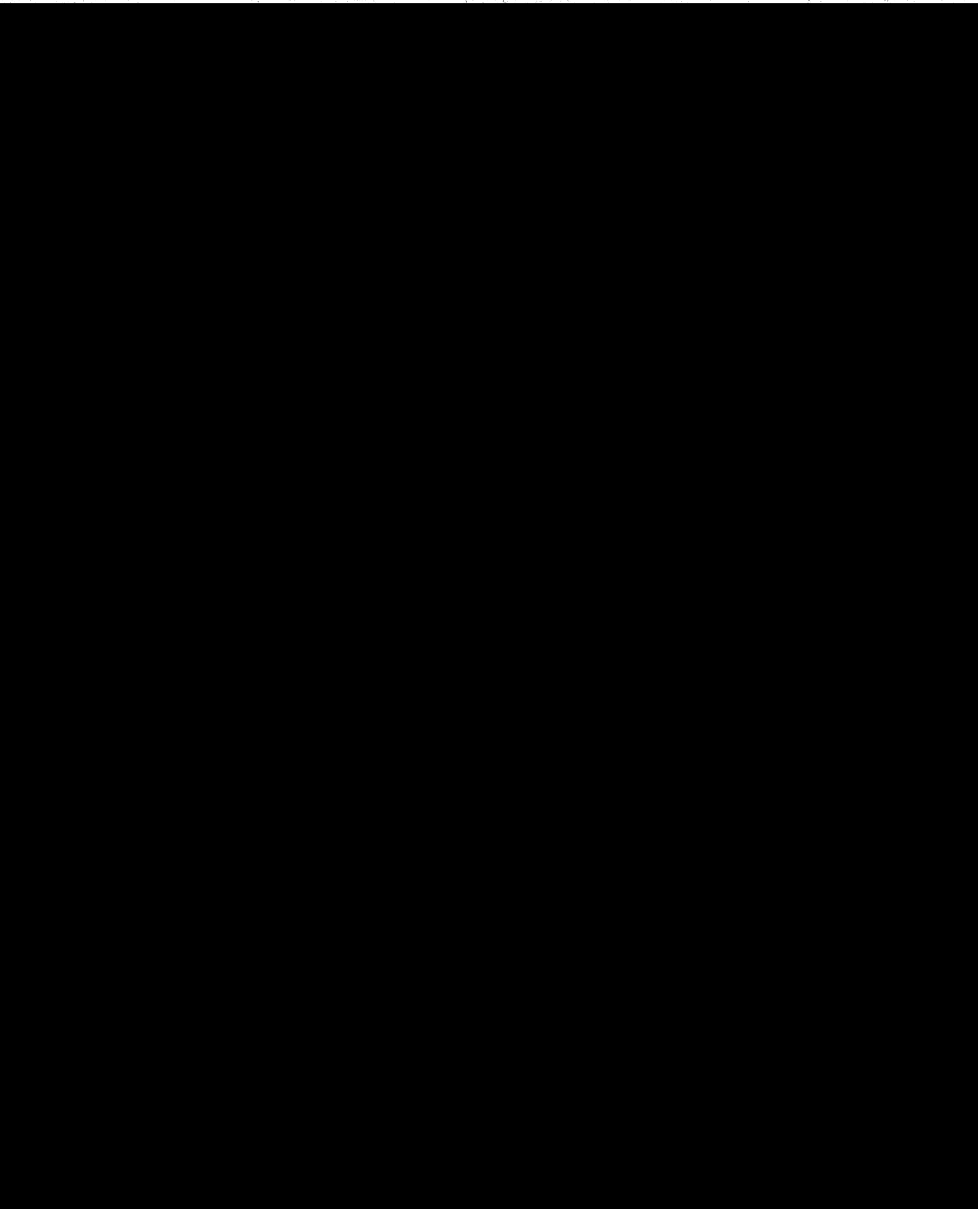
### POLITICAL ASSESSMENTS

#### Solicitation of Political Contributions

The United States Code, title 18, section 602, reads as follows:

Whoever, being a Senator or Representative in, or Delegate or Resident Commissioner to, or a candidate for Congress, or individual elected as, Senator, Representative, Delegate, or Resident Commissioner, or an officer or employee

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of the United States or any department or agency thereof, or a person receiving any salary or compensation for services from money derived from the Treasury of the United States, directly or indirectly solicits, receives, or is in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution for any political purpose whatever from any other such officer, employee, or person, shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

#### **Solicitation From Benefit Recipients**

The United States Code, title 18, section 604, reads as follows:

Whoever solicits or receives or is in any manner concerned in soliciting or receiving any assessment, subscription, or contribution for any political purpose from any person known by him to be entitled to, or receiving compensation, employment, or other benefit provided for or made possible by any Act of Congress appropriating funds for work relief or relief purposes, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

#### **Furnishing List of Benefit Recipients**

The United States Code, title 18, section 605, reads as follows:

Whoever, for political purposes, furnishes or discloses any list or names of persons receiving compensation, employment or benefits provided for or made possible by any Act of Congress appropriating, or authorizing the appropriation of funds for work relief or relief purposes, to a political candidate, committee, campaign manager, or to any person for delivery to a political candidate, committee or campaign manager; and

Whoever receives any such list or names for political purposes—  
Shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

#### **Circulars of Solicitation Bearing Names of Federal Employees**

In an opinion of October 17, 1902 (24 Op. 133), the Attorney General held that the sending of a circular letter by a political committee to Federal officers and employees soliciting financial aid in Congressional or State elections, upon or attached to which appear the names of Federal officers or employees, is a violation of section 11 of the Civil Service Act (now sec. 602, title 18, of the U. S. Code), which declares that no officer or employee of the Government shall be in any manner concerned in soliciting or receiving any assessment or contribution for any political purpose whatever from any officer or employee of the United States. The statute unquestionably condemns all such circulars, notwithstanding the particular form of words adopted, in order to show a request rather than a demand, and to give the responses a quasi-voluntary character.

#### **"Political Assessments" Defined**

The following is an extract from the decision in *United States v. Scott* (74 Fed. 213), in the Circuit Court of the District of Kentucky, rendered October 7, 1895, by Taft, J.:

To charge a man with soliciting a contribution from United States officers for a political purpose carries with it by implication a charge that the accused knew the purpose for which the contribution was solicited. The words "for a political purpose" may reasonably be construed to qualify not only the contribution but the solicitation. Similarly, to charge that a man received from another his contribution for a political purpose, by implication charges that the reception was for the same

purpose as the contribution. \* \* \* Nor was it necessary to set out the specific averment that the defendant knew that the persons from whom the contributions were received were officers of the United States.

The following extract is from the decision rendered by McCall, J., in the case of *United States v. Dutro, L. W.*, 1913, Western District of Tennessee (unreported):

The statute under which the indictment was found prohibits (and I shall speak of this concrete case) the postmaster at Memphis, Tenn., from receiving, or being in any manner concerned in receiving, any assessment, subscription, or contribution for any political purpose whatever from any official, clerk, or employee of the United States.

There are four counts in the indictment. Two of them charge the defendant with receiving subscriptions and contributions for political purposes from an officer, clerk, or employee of the United States, and two of them charge defendant with being concerned in receiving such assessment or subscription for political purposes from a clerk or employee of the United States.

Evidently one of the purposes of Congress in enacting the legislation was to prohibit superior officers from bringing pressure to bear upon their subordinates in order to secure contributions for campaign purposes, and the act is couched in very broad terms.

This evidence (which so far is uncontradicted) shows that the defendant, Mr. Dutro, did receive two contributions for campaign purposes from an officer or clerk or employee of the United States. Whatever may have been Mr. Dutro's frame of mind in regard to his connection with it, the one fact remains, as the evidence shows, that he received these contributions for the purposes and from the parties which the law prohibits. Perhaps and no doubt he did so without any thought that he was violating any statute, and felt that he was acting purely as a conveyor of these contributions to the political parties for whom they were intended, to accommodate those who were making the contributions, and purely as a personal matter, but I think under the evidence his action was in violation of the statute.

The other two counts, as I have pointed out, charge the defendant with being concerned in receiving assessments, subscriptions, or contributions for campaign purposes from a clerk, employee, or officer of the United States. There is a controversy here between counsel as to what the word "concerned" means. From what the law books say which have been read here, and from my own impression, it seems that the word "concerned" means to be interested in, or take part in, receiving such contributions. If Mr. Dutro, by his connection with these two subscriptions, took a part in the contributions being made by employees of the Government for campaign purposes, he would be guilty. I think the natural construction of the phrase or term or word necessarily leads to the conclusion that he did take a part in receiving the contributions, because he received and conveyed them from the contributors to the parties for whom they were intended, and, as the proof so far shows, he knew that the parties who were making the contributions were clerks under him in the Post Office Department, and he knew the purpose for which the money was to be used and where it was to go.

The foregoing case definitely establishes the principle that an employee of the Government who receives a political contribution from another such employee as a mere agent or messenger for the purpose of turning it over to a political organization commits a violation of the statute.

#### **Solicitation or Receipt of Political Contributions in Federal Buildings**

The United States Code, title 18, section 603, reads as follows:

Whoever, in any room or building occupied in the discharge of official duties by any person mentioned in section 602 of this title, or in any navy yard, fort, or

arsenal, solicits or receives any contribution of money or other thing of value for any political purpose from any such person, shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

#### **Letters Addressed to Federal Buildings**

The Commission by a minute of March 23, 1897, held that addressing a letter to a Government employee in a Government building soliciting political contributions is a solicitation in that building, but notwithstanding numerous violations no opportunity arose of having the question judicially determined until 1907, when an indictment was obtained against Edward S. Thayer at Dallas, Tex. A demurrer to the indictment was sustained on the ground that the act required the personal presence in the Government building of the solicitor. Appeal was taken to the Supreme Court, and the judgment of the lower court was reversed. (*United States v. Thayer*, 209 U. S. 39.) The opinion of the Court, delivered by Justice Holmes on March 9, 1908, establishes definitely the proposition that solicitation by letter or circular addressed to and delivered by mail or otherwise to an officer or employee of the United States at the office or building in which he is employed in the discharge of his official duties is a solicitation "in a room or building" within the meaning of this section, the solicitation taking place where the letter was received. (See also *United States v. Smith*, 163 Fed., 926, where the letter was personally delivered.)

#### **Letters Delivered in Federal Buildings**

The Commission holds that the sending through the mails of letters to Government employees soliciting political contributions, their street or home address being omitted from the envelopes with the result that the letters are delivered by the postal authorities in the Government building in which they are employed, constitutes a violation of section 603 of the Code. It is a maxim of the law that a person is presumed to intend the natural and probable consequences of his acts, and failure or omission to take measures to avoid delivery of such letters in a Government building will render the offender liable to prosecution.

#### **Discrimination on Account of Political Contributions**

The United States Code, title 18, section 606, reads as follows:

Whoever, being one of the officers or employees of the United States mentioned in section 602 of this title, discharges, or promotes, or degrades, or in any manner changes the official rank or compensation of any other officer or employee, or promises or threatens so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose, shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

#### **Payment of Political Contributions by One Employee to Another**

The United States Code, title 18, section 607, reads as follows:

Whoever, being an officer, clerk, or other person in the service of the United States or any department or agency thereof, directly or indirectly gives or hands over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of or Delegate to Congress, or Resident Commissioner,

any money or other valuable thing on account of or to be applied to the promotion of any political object, shall be fined not more than \$5,000 or imprisoned not more than three years, or both.

#### **POLITICAL COERCION**

Section 2, clause second, of the Civil Service Act directs that the civil-service rules "shall provide and declare as nearly as the conditions of good administration will warrant, as follows: \* \* \* Sixth. That no person in said service has any right to use his official authority or influence to coerce the political action of any person or body." In pursuance of this section, Civil Service Rule IV, section 4.1, provides, in part, that "Persons in the executive branch \* \* \* shall not use their official authority or influence for the purpose of interfering with an election or affecting the result thereof." This provision applies to all persons in the executive civil service, and is held to prohibit a superior officer from requesting or requiring the rendition of any political service or the performance of political work of any sort by subordinates.

#### **Intimidation and Coercion of Voters in Elections of Certain Officers**

The United States Code, title 18, section 594, reads as follows:

Whoever intimidates, threatens, coerces, or attempts to intimidate, threaten, or coerce, any other person for the purpose of interfering with the right of such other person to vote or to vote as he may choose, or of causing such other person to vote for, or not to vote for, any candidate for the office of President, Vice President, Presidential elector, Member of the Senate, or Member of the House of Representatives, Delegates or Commissioners from the Territories and Possessions, at any election held solely or in part for the purpose of electing such candidate, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

#### **Administrative Employees of United States or Any State Use of Official Authority To Influence Elections**

The United States Code, title 18, section 595, reads as follows:

Whoever, being a person employed in any administrative position by the United States, or by any department or agency thereof, or by the District of Columbia or any agency or instrumentality thereof, or by any State, Territory, or Possession of the United States, or any political subdivision, municipality, or agency thereof, or agency of such political subdivision or municipality (including any corporation owned or controlled by any State, Territory, or Possession of the United States or by any such political subdivision, municipality, or agency), in connection with any activity which is financed in whole or in part by loans or grants made by the United States, or any department or agency thereof, use his official authority for the purpose of interfering with, or affecting, the nomination or the election of any candidate for the office of President, Vice President, Presidential elector, Member of the Senate, Member of the House of Representatives, or Delegate or Resident Commissioner from any Territory or Possession, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

This section shall not prohibit or make unlawful any act by any officer or employee of any educational or research institution, establishment, agency, or system which is supported in whole or in part by any State or political subdivision thereof, or by the District of Columbia or by any Territory or Possession of the United States; or by any recognized religious, philanthropic, or cultural organization.

#### **Use of Official Authority in Coercing Voters**

The United States Code, title 18, section 598, reads as follows:

Whoever uses any part of any appropriation made by Congress for work relief, or for increasing employment by providing loans and grants for public-works projects, or exercises or administers any authority conferred by any Appropriation Act for the purpose of interfering with, restraining, or coercing any individual in the exercise of his right to vote at any election, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

#### **POLITICAL DISCRIMINATION**

##### **Failure To Contribute or Render Political Service Not Prejudicial**

Section 2, clause second, of the Civil Service Act reads as follows:

Fifth, that no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and that he will not be removed or otherwise prejudiced for refusing to do so.

Section 4 of the act of August 2, 1939, 53 Stat. 1147 (U. S. Code, title 18, section 61c), reads as follows:

It shall be unlawful for any person to deprive, attempt to deprive, or threaten to deprive, by any means, any person of any employment, position, work, compensation, or other benefit provided for or made possible by any act of Congress appropriating funds for work relief purposes, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election.

##### **Deprivation of Employment, Compensation, or Other Benefit**

The United States Code, title 18, section 601, reads as follows:

Whoever, except as required by law, directly or indirectly, deprives, attempts to deprive, or threatens to deprive any person of any employment, position, work, compensation, or other benefit provided for or made possible by any Act of Congress appropriating funds for work relief or relief purposes, on account of race, creed, color, or any political activity, support of, or opposition to any candidate or any political party in any election, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

##### **Politics Not To Be Considered in Filling Vacancies**

Section 4.3 of Civil Service Rule IV reads as follows:

In his discretion an appointing officer may fill any position by appointment through the competitive system from a certificate of eligibles issued under authority of the Commission, or by promotion, demotion, reassignment, transfer, reinstatement, or restoration in accordance with the Civil Service Regulations. He shall exercise his discretion in all personnel actions solely on the basis of merit and fitness and without regard to political or religious affiliations, marital status, or race.

#### **PURCHASE AND SALE OF PUBLIC OFFICE**

##### **Offer To Procure Appointive Public Office**

The United States Code, title 18, section 214, reads as follows:

Whoever pays or offers or promises any money or thing of value, to any person, firm, or corporation in consideration of the use or promise to use any influence to procure any appointive office or place under the United States for any person, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

**Acceptance or Solicitation To Obtain Appointive Public Office**

The United States Code, title 18, section 215, reads as follows:

Whoever solicits or receives, either as a political contribution, or for personal emolument, any money or thing of value, in consideration of the promise of support or use of influence in obtaining for any person any appointive office or place under the United States, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

**Promise of Employment, Compensation, or Other Benefit**

The United States Code, title 18, section 600, reads as follows:

Whoever, directly, or indirectly, promises any employment, position, work, compensation, or other benefit, provided for or made possible in whole or in part by any Act of Congress, to any person as consideration, favor, or reward for any political activity or for the support of or opposition to any candidate or any political party in any election, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

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2 April 1952

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Assistant Directors  
Office Heads

Referring to the attached Notice, there is transmitted  
herewith a copy of the Civil Service Commission pamphlet, "Political  
Activity of Federal Officers and Employees."

25X1A

Enclosure: 1 pamphlet  
CIA Notice No. [REDACTED]

DISTRIBUTION NO. 1

RESTRICTED  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

1 April 1952

SUBJECT: Attendance at Ceremonies in Honor of Her Majesty the Queen of the Netherlands and His Royal Highness the Prince of the Netherlands.

1. The following memorandum from the White House, dated 25 March 1952 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 Her Majesty the Queen of the Netherlands and His Royal Highness the Prince of the Netherlands, who will arrive in Washington on April second for the purpose of making an official visit to the United States.

Her Majesty and His Royal Highness will arrive at the Military Air Transport Terminal, National Airport, at 4:00 p.m. on Wednesday, April second, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, they will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 4:30 p.m.), east on Constitution Avenue to Twelfth Street, north on Twelfth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at Fourteenth Street and Pennsylvania Avenue, where they will be officially welcomed and presented with the key to the City of Washington. They will then continue along Pennsylvania Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the White House.

It is desired that as many Government employees as possible have the opportunity to extend their greetings to Her Majesty and His Royal Highness. For the accomplishment of this purpose, the President 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 Her Majesty and His Royal Highness on April second.

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

-1-


25X1A



2. All employees whose services can be spared without unduly impairing the operations of the Office concerned may be excused for such time as is required for the accomplishment of this purpose.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 1

Executive Registry  
27375  
AR-D-0475

THE WHITE HOUSE  
WASHINGTON

March 25, 1962

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Ceremonies have been planned to pay tribute to Her Majesty the Queen of the Netherlands and His Royal Highness the Prince of the Netherlands, who will arrive in Washington on April second for the purpose of making an official visit to the United States.

Her Majesty and His Royal Highness will arrive at the Military Air Transport Terminal, National Airport, at 4:00 p.m. on Wednesday, April second, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, they will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 4:30 p.m.), east on Constitution Avenue to Twelfth Street, north on Twelfth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at Fourteenth Street and Pennsylvania Avenue, where they will be officially welcomed and presented with the key to the City of Washington. They will then continue along Pennsylvania Avenue to Fifteenth Street, north on Fifteenth Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the White House.

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DONALD S. DAWSON  
Administrative Assistant  
to the President

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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

31 March 1952

SUBJECT: Efficiency Ratings, Officers.

1. The importance of adequate and comprehensive reports of the efficiency of Army, Navy, Air Force, and Marine Corps Officers assigned to CIA cannot be overemphasized. These reports are the principal return which an officer receives for his services in this organization, and as such, they have a far-reaching effect upon his future as a member of his parent service. Anything less than thoughtful, fair and complete evaluation of officers, at times required by service procedures, is unacceptable, and can only be considered a dereliction of supervisory responsibilities.

2. The Chief, Military Personnel Division, is responsible for monitoring the discharge of CIA obligations in this respect. He is charged with notifying supervisors when ratings are due, providing them with procedural guidance concerning current practices in the several services, and with forwarding completed reports to the appropriate agencies.

3. In certain assignments, the organization of CIA will require that reports be rendered by civilian supervisors, or by officers of other services. This should not be permitted to influence the quality of the report in any way. Reports on Army and Air Force Officers, whether prepared in letter form or otherwise, will be reviewed and endorsed by a senior military officer of the same parent service wherever possible before forwarding to the service agency concerned.

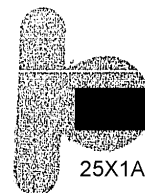
4. It should be borne in mind that all supervisors, military and civilian, are themselves rated upon their ability to rate subordinates. Hence all supervisors are enjoined to consult published policies of CIA, and to familiarize themselves with information available in the Military Personnel Division prior to accomplishing this essential function of personnel management.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

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AND FORM NO. 64

CONFIDENTIAL  
Security Information

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : Chief, Organization and Methods Service,  
ATTN: [REDACTED] Room 200, 2210 E St., N.W.  
FROM : Chief, Military Personnel Division

MPD-1/HHDH/rwg  
DATE: MAR 26 1952

SUBJECT: Publication of CIA Regulation and Notice

25X1A

1. Attached hereto are approved drafts of a new CIA Regulation [REDACTED] and a Notice from the Deputy Director (Administration). Approval of both publications was effected by the DC/I, the DD/A, the DD/Personnel, and the Personnel Director on a memo from this office to the DD/A, subject: Officers' Efficiency Reports, dated 10 March 1952, Executive Registry No. 2-7120.

2. It is requested that the new CIA Regulation [REDACTED] be published for distribution to branch levels of Divisions. 25X1A

3. It is further requested that the Notice from the DD/A be properly numbered and published for the same distribution, with an additional 1000 copies prepared for this Division.

FOR THE CHIEF, MILITARY PERSONNEL DIVISION:

[REDACTED]

25X1A

Attachments

Capt., USAF  
Adjutant

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

31 March 1952

SUBJECT: Use of Agency Motor Pool Service

1. The increase in the number of requests for transportation to the Central Motor Pool has reached such proportions that adequate service cannot be provided with present equipment and personnel.

2. To provide for the most economical and efficient use of all Agency vehicles and chauffeur personnel, it is necessary to revise the present policy and procedures with respect to the use of vehicles and chauffeur personnel, including those assigned to offices.

3. Each Assistant Director and Office Chief will immediately designate a principal officer and one alternate to receive and handle all requests for local transportation originating within his Office. The officer or his alternate will arrange for group riding where possible and whenever possible will arrange for the use of the vehicle and chauffeur assigned to his Office. When the vehicle and chauffeur assigned to his Office are not available, he will then request the Central Motor Pool to provide service.

4. As a suggestion to promote group riding, employees having business outside of CIA in the same vicinity should whenever possible arrange their meetings at the same hour.

5. It is requested that the names of all designees and their alternates be forwarded to the Chief, Administrative Service not later than 4 April 1952.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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[REDACTED]  
25X1A

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STANDARD FORM NO. 64

1501

**CONFIDENTIAL**  
SECURITY INFORMATION

*Office Memorandum* • UNITED STATES GOVERNMENT

**TO** : Chief, Organization and Methods Service

**DATE:** APR 7 1952

**FROM** : Chief of Procurement and Supply

**SUBJECT:** Request for Publication of CIA Notice

1. Forwarded herewith is redraft of notice regarding the submission of requisitions requiring purchase action chargeable to funds expiring 30 June 1952. Your attention is called to the change in deadline date for submission of requisitions for [REDACTED] equipment and supplies. This change was necessary inasmuch as the cut off date of 1 April 1952 for FY-52 purchases from [REDACTED] was established in late March.

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2. Publication in the form of a notice is desired in order that all interested personnel will be advised regarding deadline dates for submission of requisitions. The publication and distribution of the notice at the earliest possible date is requested.

25X1A

[REDACTED]

JAMES A. GARRISON

Attachment

**CONFIDENTIAL**  
SECURITY INFORMATION

1276

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: MAR 24 1952

FROM : Chief of Procurement and Supply Office

SUBJECT: Request for Publication of CIA Notice

1. Forwarded herewith is draft of notice regarding the submission of requisitions requiring purchase action chargeable to funds expiring 30 June 1952. The usual rush to obligate all the funds left in the fiscal year appropriation right at the end of the year, and the delay to the last few days on the part of some activities in submitting their requisitions, makes it necessary that attached notice be published.

2. Publication in the form of a notice is desired in order that all interested personnel will be advised regarding deadline dates for submission of requisitions. The publication and distribution of the notice at the earliest possible date is requested.

25X1A



JAMES A. GARRISON

Attachment

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*Distribution no. 3*  
*per M*  
*27 March*



RECEIVED  
MAR 27 1952

MAR 27 1952



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

24 March 1952

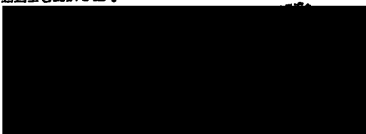
SUBJECT: 1952 Cancer Crusade

1. The 1952 Cancer Crusade for the Central Intelligence Agency will begin on 1 April and end 30 April 1952.

2. Cancer remains the No. 2 killer in the nation, with people of all ages being stricken by this dread disease. Money is needed to carry on the intensive research now being done in the hope that a cure can be found.

3. It is hoped that all Agency employees will give to this worthy cause. Keymen will be available in each Office to receive contributions. All money received should be turned in to the Personnel Relations Branch, Room 104, North Building, not later than 30 April 1952.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

24 March 1952

SUBJECT: Relocation of Fiscal Division

1. Effective 29 March 1952, the Fiscal Division (heretofore located in Quarters Eye) will occupy the following offices in "I" Building:

<u>OFFICE</u>	<u>ROOM NO.</u>	<u>TELEPHONE EXT.</u>
Office of the Chief	1000	532-3-4
Accounting Branch	1613	3462-3-4
Claims Branch	1609	566-7
Travel Branch	1610	2514-5
Payroll Branch	1601	2585-6-7 or 8153-4-5
Fiscal Processing Branch	1062	2518-9



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2. All documents, including correspondence, notices, time and attendance reports, etc., destined for the Fiscal Division on or after 29 March 1952 should be addressed to the appropriate "I" Building location.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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NOTICE  
[REDACTED]

19 March 1952

SUBJECT: Little Wagner Act

1. A Bill currently before the Congress, H. R. 554, known as the Little Wagner Act, guarantees to representatives of Government employees, including unions, certain rights in negotiating and representing employees with Government agencies. Recently an amendment was adopted which exempts CIA and the FBI from such guarantees. This is in no sense discriminatory against unions, but is merely a normal security precaution similar to the exemption of CIA from the Classification Act.

2. It may well be, however, that questions will arise concerning the purpose and effect of this exemption. Any inquiries on this subject, telephonic or otherwise, should be referred without discussion to the General Counsel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  
[REDACTED]

14 March 1952

SUBJECT: New Location - Office of Training

1. Effective 17 March 1952 all divisions and branches of the Office of Training located in Central Building, with the exception of Orientation and Briefing Division, will be located in Wing 3 of Building "I". The Orientation and Briefing Division will remain in Room 117, Central Building.

2. The Office of the Director of Training will be located in Room 1022, Building "I".

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  
[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

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[REDACTED]  
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  
[REDACTED]

17 March 1952

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SUBJECT: (a) CIA Personnel Notices  
(b) Rescission of CIA Regulation [REDACTED]



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1. CIA Notices announcing appointments and designation of CIA officials will hereafter be issued by the Personnel Office. Personnel Notices will be numbered consecutively and the number will be preceded by the letter P. Notices No. P-1-52 and No. P-2-52 have already been issued.

2. CIA Regulation [REDACTED] is hereby rescinded and should be removed from the Manual.

3. Additional copies of Personnel Notices may be obtained by contacting the Personnel Office, Extension 611.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

25X1A

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION: All Holders of the  
CIA Manual

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

11 March 1952

SUBJECT: Name Requests for Military Personnel

[REDACTED]  
25X1A

1. Requests for military personnel by name will be discontinued.
2. All requests will be sent to the Chief, Military Personnel Division, and contain sufficient position description and desired qualifications so that the Armed Services can nominate individuals to meet Agency requirements.
3. Requests, in paragraph 2, above, may be accompanied by a suggested name of an individual believed to meet requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

10 March 1952

25X1A

SUBJECT: Sixth Agency Orientation Course

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REFERENCE: CIA Regulation No. [REDACTED]

1. The Office of Training will conduct the Sixth Agency Orientation Course in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street) from 8 through 11 April 1952. The program will begin promptly at 0900 hours and continue to 1200 hours on each of these days. Schedules for the Sixth Course will be sent to each Office for distribution to those nominated to attend. CIA badges must be shown to gain entrance to the auditorium.

2. In accordance with CIA [REDACTED], the following policy governs attendance at the Agency Orientation Courses:

25X1A

a. Mandatory for all employees, Grade GS-5 (or its equivalent) and above, who have not attended or completed any previous Agency Orientation Course or TRC Staff Indoctrination Course. Accordingly, Office heads are directed to make their personnel available for one of these quarterly Orientation Courses at the earliest possible occasion.

b. Office heads may nominate fully-cleared employees in GS-4 provided such employees are assigned to positions requiring general knowledge of Agency organization and operations.

c. Office heads will submit to the Director of Training, prior to 21 March 1952, the exact number of employees nominated to attend, within the quota assigned each Office by the Director of Training.

3. a. No arrangements can be made for those attending the course to park in the vicinity of the South Agriculture Building.

b. Special Capital Transit chartered busses will leave the "loop" at the north end of "M" Building at 0830 hours on the mornings of the course to take those persons whose offices are located in North, Central, South, [REDACTED] "Q", "M", and adjacent buildings to the auditorium. They will make a return trip to this point each day at noontime.

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c. Special Capital Transit chartered busses will leave from Gate 9, in the rear of "K" Building, at 0830 hours each morning of the course, to take persons whose offices are located in "I", "J", "K", and "L" Buildings, as well as "Quarters Eye" and adjacent Buildings, to the Auditorium.

d. Special arrangements can be made for employees located in other buildings.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF  
Deputy Director  
(Administration)

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STANDARD FORM NO. 64

DRAFT

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
VIA : Chief, General Services  
FROM : Director of Training  
SUBJECT: Proposed CIA Notice Announcing the  
Sixth Agency Orientation Course

DATE: 7 March 1952

1. It is recommended that the information in the attached draft be issued as a CIA Notice.

25X1A



MATTHEW BAIRD

Attachment: Draft of Proposed CIA Notice,  
Subject: Agency Orientation Course

REAR 9 1952

REAR 9 1952



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

12 March 1952


SUBJECT: Discontinuance of Saturday Shuttle Busses

1. For the past sixty days the greatest number of passengers transported on shuttle busses on any particular Saturday averaged less than one person per trip. In view of this fact, it is believed that adequate transportation can be provided by the Motor Pool without the use of busses on Saturdays.

2. Accordingly, effective Saturday, 15 March 1952, personnel requiring transportation on Saturdays in connection with official business may obtain same by calling the Motor Pool, Extension 684.

3. Saturday shuttle bus service will be discontinued on this same date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
WALTER REID WOLF  
Deputy Director  
(Administration)

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DISTRIBUTION NO. 4

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 4 March 1952

FROM : Chief, Administrative Service

SUBJECT: Discontinuance of Saturday Shuttle Busses.

1. Our records indicate that there were no passengers carried on any shuttle bus on Saturday, 3 March 1952. Likewise, on Saturday, 23 February 1952, there were a total of four passengers all of whom were carried prior to 12:00 noon.

2. We recommend that an Agency notice be issued notifying all employees that the shuttle busses will be discontinued on Saturdays. Employees requiring transportation in connection with official business may obtain same by calling the Motor Pool, Extension 684.

25X1A

Enclosure



NOTE:

*Suggested notice attached.*

25X1A



MAR 5 1952

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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

8 March 1952

SUBJECT: Jury Duty

25X1A

1. Particular attention is called to CIA Regulation [redacted] paragraph K (2), which states in part: "It is Agency policy to encourage jury service wherever possible without serious interference with Agency operations."

2. The number of personnel who have requested and been excused from jury duty appears to be inconsistent with Agency policy and has resulted in the Agency's having an unfavorable record in the Courts.

3. In the future a request for excuse from jury duty will be submitted to the General Counsel by a Deputy Director, Assistant Director, or Office head only, and must contain a specific justification as to how temporary loss of the individual's services will "seriously interfere with Agency operations" and why other arrangements to avoid such interference cannot be made.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

8 March 1952

SUBJECT: Agency Telephone Directory

1. The Administrative Service Office is required to issue the CIA Telephone Directory quarterly during the months of January, April, July and October.
2. The cut-off date for the April 1952 issue will be 20 March 1952. Additions, deletions or changes for the directory, as reported on Personnel Information Cards and received in the Machine Records Branch through 20 March 1952, will be reflected in the April issue.
3. The efficiency of the CIA telephone service and the accuracy of the CIA Telephone Directory is dependent upon each Office reporting required personnel locator information as outlined in CIA Regulation No. [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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[REDACTED]  
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

7 March 1952

SUBJECT: Use of Liquor in CIA Buildings.

1. Compliance with the Public Buildings Service rules and regulations governing public buildings and grounds by Agency personnel is directed. A copy of these rules and regulations is posted at the entrance to each Agency building.

2. Particular attention is invited to the following paragraph:

"7. USE OF LIQUORS ETC. Entering a public building or the driving of a motor vehicle on or on public property by a person visibly under the influence of an intoxicating liquor or narcotic drug, or the consumption of such liquors or drugs within a public building is prohibited."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Colonel White  
FROM : General Counsel  
SUBJECT: Liquor in Agency Buildings

DATE: 7 February 1952

1. Reference is made to our conversation relating to Christmas parties.
2. A copy of the rules and regulations governing public buildings and grounds, published by the Public Buildings Administration, is posted at the main entrances to all Agency buildings. In effect, they prohibit intoxicated persons from entering the buildings and prohibit the consumption of liquor within the buildings. The penalty established is a fine of not more than \$50 or imprisonment for not more than thirty days or both, except that offenses committed against laws applying to the local area in which a public property is situated may be prosecuted in accordance with such laws.
3. The regulation against liquor in public buildings is also contained in the proposed revision of the employee's handbook which is now in the process of review.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

6 March 1952

SUBJECT: Application of the Agency Pay Increase of 24 October 1951  
to Contract Personnel.

1. Although CIA is specifically exempted from the provisions of the Classification Act of 1949, the Director, as a matter of policy, has directed that the Agency adhere to the provisions of the Act insofar as possible. The recent legislative pay increase (P.L. 201) is an amendment to the Classification Act of 1949 and, as such, does not apply to CIA personnel. However, in accordance with previous policy, the Director approved similar increases for Agency employees effective 24 October 1951.

2. This is not necessarily true of persons engaged under contract by CIA. Many, if not most, of such persons are not employees but are independent contractors. Further, the services being rendered have not been classified in accordance with the Classification Act of 1949 as to appropriate grade level. The salaries being paid are negotiated salaries and, in many instances, would be at variance with those prescribed for the positions had they been classified on a strict functional basis. Further, the qualifications of the incumbents are frequently not appraisable in terms of the purely functional requirements of the positions.

3. It is recognized, however, that certain persons engaged under contract may in fact be employees of CIA, may have been engaged at salary levels comparable to those at which the positions would have been classified, and, lastly, that the incumbents may be qualified to hold the positions. If such conditions prevail, it has been determined that these persons should receive the benefits of the pay increase authorized for appointed employees.

4. To secure this benefit for certain contract personnel, it will be necessary to do the following:

a. Establish the fact that the individual is in fact an employee of CIA. This is a matter of actual relationship and not contractual terminology.

b. Establish the GS grade level of the position in accordance with the standards of the Agency.



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c. Establish the fact that the individual is qualified to hold the position as classified.

d. Ensure that none of the provisions of the present contract are inconsistent with the established employee relationship.

5. All Offices or Staffs which believe that certain of their contract personnel qualify as contract employees eligible for the authorized pay increase should submit a revision for the review and classification of specific contract positions. The review and necessary determinations and revisions of contracts will be made by the Special Contracting Officer, Administrative Staff (Special) and designated representatives of the Personnel Office/CIA and the Operating Office concerned. In addition to making the basic determinations, these officials shall determine the effective date of the application of the pay increase which, however, shall be not earlier than that authorized for appointed employees.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF  
Deputy Director  
(Administration)

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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  


6 March 1952

SUBJECT: Cable Traffic

1. At the present time the heaviest loads on the Cable Section of the Signal Center occur daily between the hours of 1530 and 2130. This is especially true on Thursdays and Fridays.


2. In order to relieve this periodic congestion, the following action will be taken by all offices initiating cables:

a. "Deferred" precedence cables will be used whenever it is practicable to do so. (These cables may be transmitted by Signal Center in slack periods but in no case will be delayed longer than 12 hours. Deferred precedence may be used on cables when the addressee need only know the contents for background information.)

b. Every effort must be made to distribute the dispatch more evenly throughout the day and week. Necessary coordination and approval of content will be expedited and when complete, dispatch will be effected without allowing accumulation for batch delivery to Signal Center at end of day or a "clearing of the docket" at weekend.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

  
WALTER REID WOLF  
Deputy Director  
(Administration)

  
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Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

11 March 1952

SUBJECT: Stamp Custodians

1. Effective 1 April 1952, postage stamps required for use in CIA headquarters will be accounted for by the Chief, Central Mail Room.

2. The Chief, Central Mail Room is hereby designated Stamp Custodian, vice Stamp Custodians for the various Offices in CIA headquarters.

3. Retiring Stamp Custodians will transfer all postage stamps on hand as of 31 March 1952 to the Chief, Central Mail Room on or about 1 April 1952.

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4. Revised CIA Regulation [REDACTED] Postage Stamps and CIA Regulation No. [REDACTED] Postage Stamp Controls, which cover postage stamp accounting and procedures to become effective 1 April 1952, both in headquarters and field stations, will be disseminated within the next few days.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
WALTER FEID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 1

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**Next 2 Page(s) In Document Exempt**

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  



25 February 1952

SUBJECT: 1952 American Red Cross Campaign

1. The 1952 Campaign for the American Red Cross will begin on 1 March 1952 and close 31 March 1952.
2. The Red Cross has long been a national symbol of a "friend in need" in time of crisis. No disaster, however large or small, goes unnoticed by this humanitarian organization. In addition, thousands of American servicemen and women have received aid and comfort from the Red Cross.
3. Keyworkers will be available in each Office to assist in the collection of funds. It is hoped that all Agency employees will donate as generously as possible so that the 1952 national goal of \$85,000,000 may be reached.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

  
WALTER REID WOLF  
Deputy Director  
(Administration)

  
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DISTRIBUTION NO. 4

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

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NOTICE


7 February 1952

SUBJECT: 1952 Crippled Childrens' Campaign

1. The 1952 Campaign for the D. C. Society for Crippled Children will begin in CIA on 15 February 1952, and end on 10 March 1952.
2. This is a completely voluntary organization which helps hundreds of crippled children receive proper diagnosis, therapy treatment, and preparation for school.
3. It is hoped that all Agency employees will contribute to this worthy charity.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF  
Deputy Director  
(Administration)

  
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S E C R E T

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

13 February 1952

25X1A

SUBJECT: Organization of the Office of Training

1. Recent Agency organizational changes have caused some confusion as to the nomenclature and organizational position of the Office of Training. The following information is given for your guidance:

A. The Office of Training (OTR) is in the Office of the Director of Central Intelligence, and the Director of Training (DTR), Colonel Matthew Baird, reports to the Deputy Director of Central Intelligence.

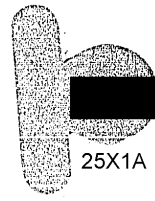
B. The Office of Training has two main subdivisions:

(1) The Office of Training (General) (TOG) under the Deputy Director of Training (General),

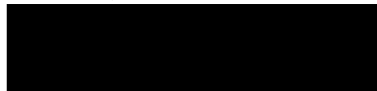
(2) The Office of Training (Special) (TOS) under the Deputy Director of Training (Special),

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2. The Director of Training coordinates with the Deputy Director of Plans, or his representative, all policy matters and requirements affecting the domestic training of personnel under the jurisdiction of the DD/P.



ALLEN W. DULLES  
Deputy Director  
of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  
[REDACTED]

15 February 1952

SUBJECT: Attendance at Professional Meetings.

It shall be the policy of this Agency to pay expenses of travel in connection with, and expenses incident to, attendance at meetings of professional, technical, scientific, and other similar organizations when such attendance would clearly be a benefit in the conduct of the work of the Agency, provided:

- a. Attendance at such meetings is on a highly selective basis.
- b. Meetings and personnel to attend are selected by Deputy Directors, Assistant Directors or Office heads.
- c. Travel costs and other expenses incident to attendance are kept to a minimum.
- d. Approval for attendance in each instance is obtained from the Assistant Deputy Director (Administration) - Inspection and Security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: [REDACTED]

[REDACTED]  
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[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE

4 February 1952

SUBJECT: Procedure for Establishing and Changing Tables of  
Organization

1. Office heads, in order to establish new or change existing tables of organization, shall set forth justification for their proposals accompanied, when appropriate, by organizational charts, functional statements and statements of basic related procedures.

2. All classified (including ungraded) positions, except positions under the jurisdiction of the Deputy Director (Plans) authorized for projects and foreign field stations shall be processed as follows:

a. The request in quintuplicate shall be addressed to the Deputy Director (Administration) and transmitted direct to the Chief of the Organization and Methods Service who will insure that the request is expeditiously coordinated and processed as indicated in paragraphs 2. b and c, below, and in addition review as to:

- (1) Soundness of organizational structure.
- (2) Needless duplication.
- (3) Adequacy of functional statements.
- (4) Effectiveness of broad procedures.

b. The Chief of the Organization and Methods Service will refer the proposal to:

(1) The Assistant Director (Personnel) for classification review and comment as to Personnel Procurement.

(2) The Comptroller for comment as to the availability of funds and other appropriate recommendation.

(3) The Chiefs of Procurement and Administrative Service, as appropriate, if additional space, equipment, transportation, reproduction facilities, or other special support are needed, for comment as to availability of such facilities or support.

(4) The Deputy Director (Administration) for action, except as indicated in paragraph 2. d, below, together with signed concurrences or comments obtained during coordination.



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*rescinded by  
notice*

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Security Information

c. When approved, the Chief of the Organization and Methods Service will effect reproduction and dissemination of the tables of organization.

d. Revisions involving only changes in position titles or grades may be effected through the concurrences of the Office head concerned, the Assistant Director (Personnel) and the Comptroller, provided, however, that approval of the Deputy Director (Administration) is obtained on grade changes at the GS-16 or GS-17 level and provided also that the approval of the Director is obtained on grade changes at the GS-18 level. The Chief of the Organization and Methods Service will arrange for the coordination, reproduction and dissemination of such changes upon receipt of a proposal, submitted in triplicate, from an Office head.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

  
L. K. WHITE  
Acting Deputy Director  
(Administration)

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Security Information

-2-

Executive Registry  
3-3078

CONFIDENTIAL  
SECURITY INFORMATION

19 January 1952

MEMORANDUM FOR: Chief, Office of General Services  
SUBJECT : Travel of OSI Personnel to Professional Meetings.  
REFERENCE : Memo dtd 3 Jan 52 to DCI thru DD/A fr AD/SI, sub: "Policy Question on Travel of OSI Personnel to Professional Meetings."

Please draft a Notice announcing a policy which will favorably in-  
dorse the request submitted in the referenced memorandum with the follow-  
ing limitations:

- a. Personnel should not be allowed to select profession-  
al meetings of their choice.
- b. No announcement should be made of any stipulated num-  
ber of meetings to be attended in a given period.
- c. Assistant Directors should be held strictly respon-  
sible for insuring that:
  - (1) Attendance at these meetings is on  
a highly selected basis.
  - (2) Attendance will benefit CIA, as well  
as the individual employees.
  - (3) Travel costs are held to a minimum.

*of course meeting of employees choice and  
AD's opinion could coincide*

[Redacted] L. K. WHITE  
Acting Deputy Director  
(Administration)

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1 Att  
Listed in Ref.

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OCT 3 1952

OCT 3 1952

JAN 20 1952

~~CONFIDENTIAL~~  
~~SECURITY INFORMATION~~

2-4521

3 January 1952

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director (Administration)  
SUBJECT : Policy Question on Travel of OSI Personnel to  
Professional Meetings

1. Public Law 110, Section 10, states:

"(a) Notwithstanding any other provisions of law; sums made available to the Agency by appropriation or otherwise may be expended for purposes necessary to carry out its functions, including —

(1) \* \* \* \* \* subject to policies established by the Director, expenses of travel in connection with, and expenses incident to attendance at meetings of professional, technical, scientific, and other similar organizations when such attendance would be a benefit in the conduct of the work of the Agency; \* \* \* \* \*

2. OSI at this time is submitting, to the Budget Office, a request for an additional allocation of travel funds for the balance of FY-52 which includes \$6985.00 for travel to professional, technical and scientific meetings. In this request it is indicated that no policy statement on this subject has been promulgated by the Director and that OSI will request approval in principle of current OSI policy from the Director as a basis for the allocation of travel funds for this purpose.

3. It is felt that the proposed travel will be of benefit to CIA for the following reasons:

a. The attendance of OSI personnel at these meetings will help them to maintain their professional competency and to keep abreast of current developments in their fields; both of which are necessary if they are to properly evaluate foreign scientific and technical capabilities.

b. In almost every other line of scientific endeavor the individual, as part of his job, increases his knowledge of his specialized field and broadens his understanding of allied fields. The difficulty in maintaining contact with their specialities is a matter of continuing concern to professional personnel in intelligence work. Attendance at professional meetings will alleviate somewhat the loss in effectiveness occasioned by their relative isolation.

~~CONFIDENTIAL~~

JAN 26 1952

CONFIDENTIAL

4. In general, OSI plans on allowing each professional employee to attend one professional meeting of the individuals choice each year. An effort will be made to confine this travel to meetings on the East Coast insofar as is practicable.

5. It is suggested that the policies noted above be approved in principle with the understanding that the specific funds requested for such travel will be considered in accordance with standard agency budget procedures.

[Redacted]

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H. MARSHALL CHADWELL  
Assistant Director  
Scientific Intelligence

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SECURITY INFORMATION

JAN 20 1957

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief Organization and Methods

FROM : Comptroller

SUBJECT: Proposed Procedure for Establishing and Changing  
Tables of Organization

DATE: 31 January 1952

1. Your proposed procedure for establishing and changing Tables of Organization has been reviewed and the following suggestions are offered:

- (a) Due to the current need which is in line with the limitation placed by the Bureau of the Budget on personnel services and to assure that each request is fully satisfied, it is suggested that paragraph A. be strengthened to make clear the importance of adequate justification. Paragraph A. might be supplemented as follows:

"The justification should concisely but adequately indicate by division or activity necessary requirements which cannot be met with the present T/O authorization. Where applicable, data concerning backlog, actual and estimated work load trends, and any other objective data should be furnished which will be helpful in explaining the basis for the additional request. A table should be included with each proposed revision indicating by division a comparison of the proposed T/O with the personnel on-duty and the present T/O."

- (b) That paragraph B. be rewritten as follows:

"All classified (including ungraded) positions, except positions authorized for covert projects and covert foreign field stations, shall be processed as follows:"

- (c) Eliminate from the second line of paragraph B. (2) (d) the words "and (5)". This will be in line with a later recommendation that paragraph B. (5) be eliminated in its entirety.
- (d) Eliminate from the last line of paragraph B. (4) the words "and those set forth in [REDACTED] paragraph A". As paragraph A. [REDACTED] with the preparation of personnel action from 37-3 and appears to have no connection with this matter.

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SECURITY INFORMATION

- 2 -

- OK
- (e) It is the opinion of the undersigned that paragraph B. (5) should be deleted in its entirety. All increases in T/O should be approved by the DD/A. However, he may delegate to his deputies if he so desires the approval of T/O's not exceeding whatever limitation he desires to make.
- ek
- (f) I do not concur with paragraph C. in its present form. The entire paragraph should be rewritten and provisions made for review by the Comptroller's Office as limitations have been placed by the Bureau of the Budget on funds and also on the number of positions contained in the budget for overseas activities. It might be preferable to eliminate this item entirely and treat it as a separate subject for later consideration.

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2. It is the opinion of the undersigned that a separate and distinct procedure should be established for the requesting and approving of T/O slots for Grades 16 and 17. Grade 18 has been omitted since approval is required by the Director. Regulation [redacted] provides for the approval and processing of personnel actions once the positions or slots are established on the T/O's. I would like to suggest that a Board or Committee be established to review the present supergrade structure within the Agency and that this same or similar Board or Committee review and recommend approval or disapproval of future requests for the establishing of positions in Grades 16 and 17. The Board or Committee, if established, would perform similar functions to that which the Civil Service Commission now performs for all other Government Agencies in connection with the establishment of supergrades.

[redacted]

E. R. SAUNDERS

25X1A

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Office of General Services

FROM : Assistant Director (Personnel)

SUBJECT: Proposed Central Intelligence Agency [REDACTED]

DATE: 23 January 1952

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It is recommended that the following Sections of the proposed Regulation be changed as indicated:

Section 5.1 B (4)

T/O revisions involving only changes in title or grade may be effected by concurrences of the Assistant Director (Personnel) and the Comptroller; however, approval by the Deputy Director (Administration) is required for classification of positions at the grade GS-16 and GS-17 level, and the approval of the Director at the grade GS-18 level. The Chief of the Organization and Methods Service will arrange for the reproduction and dissemination of such changes upon receipt of appropriately approved proposals from an Office head.

Section 5.1 B (5)

Proposals involving increases of less than four positions at the grade GS-15 level and below may be approved by the Office head concerned without the approval of the Deputy Director (Administration) providing the appropriate staff officials enumerated in paragraph B (2) above concur. The Chief of the Organization and Methods Service will initially receive such proposals for coordination among the staff elements concerned.

Section 5.1 C (4)

Changes involving only classification action may be effected through mutual consent of the operating Office head and the Assistant Director (Personnel); however, the approval of the Deputy Director (Administration) is required for classification of positions at the grade GS-16 and GS-17 level, and the approval of the Director at the grade GS-18 level.

Section 5.1 C (5)

Proposals involving increases of less than four positions at the grade GS-15 level or below may be approved by the Office head concerned with the concurrence of the Assistant Director (Personnel).

[REDACTED]

F. TRUBEE DAVISON

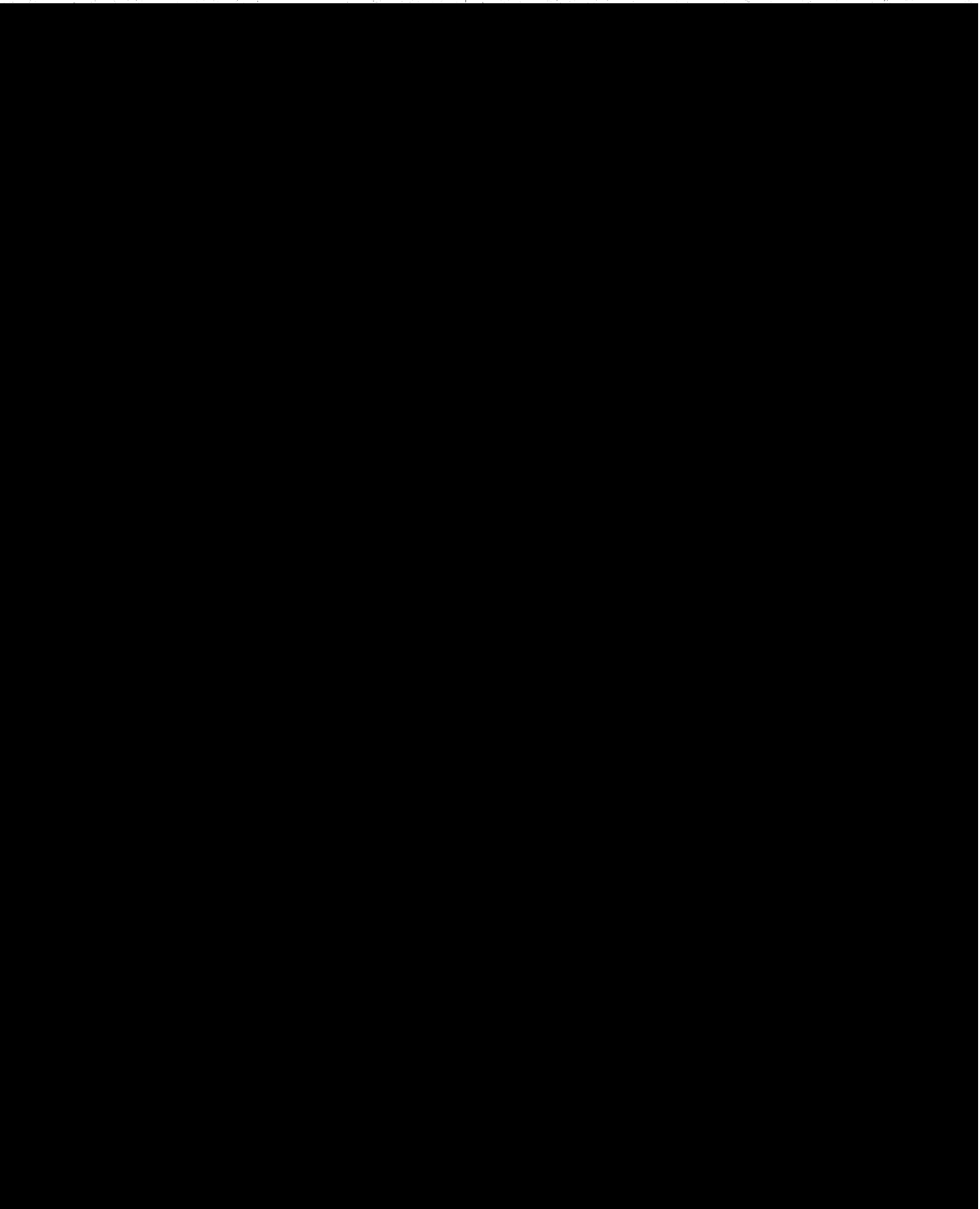
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JAN 25 1952

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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NOTICE  
[REDACTED]

25 January 1952

[REDACTED]  
25X1A

SUBJECT: Conservation of Critical Material.

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1. In accordance with the provisions of Personal Property Management [REDACTED] issued by the General Services Administration on 24 August 1950 steel is considered to be a critical material and each agency is directed to take necessary action to keep to a minimum all procurement of items which utilize critical material.

2. Safe files and filing cabinets are becoming increasingly difficult to procure due to the extreme shortage of steel. In order to effect better utilization of existing equipment office heads will take such internal action as may be necessary to ensure that:

a. Contents of safe files are of such security classification to warrant retention therein.

b. No expendable office supplies or unclassified material such as pamphlets, catalogs, books, etc., are stored in safe files.

c. All classified material of an obsolete nature is transferred to the CIA Archives or destroyed in accordance with regulations issued by the Records Management and Distribution Branch of Administrative Service.

d. Filing equipment in excess of actual needs is reported to the appropriate Building Supply Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

STANDARD FORM NO. 64

Executive Order 2-4861
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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)  
FROM : Chief of Procurement  
SUBJECT: Request for Issuance of CIA Notice

DATE: JAN 11 1952

1. Due to the existing emergency and resulting steel shortage, it is becoming increasingly difficult to meet the requests of the various activities of the Agency for safe files and filing cabinets.

2. It is noted that there are presently 3,932 legal and 403 letter size safe files; and 982 legal and 514 letter size metal filing cabinets in use within the Washington area. It is the opinion of this Office that this number of safe files and filing cabinets would be adequate for the needs of all activities if they were properly utilized and distributed. It is therefore respectfully requested that the attached CIA Notice be published requiring each office to take such action internally as will bring about proper utilization and distribution.

25X1A

  
JAMES A. GARRISON

Attachment

JAN 11 1952

Assistant Deputy Director (Administration -  
General)  
Chief, Administrative Services

14 December 1951

Request for Issuance of CIA Notice - Conservation of Safe Files

With reference to the attached memorandum from Mr. Garrison,  
Subject: Request for Issuance of CIA Notice, Administrative Services  
has the following comments to make:

1. As you suggested, this job is one involving records management  
with which Administrative Services is concerned.

2. The records analysis program to date indicates that we can  
immediately recover a total of 70 filing cabinets in various categories  
and have to date disposed of material which was the equivalent of 174  
filing cabinets. The equipment in this case, however, was retained by the  
offices concerned.


3. We have a detailed analysis of the records of each of the  
offices and are presently planning a complete records management survey  
to involve disposition of inactive material to the Archives or for  
destruction, which will result in the saving of considerable filing  
equipment.

4. I suggest that the proposed Notice be rewritten on the basis  
of conservation of critical materials, and to request the offices to  
take such action internally as will bring about such conservation. The  
policing of this job, I think, should be done by the Records Management  
and Distribution Branch of Administrative Services.

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CONCUR:

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for Advisor for Management

MIM:lrw

cc: Advisor for Management  
Chief, Records Management and Distribution Branch, AS  
Chrono, AS  
Rec. Mgt. & Dist. Br. File, AS



Deputy Director (Administration)

Chief of Procurement

Request for Issuance of CIA Notice

1. Due to the existing emergency and resulting steel shortage, it is becoming increasingly difficult to meet the request of the various activities of the Agency for safe files.

2. It is noted that there are presently 3,932 legal and 403 letter size safe files in use in the Washington area. It is the opinion of this Office that this number of safe files would be adequate for the needs of all activities if they were properly utilized and distributed. It is therefore respectfully requested that the attached CIA Notice be published giving this Office the authority to conduct a physical survey of all safe files and contents to determine that they are being properly utilized.

3. It is further recommended that the CIA Safety Officer be requested to assist in said survey for the purpose of determining whether or not safe files are properly distributed in accordance with building construction.

/s/ James A. Garrison  
JAMES A. GARRISON

Attachment

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE NO.

SUBJECT: Conservation of Safe Files

1. Steel is a critical item and replenishment of equipment such as safe files is becoming increasingly difficult.

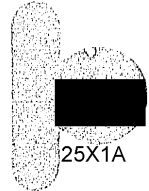
2. In order to effect adequate utilization of such items, each activity will be responsible for examining the contents of each safe file within their Offices, to determine that:

- a. Contents thereof are of such security classification to warrant retention in a safe file.
- b. No expendable office supplies such as memo paper, envelopes, desk trays, etc. and unclassified material such as pamphlets, catalogues, books, etc. are stored therein.
- c. All classified material of an obsolete nature is transferred to Archives or destroyed in accordance with existing regulations.
- d. To insure that the above requirements are complied with the Procurement Office will, in conjunction with Inspection and Security, conduct a physical survey of all safe files in the Washington area at which time the contents of each safe file will be examined to determine that there is actual need for the use of such filing equipment. The Procurement Office is vested with the authority to effect the transfer of any safe files which are not being properly utilized.

WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

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Security Information



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

4 February 1952

25X1A

NOTICE

SUBJECT: Assignment of CIA Officers as Students in Department of  
Defense Colleges and Schools

1. This Agency will regularly detail limited numbers of highly-qualified career officers as students at the following colleges and schools conducted by the Department of Defense: National War College; Industrial College of the Armed Forces; Air War College; Army War College; Naval War College; Armed Forces Staff College; Intelligence Staff Officer Course, Air Command and Staff School; Naval Intelligence School; Strategic Intelligence School; Counter-Intelligence Corps School.

2. Attendance of CIA officers at these schools is desired and encouraged because of the benefit to the individuals concerned and the development of closer relationships between officers of CIA and the other Services.

3. Officers of this Agency will be given the opportunity to apply for any of the schools listed in paragraph 1 well in advance of the opening dates. Requests will be submitted through the Office Head concerned, who will endorse each application with an appropriate statement and recommendations. Indispensability will be urged only in extreme cases, and in such event the final decision will be made by the Director. When a qualified applicant is prevented from attending a school because of the exigencies of the service, his name will be placed on an eligible list and he will be assigned to a subsequent course.

4. The same opportunity to apply for these schools will be given to officers overseas and every attempt will be made to notify those selected at least six months in advance of the starting date for the course in which they have been accepted.

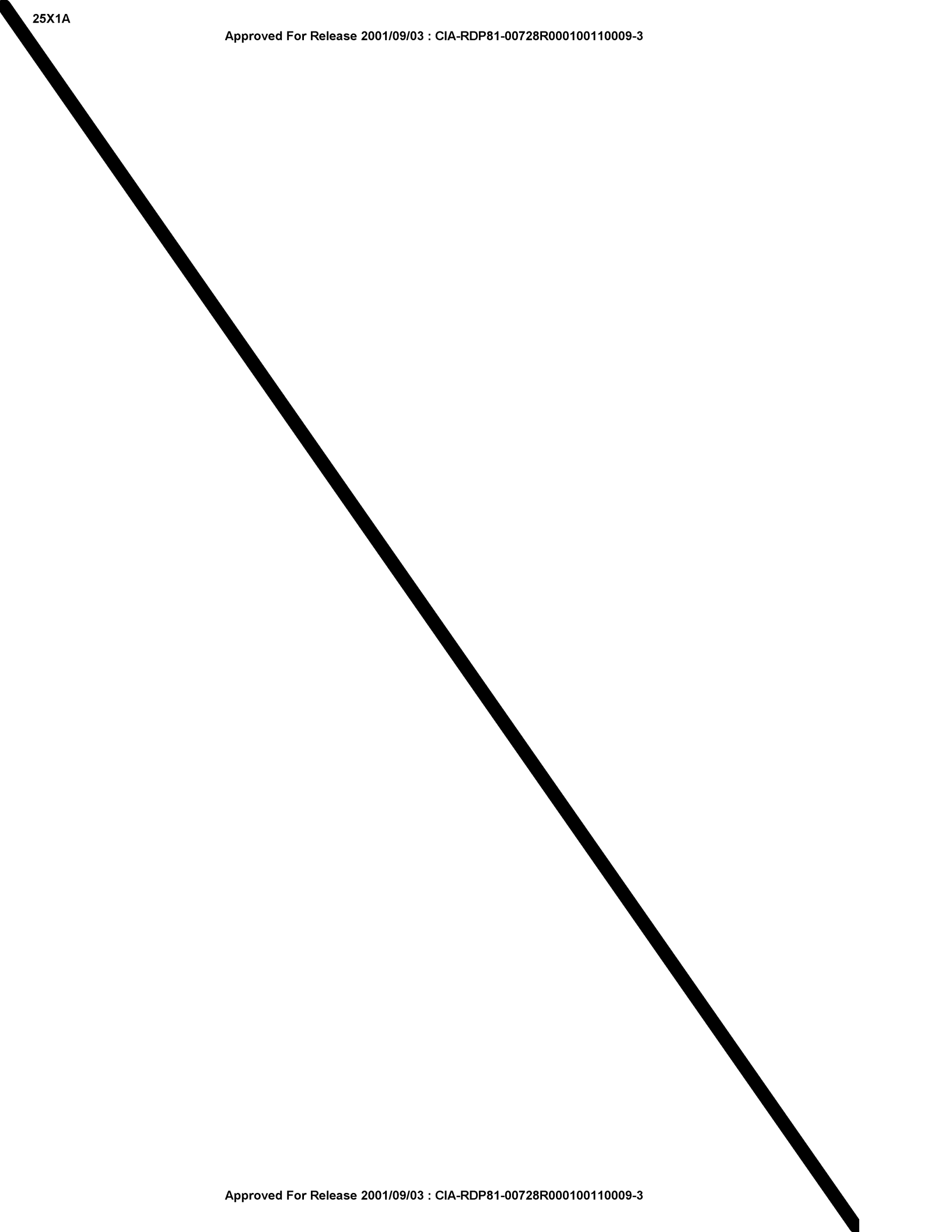
5. Detailed procedures governing applications and the selection of candidates will be published separately.

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WALTER B. SMITH  
Director

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

10 January 1952

SUBJECT: Voluntary Contributions

1. 1952 finds us conducting two membership drives for de-serving causes. The first is the Metropolitan Police Boys' Club.
  - a. This year the goal of this campaign is 150,000 memberships which must be met if the Club's program is to be continued. The Boys' Club is not a member of the Community Chest.
2. The second drive for funds is the March of Dimes, the organized fight against Infantile Paralysis.
  - a. Money collected for this is used for research and treatment of those afflicted by this dread crippler.
3. Both campaigns for CIA employees will begin 15 January and close 31 January 1952.
4. Keyworkers in each Division will be available to receive contributions for these drives. Contributions may be counted as allowable deductions on next year's income tax returns.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: /

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[REDACTED]  
WALTER REID WOLF  
Deputy Director  
(Administration)

DISTRIBUTION NO. 4

[REDACTED]  
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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

16 January 1952

SUBJECT: Dismissal during hazardous weather.

1. The following memorandum from the White House, dated 9 January 1952, is quoted below for your information, guidance and compliance:

"THE WHITE HOUSE

Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Extraordinarily hazardous snow and sleet conditions in the metropolitan Washington area have on occasion warranted the early release of employees in order that they might reach home safely and at a reasonable hour. However, because a general dismissal so congests traffic, there is a need for coordination throughout the entire Federal establishment in this area in order that the purpose of early release will not be defeated.

The attached policy for control of employee dismissals under hazardous traffic conditions in Washington was developed by the Federal Personnel Council in cooperation with the District of Columbia Government. The President asks that each department and agency follow it as general Government policy.

This policy makes use of the irregular release hours already in effect so that a peak load will not be imposed upon transportation facilities before those facilities are prepared to accommodate the load. It also will permit more effective utilization of snow removal equipment.

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

2. A copy of the policy released by the Federal Personnel Council, referred to in paragraph 2 of the memorandum quoted above, is attached.

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FEDERAL PERSONNEL COUNCIL  
United States Civil Service Commission  
1526 K Street, N.W.  
Washington 25, D.C.

As approved by the Council  
December 26, 1951

CONTROL OF TRAFFIC ISSUES DURING HAZARDOUS WEATHER  
IN WASHINGTON

Traffic conditions in the Washington Metropolitan area are sufficiently congested under the best of weather conditions to make problems of transportation to and from work of considerable importance. When such congestion is compounded by severe snow or icing conditions on streets, highways, and bridges, traffic becomes unusually dangerous to safety and health. As the largest employer in the metropolitan area, it is incumbent upon the Federal Government to take some positive steps to control and put on an orderly basis group dismissals of employees whenever snow or icing conditions are sufficiently serious to warrant such action.

For this purpose, the Council recommends the following policy on this subject:

1. No early dismissals of Federal employees because of winter traffic conditions in the Washington area will be made except under the provisions of this policy.
2. Early dismissals of Federal employees will be contingent upon a determination made by the District of Columbia Director of Vehicles and Traffic, as authorized by the District Commissioners. This decision will be based upon a finding that the condition of streets and highways in the metropolitan area is or will be such that early staggered dismissals of employees would reduce the possibility of serious and hazardous traffic congestion.
3. On any day on which severe snow or icing conditions exist or appear to be in progress, the Director of Vehicles and Traffic will notify the Federal Personnel Council whether or not early dismissals are warranted. If dismissals are proposed, the Director will indicate the specific time in advance of regular closing hours to be followed.

(OVER)

4. The Council staff will, by telephone, inform the personnel directors of each department and agency as early as possible of this decision. If the decision calls for early dismissal, each department or agency should dismiss without charge to annual leave as many of its employees as practicable for the specified period prior to the agency's normal closing time.
5. Hazardous weather conditions existing or developing before an employee's regular work hours should not ordinarily be the basis for absence from work, but it is recommended that departments or agencies excuse tardiness genuinely occasioned by such weather.
6. In view of the automatic features of this policy and in order to avoid congestion on the telephone lines and waste of manpower, it is urged:  
(a) that employees refrain from calling for information or from making personal arrangements before dismissals are announced, and (b) that departments and agencies avoid calls to transit lines or to District or Federal offices involved.

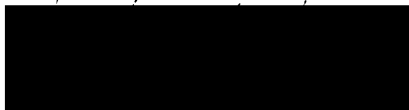
It is believed that this policy will result in fewer, not periodic, dismissals. It should also avoid, during sudden afternoon storms, haphazard dismissals that interfere with orderly sanding and scraping operations designed to minimize traffic hazards.

It is hoped that this policy may also serve as a guide to major industrial and commercial enterprises in Washington that find it possible to follow it.



3. The Personnel Director will, immediately upon receipt of proper notification from the Federal Personnel Council, advise the Offices of the Director, Deputy Directors, Assistant Directors and Office Heads by telephone of the hour at which Agency employees may be dismissed due to hazardous weather without charge to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER HALL WOLF  
Deputy Director  
(Administration)

25X1A

Attachment:

Policy for Control of Dismissals  
During Hazardous Weather in Washington

DISSEMINATION NO. 4

2-4751

THE WHITE HOUSE  
WASHINGTON

January 9, 1952

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Extraordinarily hazardous snow and sleet conditions in the metropolitan Washington area have on occasion warranted the early release of employees in order that they might reach home safely and at a reasonable hour. However, because a general dismissal so congests traffic, there is a need for coordination throughout the entire Federal establishment in this area in order that the purpose of early release will not be defeated.

The attached policy for control of employee dismissals under hazardous traffic conditions in Washington was developed by the Federal Personnel Council in cooperation with the District of Columbia Government. The President asks that each department and agency follow it as general Government policy.

This policy makes use of the irregular release hours already in effect so that a peak load will not be imposed upon transportation facilities before those facilities are prepared to accommodate the load. It also will permit more effective utilization of snow removal equipment.



DONALD S. DAWSON  
Administrative Assistant  
to the President

Attachment.

FEDERAL PERSONNEL COUNCIL  
United States Civil Service Commission  
1626 K Street, N.W.  
Washington 25, D.C.

As approved by the Council  
December 28, 1951

CONTROL OF DISMISSALS DURING HAZARDOUS WEATHER  
IN WASHINGTON

Traffic conditions in the Washington Metropolitan area are sufficiently congested under the best of weather conditions to make problems of transportation to and from work of considerable importance. When such congestion is compounded by severe snow or icing conditions on streets, highways, and bridges, traffic becomes unusually dangerous to safety and health. As the largest employer in the metropolitan area, it is incumbent upon the Federal Government to take some positive steps to control and put on an orderly basis group dismissals of employees whenever snow or icing conditions are sufficiently serious to warrant such action.

For this purpose, the Council recommends the following policy on this subject:

1. No early dismissals of Federal employees because of winter traffic conditions in the Washington area will be made except under the provisions of this policy.
2. Early dismissals of Federal employees will be contingent upon a determination made by the District of Columbia Director of Vehicles and Traffic, as authorized by the District Commissioners. This decision will be based upon a finding that the condition of streets and highways in the metropolitan area is or will be such that early staggered dismissals of employees would reduce the possibility of serious and hazardous traffic congestion.
3. On any day on which severe snow or icing conditions exist or appear to be in progress, the Director of Vehicles and Traffic will notify the Federal Personnel Council whether or not early dismissals are warranted. If dismissals are proposed, the Director will indicate the specific time in advance of regular closing hours to be followed.

(OVER)

- 2 -

4. The Council staff will, by telephone, inform the personnel directors of each department and agency as early as possible of this decision. If the decision calls for early dismissal, each department or agency should dismiss without charge to annual leave as many of its employees as practicable for the specified period prior to the agency's normal closing time.
5. Hazardous weather conditions existing or developing before an employee's regular work hours should not ordinarily be the basis for absence from work, but it is recommended that departments or agencies excuse tardiness genuinely occasioned by such weather.
6. In view of the automatic features of this policy and in order to avoid congestion on the telephone lines and waste of manpower, it is urged:  
(a) that employees refrain from calling for information or from making personal arrangements before dismissals are announced; and (b) that departments and agencies avoid calls to transit lines or to District or Federal offices involved.

It is believed that this policy will result in fewer, not more, dismissals. It should also avoid, during sudden afternoon storms, haphazard dismissals that interfere with orderly sanding and scraping operations designed to minimize traffic hazards.

It is hoped that this policy may also serve as a guide to major industrial and commercial enterprises in Washington that find it possible to follow it.

JAN 10 4 06 PM '51



SECRET  
Security Information

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE

18 January 1952

SUBJECT: Establishment of the Position of Auditor-in-Chief

1. There is hereby established the position of Auditor-in-Chief for the Agency.

2. The Auditor-in-Chief shall be responsible to the Director, through the Office of the Deputy Director (Administration), for the audit (exclusive of internal audit) of all finance, fiscal and property matters not under the General Accounting Office procedures, and for assuring that appropriate current audits are made. He is further authorized to examine the accounting, internal audit, financial procedures, organization and practices of the Agency and to recommend changes in the interests of efficiency and protection of Government funds and property.

3. As the creation of this position and its responsibilities are based on the requirements of operational security and the protection of intelligence sources and methods, security will be a basic consideration in all actions and recommendations under this authorization.

4. The Auditor, CIA, will report directly to the Auditor-in-Chief but no other assigned authorities, functions or responsibilities of the Agency are affected by this Notice.

25X1A

25X1A

[Redacted Signature]

WALTER B. SMITH  
Director

DISTRIBUTION NO. 2

SECRET  
Security Information

45-1177

SECRET

14 January 1952

MEMORANDUM FOR: Legislative Counsel

SUBJECT : Position of Auditor-in-Chief

25X1A

1. Attached is a draft of a procedure for the Auditor-in-Chief; [redacted] drafted this.

25X1A

2. You will note that Mr. Wolf has made certain changes in the draft and that [redacted] has submitted additional comments.

25X1A

3. Mr. Wolf advises me that he concurs in [redacted] suggestions but would appreciate it if you would review the entire thing.

4. If it isn't too much trouble I would appreciate it if you could produce your recommended final draft and return it to me as soon as possible.

25X1A

[redacted signature block]

L. K. WHITE  
Assistant Deputy Director  
(Administration)

Att.

SECRET

SECRET  
SECURITY INFORMATION

11 January 1952

MEMORANDUM TO: Mr. Wolf

25X1A

With respect to your statement of function for the Auditor-in-Chief, I suggest the high importance of your issuing a procedure which will embody instruction that the Auditor must weigh with the covert offices concerned all security aspects of a given project in order not to blow them out of the water. I am sure this is understood by [REDACTED] and Saunders, but for the record and for the future when others are doing this work, it seems to me necessary to make such instruction.

I call your attention to explicit provision along these lines already existing in 9.4 of the Confidential Funds Regulations, as follows:

"(3) The Comptroller shall provide various internal and external audit facilities to be used in the performance of any necessary current administrative Agency audits. The Comptroller, the Auditor/CIA or the commercial staff(s) may initiate an audit requirement provided that, in order to prevent duplicate activity, to protect the project against security jeopardy and to ensure that the audit requirements of all are met, they shall mutually coordinate:

"(a) In the selection of the audit facility to be used in each case,

"(b) In determining the central control and contact point between the Agency and the audit facility,

"(c) In establishing the communication channel to be used while the auditor is in the field, and,

"(d) All instruction, correspondence and reports to or from the audit facility (provided that each shall be free to discuss his specific audit requirements with the auditor before departure)."

It is to be noted that this provision has to do with proprietary subsidy investment projects, etc., and that there are a large number of projects outside of such classification.



SECRET

SECURITY INFORMATION

Perhaps you will deem it proper to refer to [REDACTED] the question of whether or not the specifications in the above quotation could not equally apply to any covert project, with the substitution of division chief instead of commercial staffs for other than proprietary, etc. projects.

25X1A

[REDACTED]

25X1A

SECRET

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  
[REDACTED]

14 January 1952

SUBJECT: Fire Prevention

1. The primary cause of a recent fire in one of the Agency's buildings is attributed to the use of an unauthorized and improperly installed hot plate. Further, highly inflammable materials were being used without due consideration being given to safety precautions such as adequate ventilation.

2. Accordingly, all Administrative Officers in conjunction with the CIA Safety Officer will make periodic inspections and remove all unauthorized and improperly installed hot plates.

3. Further, all Administrative Officers will take the necessary action to insure that adequate safety measures are provided when and where inflammable materials are used by personnel within their offices.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

WALTER REID WOLF  
Deputy Director  
(Administration)

25X1A

[REDACTED]

25X1A

DISTRIBUTION NO. 3

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

NOTICE  


10 January 1952

SUBJECT: Office Hours of Inspector General

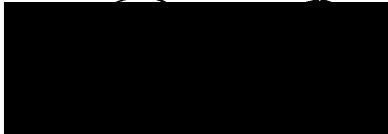
1. The Inspector General will be in his office, Room 1, Administration Building, 2430 "E" Street, N. W., from 2:00 p.m. to 6:00 p.m. on the first and third Monday of each month to hear on a confidential basis complaints or constructive suggestions which have not been satisfactorily handled through normal channels.

2. Anyone in CIA, without restriction, will be welcome at the above times.

3. Advance appointments may be made, if desired, by telephoning Extension 466 or 472.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

  
WALTER REID WOLF  
Deputy Director  
(Administration)

  
25X1A

DISTRIBUTION NO. 5



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 5 January 1952

FROM : The Director of Training

SUBJECT: Request for CIA Notice

It is requested that the attached notice be disseminated  
as soon as possible.



25X1A

MATTHEW BAIRD

**Next 6 Page(s) In Document Exempt**

CLASSIFICATION  
Security Information



B

MEMORANDUM FOR: Assistant Director for Communications  
Assistant Director for Policy Coordination  
Assistant Director for Special Operations  
Assistant Deputy Director Plans (Administration)  
Chiefs of Area Divisions  
Chief, Technical Services Staff

FROM: Deputy Director (Plans)

SUBJECT: Organization

25X1A

REFERENCE: CIA Notice [REDACTED] 8 January 1952

1. In accordance with a memorandum from the Deputy Director (Plans) dated 8 January 1952, concerning the above subject, effective \_\_\_\_\_, a Publication Control Branch is established under the direction of the Assistant Deputy Director, Plans (Administration) to perform the publications control functions for all organizational elements under the Deputy Director (Plans).

2. Accordingly, all Publications Control functions and T/C positions presently assigned to the organizational elements under the DD/P will be transferred to the Publications Control Branch, Office of the ADLP (A).

FRANK G. WISNER

SECRET  
Security Information

SECRET  
Security Information

25X1A

ORGANIZATION  
[REDACTED]

Subject: Functions of the Publications Control Branch, Office of the Assistant Deputy Director, Plans (Administration)

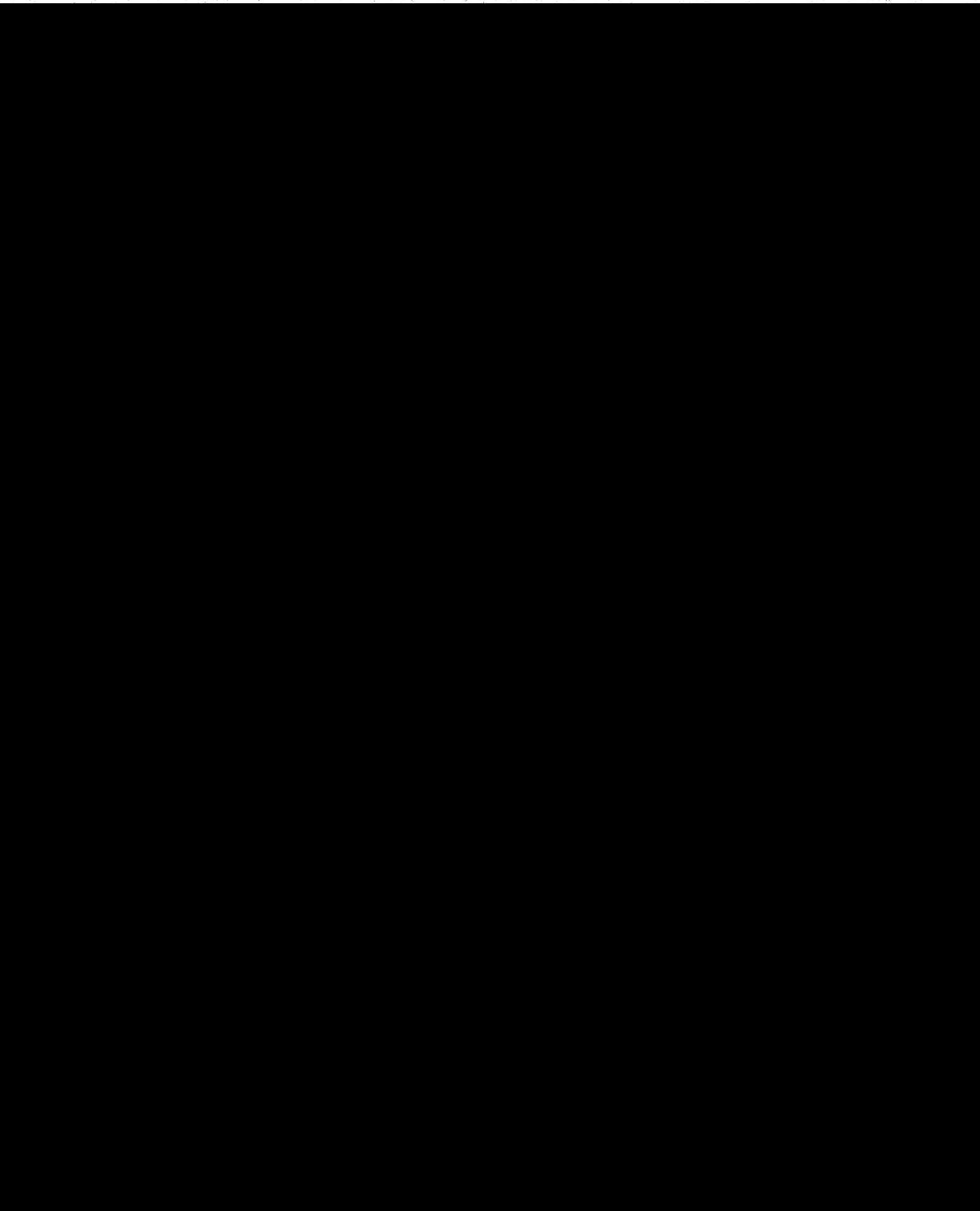
1. The Chief, Publications Control Branch, Office of the ADDP (A), is responsible for the publication of all DD/P Issuances and the performance of the following functions:
  - a. Providing technical assistance to all organizational elements under the Deputy Director (Plans) on Publications Control matters and assisting in the actual preparation of publications when required.
  - b. Reviewing proposed publications from the standpoint of necessity, timeliness, policy, and verification of appropriate coordination.
  - c. Establishing "Style Manual" rules for all DD/P publications.
  - d. Editing all proposed publications.
  - e. Determining appropriate medium, category, format, and method of reproduction.
  - f. Effecting necessary coordination of DD/P Publications with all offices concerned which are not under the Deputy Director (Plans).
  - g. Obtaining final approval of the Deputy Director (Plans), or his designee prior to publication.
  - h. Originating and issuing publications as directed by the DD/P or ADDP (A).
  - i. Maintaining necessary liaison with and obtaining technical guidance from the Organization and Methods Service regarding Publications Control matters.
  - j. Maintaining historical file of all DD/P and predecessor Publications.
  - k. Maintaining current file of all CIA and DD/P Publications including a reference index subject file.
  - l. Analyzing and reviewing existing publications on a continuing basis; scheduling, directing and supervising the revision of publications as required.
  - m. Controlling the distribution of DD/P publications.

SECRET  
Security Information



**Next 24 Page(s) In Document Exempt**

SECRET



**Next 7 Page(s) In Document Exempt**

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## STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SF3a	Continuation Sheet for Schedule of Obligations
SF7	Service Record Card
SF14	Telegram (7"x8")
SF14	Telegram (8"x10 $\frac{1}{2}$ ")
SF19	Bond of Indemnity
SF22	Instructions to Bidders
SF23	Contract - Construction
SF24	Bid Bond
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF26	Award - Supply Contract
SF27	Performance Bond (Corporate Co-Surety)
SF27a	Payment Bond
SF27b	Payment Bond - Continuation Sheet
SF28	Affidavit of Individual Surety
SF28	Claim for Damages (White)
SF30	Invitation and Bid - Supply Contract
SF31	Schedule - Supply Contract
SF32	General Provisions - Supply Contract
SF33	Invitation, Bid and Award - Supply Contract
SF34	Annual Bid Bond
SF35	Annual Performance Bond
SF36	Continuation Sheet
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Notification of Personnel Action
SF51	Report of Efficiency Rating
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF61	Oath of Office, Affidavit
SF64	Inter-Office Memo, 8"x10 $\frac{1}{2}$ ", White
SF64	Inter-Office Memo, 5"x8", Blue
SF66	Inquiry Regarding Status, Veteran Preference, and/or Service
SF68	Notice of Official Efficiency Rating
SF70	Position Identification Strip
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
SF88	Report of Medical Examination
SF89	Report of Medical History
SF91	Operator's Report of Motor Vehicle Accident
SF93	Report of Investigating Officer
SF103	Application for Service Credit

-A-

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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

SF119 Contractor's Statement of Contingent or Other Fees for  
Soliciting or Securing Contract.

SF150 Standardized Government Travel Regulations

SF514c Serology

SF519a Radiographic Report

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

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)

-B-

RESTRICTED

RESTRICTED

SF1080b Voucher for Transfers between Appropriations and/or Funds -  
Flux (Collection)

SF1080c Voucher for Transfers between Appropriations and/or Funds -  
Green (Collection)

SF1081 Schedule or Voucher of Withdrawals and Credits between Appropria-  
tion and/or Funds

SF1095 Summary Statement of Disbursement and Collections by Appropria-  
tion 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 Cancelled Checks

SF1102a 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 Appropriation

SF1125a Pay Roll Certification Control

SF1126 Pay Roll Change Slip - Padded

SF1126 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

SF1135 Time and Attendance (11"x17")

SF1137 Leave Record

SF1150 Record of Leave Data Transferred

SF2802 Application for Refund of Retirement Deductions

SF2806 Individual Retirement Record Card

SF2807-2 Annual Summary Retirement Fund Transactions

SF2808 Designation, Change or Revocation of Beneficiary

-C-

RESTRICTED

RESTRICTED

CIVIL SERVICE FORMS STOCKED IN CIA

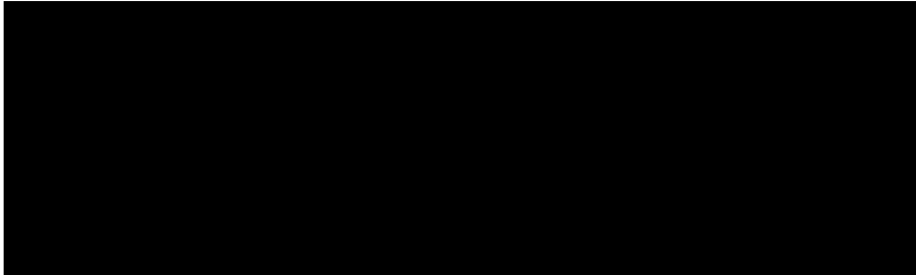
FORM NO.	TITLE
CS12	Proof of Residence
CS2296	Fingerprint Card
CS2806-3	Notice of Correction of Individual Retirement Record
CS2807	Register of Separations and Transfers
CS2807-1	Register of Adjustments
CS3005	Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

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

25X1A



General Services Administration Forms

OF7 Property Pass

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

Bureau of Employees' Compensation 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. Employee's Compensation Act when cause of Injury is in Doubt

-D-

RESTRICTED





DRAFT

*Killed*  
*4/24/52*  
*in 51-52*

*7/1*

NOTICE

25X1A

SUBJECT: Telephone Security

1. Special attention is invited to CIA [redacted], paragraph 25X1A  
P (2) (a), which reads as follows:

"The presumption must be that every conversation by telephone or interoffice communication system will be overheard by unauthorized persons. No wires are protected, not even those carrying interoffice calls. Therefore, Top Secret, Secret, or Confidential information must never be discussed over such facilities."

2. Certain details pertaining to classified subjects may not in themselves constitute classified information and may be discussed by telephone. Primary responsibility for determining whether the subject matter to be discussed constitutes classified information rests on the individual making the presentation. It is also important that the recipient of a telephone message, when being information which he considers classified, immediately request the caller to consider whether a compromise of security is involved. If there is any doubt in the mind of either the caller or the recipient, the call should be terminated promptly and the subject discussed in private conversation or by mail.

3. This specific security measure is brought to your attention since there may be a tendency to relax because most of us use the telephone a great deal in the performance of our daily routine.

I do (not) concur in the above.

\_\_\_\_\_

RESTRICTED  
Security Information

13 March 1952

PROCUREMENT & SUPPLY OFFICE REGULATION NO. [REDACTED]

25X1A

SUBJECT: Security in Connection With Telephone Conversations

1. Attention is particularly invited to that portion of the Agency's Security [REDACTED], Paragraph P (2)(a), which reads:

25X1A

"The presumption must be that every conversation by telephone or inter-office communication system will be overheard by unauthorized persons. No wires are protected, not even those carrying inter-office calls. Therefore, Top Secret, Secret, or Confidential information must never be discussed over such facilities."

2. This specific security measure is brought to your attention since there may be a tendency to relax because most of us use the telephone a great deal in the performance of our daily routine.

3. It should be noted that the prohibition quoted in Paragraph 1 above applies to classified information. This means that there are details about a classified subject which in themselves are not "information" and may be discussed on the telephone. This, however, puts the responsibility for decision as to what is classified "information" on the person presenting it and thus great care must be exercised. It is also important that a person who is called on the telephone and is being given what he considers classified "information" should call this to the other person's attention for reconsideration as to whether security is being violated. If there is a continuing doubt in the mind of the recipient of such information, he should terminate the call promptly and offer to continue the subject matter by a personal conversation or by mail, as the distance between the two persons may dictate.

4. It is requested that each person within the Planning Staff, Supply Division, and Purchase Division read the subject memorandum. When read by all, this Office will be so notified on or before 21 March 1952.

JAMES A. GARRISON

Copy to:  
C, Planning Staff  
C, Purchase Div.  
C, Supply Div.

Org. & Methods Service  
OPS Regulation File

RESTRICTED  
Security Information

RESTRICTED

*File*

CIA FEDERAL CREDIT UNION


Washington, D. C.

24 April 1952

SUBJECT: Closing Credit Union Office on 30 April 1952.

1. For the purpose of making an audit, the two Credit Union Offices (Room 200 Central Building and Room 2201 I Building) will be closed on 30 April 1952.
2. Deposits planned for the last day of April should be presented on 29 April. Credit Union Offices will be prepared to accept them, as well as transact any other business, between 1000 hours and 1300 hours.
3. All members of the Credit Union who have not picked up their new passbooks should do so prior to the date of the audit.
4. The Credit Union Office presently in Room 2201 I Building will be located in Room 1040 I Building, effective 1 May 1952.

25X1A

  
EDWARD R. SAUNDERS  
President

DISTRIBUTION NO. 5

RESTRICTED  
Security Information

