

This Notice Expires 1 December 1955

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NOTICE

PERSONNEL
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THE CIA CAREER COUNCIL AND THE CAREER SERVICES
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

1. This notice outlines supplementary information regarding the selection of candidates for the Junior Career Development Program. The policies and procedures for the JCD Program are set forth in [REDACTED]

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2. Candidates for participation in the JCD Program are selected on a quarterly basis. Applications are grouped for consideration according to the time they are received in the Office of Personnel. The cut-off dates for consideration of applications in the forthcoming quarters are as follows:

Fourth group	-	28 September 1955
Fifth group	-	4 January 1956
Sixth group	-	28 March 1956
Seventh group	-	27 June 1956
Eighth group	-	26 September 1956

3. SELECTION PROCEDURES

After an individual's application has been reviewed by his Career Service, the following steps occur:

- a. Upon receipt in the Office of Personnel, the application is acknowledged by a memorandum to the individual through his Career Service.
- b. The individual is scheduled for the Professional Employees' Test Battery given by the Office of Training. (If he has already undergone this testing, this step is waived.)
- c. The individual is next scheduled for a Working Committee Interview. The Working Committee is composed of the Deputy Director of Personnel for Planning and Development; the Chief, Development Staff, Office of Personnel; the Chief, Junior Officer Training Program, Office of Training; and a senior Placement Officer serving the Office to which the individual is assigned.
- d. After all individuals in the group have been interviewed, the Working Committee, with due consideration for tests results, supervisory comments, and other available personnel data, screens the applications to determine which of the applicants are to be scheduled for assessment by the Office of Training and for examination by the Medical Staff.

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- e. When results of all processing are submitted, the Working Committee reconvenes and makes its recommendations. These recommendations are based on the total information available concerning the individual, and on the statement of objectives contained in his Career Plan.
- f. The Committee for the Career Development of Junior Personnel then meets to take final action on all applications. The Committee determines which applicants are to appear for interview.
- g. After the decisions have been made, the Committee notifies each participant of the disposition of his application.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED

L. K. WHITE
Deputy Director
(Support)

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