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25X1A

ORGANIZATION  
1955

ORGANIZATION  
[REDACTED]

25X1A

ORGANIZATION AND FUNCTIONS

OFFICE OF PERSONNEL

Rescission: [REDACTED] dated 30 July 1954

25X1A

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REGULATION

ORGANIZATION

~~30 July 1954~~

1955

**ORGANIZATION AND FUNCTIONS  
OFFICE OF PERSONNEL**

25X1A

Rescission: ~~dated 18 January 1954~~ *dated 30 July 1954*

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**1. MISSION**

The Assistant Director for Personnel is responsible to the Director of Central Intelligence for the development and administration of an Agency-wide personnel program.

**2. FUNCTIONS**

The Assistant Director for Personnel shall:

- a. Formulate and recommend policies, regulations, and standards which shall govern the administration of personnel throughout the Agency.
- b. Advise and assist administrative and operating officials on all matters of personnel administration.
- c. Inspect, review, and evaluate all phases of personnel management activity wherever performed in the Agency, for compliance with policies, regulations, and standards, and for adequacy of personnel programs at all levels of the Agency.
- d. Represent the Agency on civilian and military personnel matters to the U.S. Civil Service Commission, the Selective Service System, the Department of Defense, and other agencies as may be designated.
- e. Conduct research in the field of personnel management as required in support of operational programs.
- f. Provide personnel service for the Agency to include:
  - (1) Position classification and wage administration.
  - (2) Procurement and placement of personnel for all components of the Agency.
  - (3) ~~Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency.~~
  - (3) ~~4~~ Procurement and assignment of military and other IAC personnel to the Agency, and administrative operations in connection with these details.
  - (4) ~~5~~ Preparation of appropriate personal service contracts for all components of the Agency.
  - (5) ~~6~~ Administration of a program for holding personnel for eventual assignment to operating components of the Agency.
  - (6) ~~7~~ Administering and monitoring the Agency Career Service Program. Developing and recommending the establishment of policies and procedures for the management of Career Boards and, through review of their activities, periodically advising the Director as to the effectiveness and accomplishments of the program.
  - (7) ~~8~~ In-service ~~promotion~~ <sup>placement</sup> program to bring about maximum utilization of the skills and abilities of personnel already in the Agency.

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REGULATION

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### OFFICE OF PERSONNEL

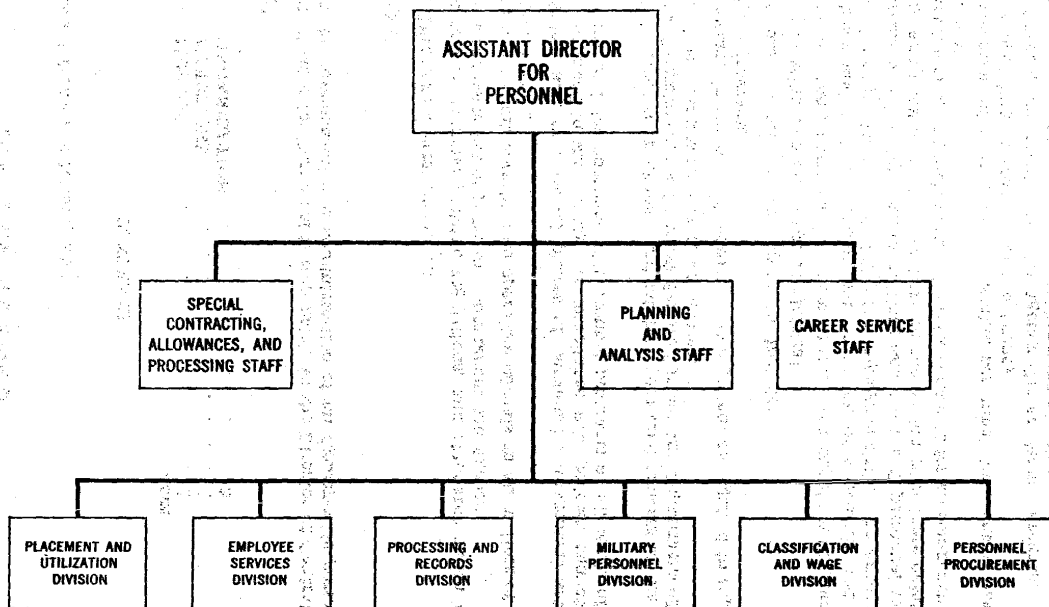


Figure 1

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