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SEP 20 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT: Reassignment of Personnel Occupying Career Development Positions.

1. This will confirm my instructions to you on 16 September 1955 as a result of the discussions concerning the Career Development Programs at the meeting of the CIA Career Council on 15 September 1955.

2. When a person who has been assigned to a Career Development position completes his incumbency as originally approved, he will be reassigned to an appropriate position within the office which sponsored him or to an appropriate position elsewhere no later than the first pay period following the expiration date for which the Career Development position was originally approved.

3. If reassignment from a Career Development position requires temporary "double slotting," you are authorized to take such action as a temporarily expedient measure. However, your first priority will be to see that persons who are "double slotted" are regularly assigned. If this action cannot be effected within a period of 30 days, I wish you would bring such cases to my attention.

4. If the reassignment of personnel who have been in Career Development positions to the Office which originally sponsored them causes the major component concerned to exceed its authorized ceiling, the major component may not enter on duty any new personnel until such time as it has a ceiling vacancy.

5. In order to provide the necessary flexibility to maintain the Career Development Programs during the present transition period you are authorized to "double slot" to a reasonable degree persons newly selected for participation. I wish you would inform me periodically of the extent to which this "double slotting" has been necessary.

Distribution:  
Orig & 1 cc to addressees (handcarried 20 Sep.  
1 - DD/Pers/PD '55 by Mr. [redacted]  
1 - Dev. Staff

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SIGNED	
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Deputy Director	
(Support)	
Date: 29 DEC 1955	1955
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Office: [redacted]	
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