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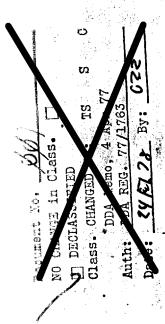
MEMORANDUM FOR: Chief, Personnel Operations Division

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 CS/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 ections 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 oversees designates of reservists with training obligations.
  - 7. personnel transfers or details from or to the 08/08,
  - d. negotiations with other Government departments concerning personnel details, transfers, and related matters,
  - 9. deser under consideration by the Special Placement Consistee, or in which special official interest is involved, or where interim monitorship of cases is indibated because of personnel simples of other situations,
  - 10. marriage-to-alien cases,



## Sanitized - Approved For Release : CIA-RDP61-002742000200150009-1 11. pre-exit and exit interview cases (Forms 1152 and 1152a) of all employees being terminated or who have emounced plans for resigning. plans for resigning. 12. counseling cases, 13. requests for initiation of out plabasent procedures for specific individuals. 14. applications for LHOP in excess of twelve months. Is Gordon M. Slewart Director of Personnel D/Pers 8M #29 TO BE BEEN A STORY OF THE PROPERTY OF THE PROP Distribution: 25X1A9a 0 - D/Pers &M file Released by: 1 - Bach addressee 1 - C/PPD 1 - C/CPD 1 - SSA(pers) 21 APR 1958 1 - D/Pers Reeder Chrono 25X1A9a op/Pers (18 Apr 58)

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