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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25 July 1950

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SUBJECT: Employment Outside of CIA

1. Effective this date all employees who are engaged in or are contemplating acceptance of work activities other than their full time position with this Agency will be subject to the following procedure:

a. Individuals currently employed in such outside activities, will notify their Assistant Director or Staff Chief immediately. Employees who are considering an outside position in addition to their Agency responsibilities will notify their Assistant Director or Staff Chief prior to acceptance of such position. These notifications will be in writing and will state the period of employment, the hours of work, nature of the position and salary.

2. Assistant Directors and Staff Chiefs concerned will forward this information to the proper Personnel Division for clearance with I&S Staff. After decision has been received from the Chief of I&S Staff, the office concerned will be notified.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES

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