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25 July 1953

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Career Development Slots

1. **PROBLEM:** To hold in reserve a pool of personnel slots to provide positions for employees who are absent from their regular assignments in order to participate in career development programs.

2. **FACTS:** The CIA Career Service Board has recommended that within the Agency's over-all personnel ceiling, fifty slots be reserved for allotment under its control to accommodate individuals who would necessarily be absent from their assigned work for longer than six months while taking part in training or developmental activities as approved by the CIA Career Service Board. (See Tab A) Examples of such career development programs are attendance at Defense Department schools, or at colleges or universities, as well as rotation for training purposes among CIA components.

3. **DISCUSSION:**

a. At present, fifty Rotation Loan Slots are allocated among Agency components. These slots are in addition to regular tables of organization.

b. The CIA Career Service Board believes the present Rotation Loan Slot system has failed to function as originally contemplated (See Tab A). Therefore, it recommends that all Rotation Loan Slots be withdrawn from the individual officers, and grouped together as a pool of slots over which the Board would have jurisdiction.

c. The CIA Career Service Board proposes to allot a slot to the office from which an employee will be absent while he is participating in career development activities. This slot would be taken from the block of slots reserved for such use. The slot would terminate upon completion of the training, rotation, or other career development action for which the slot was allotted.

d. Allotment of slots to offices who release employees to take part in career development programs will provide a means whereby their positions can be filled during the period of their absence.

e. Setting aside fifty slots would provide desired administrative flexibility to accomplish sound career development programs without appreciable impairment of operations.

4. RECOMMENDATIONS: That the Acting Deputy Director (Administration) be authorized to reserve a block of fifty slots within the Agency's total personnel ceiling authorization for subsequent allotment by the CIA Career Service Board on the basis of individual career development actions necessitating prolonged absence of employees from their regular duties.

/s/ L. K. White

L. K. WHITE  
Acting Deputy Director  
(Administration)

Attachment:

ACTION BY APPROVING AUTHORITY:

APPROVED:

(signed)  
Director of Central Intelligence

Date: 28 July 1953

CONCUR:

/s/ Lyman Kirkpatrick  
Chairman, CIA Career Service Board

Date: 23 July 1953