

~~FOR INTERNAL USE ONLY~~

21 APR 1958

MEMORANDUM FOR: Chief, Personnel Operations Division
Chief, Records and Services Division

SUBJECT: Personnel Actions for Clandestine Services Personnel

1. With the exceptions listed in paragraph 3 below, personnel actions (Forms 1152 and 1152a) which have been approved by the Clandestine Services Career Service represent final administrative approval exercised in advance of formal authentication and official documentation for the Director of Personnel. These personnel actions are routed directly to the Records and Services Division, Office of Personnel, from the Clandestine Services Personnel Group.

2. The authentication of (S/CS personnel actions (attesting adherence to legal and technical Governmental and Agency standards and requirements) is the responsibility of the Records and Services Division, Office of Personnel.

3. The kinds of personnel actions listed below will continue to require administrative review and approval (or other appropriate action) by the Office of Personnel. Accordingly, these actions will be addressed to the Personnel Operations Division for necessary handling:

1. requests for external recruitment,
2. requests for new appointments,
3. requests for appointments of consultants,
4. requests for invitee travel of applicants,
5. personal rank assignments and extensions,
6. draft deferment cases and those involving overseas assignments of reservists with training obligations,
7. personnel transfers or details from or to the CS/CS,
8. negotiations with other Government departments concerning personal details, transfers, and related matters,
9. cases under consideration by the Special Placement Committee, or in which special official interest is involved, or where interim monitoring of cases is indicated because of personnel surplus or other situations,
10. marriage-to-alien cases.

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11. pre-exit and exit interview cases (Forms 1152 and 1152a) of all employees being terminated or who have announced plans for resigning,
12. counseling cases,
13. requests for initiation of out placement procedures for specific individuals,
14. applications for LWOP in excess of twelve months.

is Gordon M. Stewart

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Gordon M. Stewart
Director of Personnel

D/Pers SM #29

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