

C O P Y

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4 December 1952

MEMORANDUM FOR: Chairman, CIA Career Service Board
THRU: Chairman, Working Group on Honor Awards
FROM: Security Officer/CIA
SUBJECT: Letter of Recognition re: Longevity Awards Program

1. No security objection is interposed to the wording of the attached letter for use in the Longevity Awards Program.
2. It is, however, considered necessary that a control be maintained upon the distribution of the letters to prevent their transmittal overseas and also their being in the possession of Agency employees who are in a semi-covert and covert capacity. In order to accomplish this, the following recommendations are offered:
 - a. That none of the letters be transmitted overseas;
 - b. that the determination as to the employees who may retain these letters in their possession be made by the appropriate Assistant Directors, in that retention may take place only with employees who are permitted to associate themselves with CIA;
 - c. that notification that such a letter has been placed in their file may be given to the semi-covert and covert employees when deemed necessary.

/s/ Sheffield Edwards
SHEFFIELD EDWARDS
Colonel, GSC

Incl.
Ltr of Recognition re:
Longevity Awards Program

R&SC/JRP:skh (4 Dec 52)

Distribution:
Orig. & 1 cc - Adse.
1 cc - SCS Files
1 cc - Chrono

P.S. - I am willing to give some flexibility to comments in par. 2. For example, I believe a copy of the letter for semi-covert personnel overseas could be forwarded phrased in cryptonyms and pseudos for information and destruction with the additional information that a clear copy, the original, is being placed in his Personnel File and will be made available at the proper time.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments missing