

28 January 1969

MEMORANDUM FOR: Deputy Director of Security

SUBJECT : Career Plan Qualification Record

25X1A

1. [redacted] and myself met at 1000 hours, 28 January, on captioned form, a copy of which is attached.

2. The consensus of our informal discussion was that the employee should and undoubtedly would be amenable to completing the record, especially since it deals with his career. Although the data furnished by the employee may not agree in every instance with the official record in his Personnel files (OP and OS), it would still have sufficient accuracy for career planning purposes. To have either A&TS or the Directorates and Staffs complete the form for each employee would result in greater accuracy. However, under current demands on available manpower resources, extensive delays would be encountered in completing a project of this scope.

3. It is recognized that the information requested by the form is a matter of record; nevertheless, this information is scattered and not organized. The attached form will organize the information pertinent to each employee's career development and as such will serve as a useful tool of management. When completed, the attached form should be regarded only as a tool of management and not an official document or compendium of data for official record use.

4. The omission of a statement on flexibility is noted. It is felt that this essential ingredient is necessary to management for meaningful career planning purposes.

5. Finally, it is felt that the Future Assignment Plan on page four could be deleted and covered adequately in the Career Plan Narrative. The Future Assignment Plan tends to eliminate the flexibility necessary to management in meeting, blending, and responding to all the elements that go into the selection process and decision. Furthermore, it may negatively effect the morale of some employees if his plan cannot be adhered to. In the last analysis, decisions regarding career development must remain with management. Getting the job done in the best way possible is still management's first responsibility.

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6.  and myself await further discussions with you at your convenience.

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Special Assistant to the DD(PTOS)

Att

CAREER PLAN QUALIFICATION RECORD

NAME (Last, First, Middle)	EMPLOYEE NUMBER	SOCIAL SECURITY NO.	SECURITY FILE NO.
	X	X	X

PERSONAL STATUS

YEAR OF BIRTH	SEX	MARITAL STATUS	NO. DEPENDENTS	AGE OF DEPENDENTS (Excluding Spouse)

DIVISION OR STAFF ASSIGNED	BRANCH	GRADE/STEP	EOD AGENCY	EOD SECURITY

FOREIGN LANGUAGE ABILITY

FOREIGN LANGUAGE	READ	WRITE	SPEAK	TESTED (Yes/No)	YEAR	DEGREE OF PROFICIENCY

GEOGRAPHIC AREA KNOWLEDGE

COUNTRY OR AREA	TYPE OR SPECIALTY	HOW ACQUIRED	DATES ACQUIRED	
			From:	To:

CIVILIAN EDUCATION AND TRAINING (other than High School)

SCHOOLS ATTENDED	YRS COMPLETED	TYPE DEGREE	YEAR	MAJOR	MINOR (if applicable)
	From: To:				
	From: To:				
	From: To:				
	From: To:				

MILITARY EDUCATION AND TRAINING

SCHOOLS ATTENDED	EXTENT OF STUDY (Yrs-Mos-wks)	TYPE TRAINING

MILITARY EXPERIENCE Service

AREA(S) OF SPECIALIZATION	EXPERIENCE (Yrs-Mos-wks) (SERVICE)	HIGHEST RANK ATTAINED
↑ Organization	Dates (Year and Mo.) From: To:	

SECRET

Continue on reverse side

(Applicable to Security Field Only)

FIELD OF SPECIALIZATION	EXPERIENCE (Yrs-Mos-Wks) Date: (Year and Mo) From: To:	LEVEL ATTAINED	AGENCY OR CIV FIRM
<i>Delta Air Lines</i>			

SPECIALIZED SKILLS *and Machine/Equipment*

(Applicable to Security Assignments)

FIELD OF SPECIALIZATION	EXPERIENCE (Yrs-Mos-Wks)	TYPE ACTIVITY
<i>Proficiency</i>		

*Hobbies:*

AWARDS/CITATIONS/DECORATIONS/ETC (Including QSI's)

TYPE RECEIVED	YR. RECEIVED	PRESENTED BY <i>Awarded</i>	ACCOMPLISHMENT <i>Achievement</i>
/ / / / / / / / / / / / / / / /			

CAREER PLAN NARRATIVE

Outline below how you would like to see your career develop during the coming years. Be brief but explicit. In reference to projected assignments, positions, etc., use Agency/Security Position Titles. <sup>of Bureau</sup> Include <sup>additional or projected</sup> all training, ~~assignments, etc. required or desired.~~ Use additional sheets if necessary. This narrative should coincide with the section of this form entitled FUTURE CAREER ASSIGNMENT PLAN.

*Personal limitations on overseas or domestic assignments: (Give reasons)*

INSTRUCTIONS: Note that each **Approved For Release 2002/05/01 : CIA-RDP83B00823R000600260065-3** list your first assignment in the Agency in the appropriate column. DO NOT list any other assignments in line (1). If you were transferred to another position, directorate or area, list information on your second assignment in line (2) in the appropriate column. Continue on in like manner. NO LINE SHOULD HAVE MORE THAN ONE ENTRY.

Name: \_\_\_\_\_

PAST ASSIGNMENTS use approximate dates. If unknown leave blank.

LINE	PS		IOS		PTOS		OVERSEAS		STAFF (Including Staff)	
	POSITION	Dates (Month Year) PERIOD FR: _____ TO: _____	POSITION	Dates (Month Year) PERIOD FR: _____ TO: _____	POSITION	Dates (Month Year) PERIOD FR: _____ TO: _____	POSITION	Dates (Month Year) PERIOD FR: _____ TO: _____	POSITION	Dates (Month Year) PERIOD FR: _____ TO: _____
1										
2										
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18										

INSTRUCTIONS: Set forth below in the same manner as you did on the reverse side how you would like to see your career develop during the next 10 years. Once again, NO LINE SHOULD HAVE MORE THAN ONE ENTRY.  
 FUTURE CAREER ASSIGNMENT PLAN

LINE	PS		IOS		PTCS		OVERSEAS		STAFF (including ST-1)	
	POSITION	PERIOD	POSITION	PERIOD	POSITION	PERIOD	POSITION	PERIOD	POSITION	PERIOD
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

List below all training that would contribute to your above career plan. Include both internal and external type training required with special emphasis on languages.

SCHOOL OR FACILITY	COURSE	SCHOOL OR FACILITY	COURSE

Date prepared:

Signature:

SECRET

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UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/Sec.		<i>[Signature]</i>
2			
3			
4			
5			
6			
<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>[Signature]</i> SA/DD/PTOS			1/28/69
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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