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DD/S 503

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Nominations for Members and Alternates of the
CIA Honor Awards Board

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REFERENCE: Regulation No. [REDACTED] Honor Awards, dated
13 April 1955

1. The applicable portion of referenced regulation is quoted below for your ready reference.

"The CIA Honor Awards Board is established to administer the Honor Awards Program. It will be composed of three voting members and three alternates, who are members of the Career Staff. The members, including the Chairman, and alternates will be appointed by the Director of Central Intelligence from among those nominated by the Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Support) and recommended by the Director of Personnel. Members and alternates will serve twelve month terms and may be appointed to successive terms."

2. It is requested that you forward to the undersigned the names of at least three persons for consideration as members or alternates so that I may make appropriate recommendation to the DCI. It is also requested that your nominations be forwarded as soon as convenient, but not later than 1 June 1955, so that selection may be made, and an Agency notice of "Appointment to Key Positions" published forthwith.

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3. At present the Board is composed of three members, Messrs. [REDACTED], two of whom are from the DD/P area, and one of whom is from the DD/I area. Messrs. [REDACTED] are the Security Advisor and the Recorder, respectively, for the Board. All of these persons have served continuously since the Board was first organized in early 1953, and they have performed invaluable service to the Agency in establishing the program. Mr. [REDACTED] have served in succession as Personnel Advisors to the Board.


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4. The criteria for membership on the Honor Awards Board are not definitive. However, the members of the Board must be members of the Career Staff (or be "in process" for such membership), and should be senior persons of at least grade GS-15, with long service in the Agency. Service with other awards groups, either military or civilian, is helpful. If the nominees have been the recipients of awards from other services, that circumstance would be considered as additional reason for selecting them for this extracurricular duty.

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Harrison G. Reynolds
Director of Personnel

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