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MEMORANDUM FOR Assistant Director for Reports and Estimates
Assistant Director for Operations
Assistant Director for Special Operations
Assistant Director for Collection and Dissemination
Chief, ICAPS
Chief, Advisory Council
Executive for Inspection and Security
Executive for Administration and Management
General Counsel

SUBJECT: Termination of employment

1. The Director has been embarrassed on several occasions due to efforts on the part of various CIA officials to ease the effect on individuals who, for administrative or security reasons, have been subject to termination of their employment with this agency.

2. Embarrassing situations have resulted from actions such as those listed below:

- a. Indicating that possibly other employment may be available within the agency although circumstances are such that reassignment is not feasible.
- b. Arranging for direct interviews with other activities of CIA with a view to reassignment, with no immediate indication to such other activities of the basis of undesirability in current position.
- c. Attempting to avoid permissible frankness with employee as to reasons for non-retention in current position.
- d. Excessive delays in initiating final action toward separation.
- e. Assurances to employee by immediate supervisor that the supervisor desires his retention, but is being over-ruled by higher authority.

3. All of these, and similar situations, can be avoided by adhering to the normal procedure of referring such cases to the Personnel Branch, ASM, for action immediately upon determination that termination of employment should be accomplished.

4. It is desired that all supervisory personnel under your jurisdiction be immediately instructed that--

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a. All cases where termination of employment of personnel is contemplated or indicated for any reason, will be referred through normal channels to the Chief, Personnel Branch, A&M, for action, together with supporting data.

b. In all such cases, supervisory and intermediate administrative officials are prohibited from indicating to the individual concerned either that his continued services are desired, or that any other position may be available for him within CIA.

c. No individual employed by CIA may be released for employment by another agency except by the Chief, Personnel Branch, A&M.

d. The Assistant Director for [redacted] is exempted from the provisions of paragraph b above only insofar as those personnel under his jurisdiction whose employment and disposition are not in any way the responsibility of the Personnel Branch, A&M, are concerned.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
E. K. WRIGHT
Brigadier General, USA
Deputy Director

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Copies to:
Chief, Personnel Branch, A&M
Executive Director
Central Records

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