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*Personnel
Selection Out*

17 April 1958

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MEMORANDUM FOR THE RECORD

SUBJECT: Selection-out Procedures

REFERENCE: Director's Memorandum, dated 17 February 1958, Subject: Personnel Selection-out Procedures

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At a meeting held 16 April 1958 between Mr. Kirkpatrick, Mr. Houston, Mr. Stewart and [redacted] it was agreed that employees against whom separation procedures are to be invoked will be notified that they may appeal to the Inspector General. In order that such notification not be made prematurely, the following procedural steps are proposed:

- a. The Director of Personnel will, in accordance with paragraph 3 of the referenced memorandum, prepare his recommendation to the Director of Central Intelligence and will forward it through General Counsel and the Deputy Director (Support) and then to the Inspector General.
- b. Upon receipt of the recommendation by the Inspector General, his office will notify the Special Assistant to the Director of Personnel, [redacted] telephone extension 4723, and [redacted] will arrange to inform the employee concerned, in writing, of the Director of Personnel's decision and of his right of appeal to the Inspector General.
- c. The employee will be given seven calendar days during which to institute an appeal following receipt of notification. If no appeal has been received by the seventh day, [redacted] will confirm with the employee that no appeal is intended and will so inform the Inspector General.

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SIGNED

Gordon M. Stewart
Director of Personnel

cc: DD/S ✓
EO/DCI
IG
General Counsel
SA/DPers
D/Pers Reader Chrono

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