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Chief, London Bureau

27 September 1948

Chief, FBIB

Recruitment of Linguists for Cyprus

- References:
- a. Letter from [redacted] to Chief, FBIB, dated 28 June 1948 (copy attached, Tab A).
 - b. Memorandum to the Assistant Director for Operations, Attention, Chief, FBIB, from the Executive for Inspection & Security, dated 3 August 1948 (copy attached, Tab B).
 - c. Sample Employment Agreement for foreign national personnel who will be assigned for employment on Cyprus (copy attached, Tab C).
 - d. Salary Scale computed by the Chief, Mediterranean Bureau for native unclassified personnel at Cyprus (copy attached, Tab D).

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1. On 10 August 1948 by first indorsement by the Acting Director CIA to memorandum of 6 August 1948 from the Deputy Assistant Director for Operations FBIB was authorized to proceed with the recruitment of linguists in the Near and Middle East in accordance with the following plan quoted in part herein:

*1. h. It is believed advisable to proceed at once with a recruiting program with sufficient flexibility to permit FBIB to:

(1) Recruit with its own staff or through the facilities of the BBC in the Near and Middle East or at such other places on the continent of Europe as may be necessary for that personnel which cannot be transferred from Cairo and cannot be recruited on the Island of Cyprus.

(2) Pay the cost of transporting personnel recruited from their point of employment to either England or Cyprus for training.

(3) Pay the cost of transportation from England to Cyprus for that personnel which is assigned to England for training.

(4) Pay the cost of transporting dependents and household goods of this personnel from original place of employment, or home,

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(5) Pay, upon separation from the Agency after satisfactory fulfillment of their contracts, the cost of transporting employees, their dependents, and household goods from Cyprus to any point in the country where originally recruited provided such point is not more distant from Cyprus than the original place of appointment or actual residence."

2. On or about 20 October 1948 and upon receipt of instructions from this office you will proceed in the following manner to initiate recruitment in England for Foreign Language Monitors for later employment on the Island of Cyprus.

a. Make the necessary arrangements with the BBC for recruitment of personnel in the numbers and with the language qualifications to be indicated by this office.

b. Initiate through the Chief, BBC Monitoring Service in London, the necessary security clearances for candidates. Security clearances will comply with the requirements of this Agency and with the British requirements for entry into Cyprus. The Chief, Mediterranean Bureau, will be directed to send you the necessary forms and instructions referred to in Tab B.

c. Upon notification of the candidate's acceptability from the standpoint of security, you will arrange for the execution of five copies of the attached employment agreement (Tab C). One copy is to be retained by you, 1 copy is to be forwarded to Chief, Mediterranean Bureau, and 3 copies are to be forwarded to the FBIS office in Washington.

d. Following execution of employment agreement the appointment agreement now used for native personnel at your bureau will be executed. Upon execution of the appointment agreement, appointment letters will be issued by the administrative officer. Two copies of this appointment document, with the no-strike affidavit is to be forwarded to the Washington FBIS office for transmission to Personnel and Budget and Finance Branches. Form 50 will then be prepared by the Personnel Branch in confirmation of the appointment.

e. Where necessary request issuance of orders from Washington for travel of the candidate to Caversham from point of employment. Travel must not be performed until a request for issuance of orders has been submitted and the Washington Budget & Finance branch has issued the necessary orders. In cases of urgency cable authorization will be granted.

f. Make the necessary arrangements with BBC for training of candidates, and upon completion of this training request from Washington issuance of travel orders for travel of the employee from Caversham to Cyprus.

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3. Trainees will be charged to the Mediterranean Bureau T/O but will be assigned to the London Bureau administratively and to EEC Monitoring Service operationally until transferred to Cyprus.

4. The attached salary scale will be used in determining the basis for payment while the candidates are undergoing training in England as well as during their subsequent employment on Cyprus. During employment at Coverham the employee will receive in English pounds a salary equivalent to the indicated dollar value of the salary scale (Tab D). Upon arrival in Cyprus his salary will be in Cypriot pounds as indicated.

5. No provision is contemplated for expatriation allowances to employees incurring additional expenses at home by reason of appointment to this agency.

6. All expenditures will be made from vouchered funds. Time and Attendance records and salaries for candidates while in training at Coverham or London will be maintained and certified for payment by FBIS London Bureau.

L. K. WHITE

Concur: /s/
Chief, Budget & Finance Branch

 /s/
Chief, Personnel Branch

 /s/
Chief, Services Branch

 /s/
Executive for I & S

cc: Sealy

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