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Approved For Release 2003/04/17 : CIA-RDP82-00357R000700030077-2

**MEMORANDUM FOR:** Assistant Deputy Director (Support)

**SUBJECT:** Proposed Revised Regulatory Issuances:

- (1) [Redacted] Career Staff"
- (2) [Redacted] "The Career Staff"

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1. The attached headquarters regulation [Redacted] "The Career Staff" [Redacted] forwarded for authentication and publication.

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2. The headquarters regulation was submitted, at the direction of the Career Council, the staffs of the Deputy Directors (Intelligence), (Plans), and (Support), the General Counsel and the Chief, Management Staff for precoordination under Council procedures. All the coordinating officials covered in the proposed revised regulation. The editorial changes suggested were incorporated in the draft of the regulation which was submitted to the members of the Council on 16 September 1958 for approval.

3. All the members of the Council approved this final draft. Attached are the vote sheets from the members of the Council which indicate their approval.



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Gordon M. Stewart  
Chairman  
CIA Career Council

Attachments  
Vote Sheets



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DD/Pers/PD [Redacted] mg(13Feb59)

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THE CAREER STAFF  
OF THE  
CENTRAL INTELLIGENCE AGENCY

Revisions: (1) [Redacted] dated 6 December 1955 and 10 July 1957  
(2) [Redacted] dated 15 October 1954

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1. GENERAL

The Career Staff of the Central Intelligence Agency was established effective 1 July 1954. This regulation prescribes policies, responsibilities and procedures with respect to the Career Staff. Membership in the Career Staff is limited to United States citizen staff employees and staff agents who are eligible for consideration and are accepted for membership in accordance with the provisions of this regulation.

2. DEFINITIONS

a. The Career Staff

A group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the CIA.

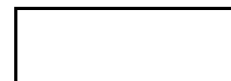
b. Trial Period

The first year of service in CIA, as defined in [Redacted]

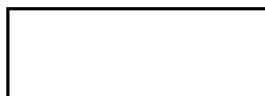
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c. **Provisional Period**

Three years' active service in CIA which is a prerequisite to consideration for membership in the Career Staff.

d. **Active Service**

For the purpose of paragraph 2c above, active service need not be continuous, and includes any of the periods defined or qualified in paragraph 3 below.

3. **CREDITABLE SERVICE**

a. Generally, active service for the purpose of paragraph 2c above, will include any of the following periods:

- (1) Time on duty, under one or more appointments as a staff employee or staff agent, on or after 15 September 1947, the official date of the establishment of the Central Intelligence Agency.
- (2) Absence on leave with pay.
- (3) Continuous absence on leave without pay which does not exceed 30 successive calendar days. However, time spent in absence on leave without pay for Agency-approved external training will be credited.

b. Active service, for the purpose of paragraph 2c above, may include other service not to exceed two years in the Agency in a civilian or military status, when the individual is detailed to the Agency, provided:

- (1) Such service was performed on detail under military orders or on official civilian detail from another Government agency;

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(2) Such service was in a capacity essentially similar to that to which the detailed individual was subsequently assigned as a staff employee or staff agent; and

(3) In no case will such service be credited until one full year has been served as a staff employee or staff agent and the employee has passed the one-year trial period.

c. Military service of a staff employee or staff agent who has been restored to civilian employment with CIA after military duty will be counted.

d. Service which includes the following categories: career agent, contract employee, contract agent, field agent, consultant, and other types of associations can be credited, when requested by the Head of the appropriate Career Service, to a staff employee or staff agent toward the required three-year provisional period only after review and decision by the CIA Selection Board in each individual case.

e. An individual who has resigned from CIA and is reemployed must serve a three-year provisional period beginning with date of reemployment before becoming eligible to apply for membership in the Career Staff unless the prior resignation was:

(1) At the instigation of CIA to gain employment elsewhere for cover purposes, to continue his education, or to gain additional experience, and the reasons were made a matter of record at the time of resignation;

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- (2) To accompany spouse to new duty station, if the spouse is an employee of the Agency; or
  - (3) For other similar reasons acceptable to the CIA Selection Board.
- Effective dates of membership in such cases may include service under all appointments.

4. POLICY



- a. The Career Staff of the Central Intelligence Agency consists of personnel selected from among staff employees and staff agents. Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as well as other benefits and facilities now or hereafter provided for members of the Career Staff. Individuals selected for membership in the Career Staff will be designated as Career Employees.
- b. Persons who are accepted for membership in the Career Staff will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA and they are assured that, in order to carry out this policy, full consideration will be given to their particular capabilities, interests, and personal circumstances.
- c. The relationship between an individual member of the Career Staff and the Agency is one of good faith on the part of each--a determination on the part of the individual to serve faithfully and understand the Agency's needs and a determination on the part of the Agency to act objectively and humanely in furthering the careers of its members.

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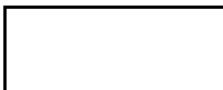


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All employees who personally desire and intend to make a career with CIA can make application for membership in the Career Staff in good conscience even though personal circumstances or family responsibilities might limit their freedom to serve in some assignments.

- d. The selection process encompasses the evaluation and development of each staff employee and staff agent during his provisional period. In this manner, the individual's capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Staff. The selection process will include the following stages of employee evaluation and development:
- (1) Reviewing and determining each individual's suitability, in accordance with  for continued Agency employment prior to the expiration of the trial period;
  - (2) Evaluating each individual and preparing Fitness Reports on him, as required by .
  - (3) Providing continuing instruction and developmental guidance and assistance to each individual throughout the provisional period, in order that he may demonstrate his suitability for membership in the Career Staff or eliminate or satisfactorily resolve any deficiencies; and
  - (4) Reviewing suitability based on the selection criteria of job performance, personal conduct, and evidence of intent to fulfill the obligations of career service, after the individual concerned

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gains eligibility for consideration by completing the provisional period.

- e. Consideration for selection into the Career Staff is based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded by law to employees of the U. S. Government.
- f. After consideration for selection into the Career Staff, one of the following types of action will be taken for each applicant:
  - (1) Application for membership in the Career Staff--accepted (Type A);
  - (2) Application for membership in the Career Staff--deferred (Type B); or
  - (3) Application for membership in the Career Staff--denied (Type C).
- g. If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection or deferment and be given assistance and guidance in order to correct or to eliminate the causes of his rejection or deferment so that he may have an opportunity to demonstrate his suitability for membership in the Career Staff. In such cases, the CIA Selection Board may entertain an appeal by the individual, at his initiative, to appear before the Board or, at its discretion, before an Examining Panel to reconsider the case.
- h. The Director of Personnel will be responsible for giving preferential consideration for reassignment to women who were members of the Career

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Staff and who had to resign staff employment in order to accompany their husbands who are assigned by CIA to new duty stations. These women will not only be given preferential consideration for vacancies within their former Career Service, but also for any other vacancy for which they are qualified.

5. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS

a. CIA Selection Board

- (1) The CIA Selection Board is established and will consist of seven voting members or their alternates including the Director of Personnel who will act as permanent Chairman. A quorum of the Board consists of four present voting members or their alternates. The Director of Central Intelligence appoints two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence), and (Support). These appointments are for one fiscal year in each case. Individuals appointed to the Board may be reappointed, however, at the expiration of their period of service. In the event that the Director of Personnel is temporarily unable to serve as Chairman, he will designate an Acting Chairman from among the members or alternates.
- (2) The CIA Selection Board is provided a Secretariat consisting of an Executive Director and such other administrative and clerical personnel as are required by the Board. The Executive Director

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is selected by and functions under the direction of the Director of Personnel.

**b. Panel of Examiners**

A Panel of Examiners is established and consists of members of the Career Staff, GS-14 and above.

- (1) Each of the Career Services in the Agency has generally proportional representation on the Panel, based on the personnel strength of the Career Services and their anticipated workloads as of the beginning of each fiscal year, except that at least one member is named to the Panel from each Career Service.
- (2) Members of the Panel of Examiners are appointed by the Director of Central Intelligence. He will give due consideration to those nominated by the Heads of Career Services after receiving the recommendations of the CIA Selection Board.

**c. Examining Panels**

Examining Panels convened pursuant to this regulation will consist of at least three examiners selected by the Executive Director of the CIA Selection Board. Examiners are chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee serves as nonvoting chairman on each Examining Panel.

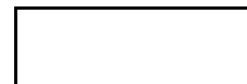
**6. RESPONSIBILITIES**

**a. Director of Personnel**

The Director of Personnel is responsible for:

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- (1) Directing the selection program herein established;
- (2) Ensuring that the program is administered in accordance with personnel policies of the Agency;
- (3) Recommending to the Director of Central Intelligence such additional policies and procedures as he may consider necessary; and
- (4) Notifying employees when they become eligible to apply for selection into the Career Staff.

b. CIA Selection Board

The CIA Selection Board is responsible for:

- (1) Formulating appropriate criteria for selection into the Career Staff;
- (2) Discharging the responsibilities and activities assigned to it by this regulation; and
- (3) Entertaining appeals by individuals.

c. Examining Panels

Subject to the direction of the CIA Selection Board, Examining Panels are responsible for performing the activities assigned to them as specified in this regulation.

d. Supervisors

Supervisors are responsible for:

- (1) Assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected during their first-year trial period;

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- (2) Assisting employees who have completed their first-year trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff; and
- (3) Recommending the acceptance or rejection of employees for membership in the Career Staff when the three-year provisional period has been completed.

e. Heads of the Career Services

Heads of the Career Services are responsible for:

- (1) Reviewing the recommendations of supervisors specified in paragraph 6d(3) above; and
- (2) Forwarding their own recommendations to the Executive Director of the CIA Selection Board for further review and action as described in this regulation.

7. PROCEDURES

a. Processing of Applications for Membership in the Career Staff

- (1) An official notification of an employee's eligibility to apply for membership will be forwarded by the Director of Personnel to the individual concerned 90 days prior to date of eligibility.
- (2) The application will be submitted by the individual through official channels to the Head of the Career Service concerned. Supervisors will add their comments as appropriate.
- (3) The effective date of membership in the Career Staff will be as prescribed by the CIA Selection Board and normally will be the date on which an individual signed his application or the date

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of eligibility, whichever date is later. Effective dates of membership in the Career Staff for those individuals whose applications had previously been deferred or denied, will normally be the date on which the Selection Board accepts the individual's application for membership in the Career Staff.

- (4) If the signed application has not been received by the CIA Selection Board within 90 days of date of eligibility, it will be assumed that the employee does not wish to apply for membership in the Career Staff and official Agency records will be documented to this effect. Failure to apply for membership in the Career Staff when notified of eligibility does not invalidate an individual's right to make future application.
- (5) An individual who is departing for overseas may sign his application before leaving headquarters if he has completed his trial period.
- (6) Suitability of staff employees and staff agents for membership in the Career Staff is determined as follows:
  - (a) The Head of the Career Service concerned reviews the application and obtains the comments of the appropriate Career Board or Panel if such comments are desired. He forwards the application to the Executive Director of the CIA Selection Board together with his recommendation within 90 days of the date of signature by the applicant. Upon receipt of the

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application, the Executive Director ensures that eligibility requirements have been met, assembles all available documentation pertinent to the case, and convenes an Examining Panel to consider the application.

- (b) In all cases, the Examining Panel will base its recommendations to the CIA Selection Board on all pertinent information concerning the employee, which is professionally appropriate and operationally secure, including information furnished by the Office of Personnel, Office of Security, Office of Training, Office of the Comptroller, the Inspector General, Medical Staff, and the organizational component and Career Service having jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel may interview the individual and, if desired, his supervisor or other Agency employees.
- (c) If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board will forward the Finding of the Examining Panel to the Head of the Career Service on an EYES ONLY

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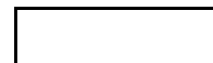
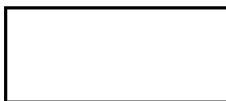
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basis 30 days in advance of the proposed Selection Board meeting. This will enable the Head of the Career Service to reconsider his original recommendation in the light of any new information and to modify it if he so desires. Upon receipt of his reply, the Executive Director will forward the Finding and the comments of the Head of the Career Service directly to the CIA Selection Board for action. If the Head of the Career Service has not replied within 30 days, it will be assumed he is in agreement with the Finding of the Examining Panel and the Finding will be submitted to the CIA Selection Board for action.

- (d) If the individual is overseas at the time he becomes eligible for membership in the Career Staff and an interview by the Examining Panel is felt to be necessary, the consequent decision on the acceptance of his application for membership in the Career Staff may be deferred until he is physically available in headquarters.
- (e) The Examining Panel recommends to the CIA Selection Board that the application for membership in the Career Staff of the employee be accepted (Type A), deferred (Type B), or denied (Type C).
- (f) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.

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- (g) When the Finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten working days, to the Director of Central Intelligence for final decision.
- (h) The Chairman of the CIA Selection Board officially notifies the individual of its action by classified memorandum. The individual will acknowledge receipt on the memorandum of action of the CIA Selection Board. The memorandum of action is then forwarded through the Head of the Career Service to the Executive Director of the CIA Selection Board. The acknowledged memorandum, together with the individual's application, is placed in his Official Personnel Folder.

b. Separation from the Career Staff

- (1) If an individual's employment as a Career Employee is terminated, his membership in the Career Staff is automatically canceled. If he is subsequently reemployed, he must reapply for membership in the Career Staff and a determination will be made following the procedures contained in this regulation.
- (2) If an individual elects to resign from membership in the Career Staff but wishes to retain his status as a staff employee or staff agent of CIA, he will so notify the CIA Selection Board in writing, through the Head of his Career Service, and will state the reasons

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for his request. The Board will take formal action on the request for resignation from the Career Staff and will notify the member of its finding in writing.

- (3) Recommendations for the removal of an individual from the Career Staff must be submitted to the CIA Selection Board through the Head of the appropriate Career Service who reviews the recommendation and submits his comments. No recommendation for removal will be considered by the Board until it has been reviewed by the Head of the Career Service concerned.
- (4) Subject only to the recommendation of disapproval by the Director of Security, the CIA Selection Board will ensure that each individual whose removal from the Career Staff has been recommended will be offered the opportunity of being interviewed by the Board, or at its discretion, by the Examining Panel.
- (5) Separation of an individual from the Agency will be governed by applicable Agency regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

ATTACHMENT: Sample Application Form

DISTRIBUTION: AB

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