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Security Information

Special Asst. (Admin.) to DD/I Diary

Thursday, 11 December 1952

1. Referred to the Intelligence Offices for comment the Office of Personnel's proposal that all offices establish uniform employee record card files for the maintenance of personnel information.

2. Prepared DD/I notice issuing instructions relative to the classification of Daily Diaries.

3. Reviewed and drafted comments on the proposed Office of Training announcement of the CIA-State Personnel Exchange Program and referred to O/IC for comment.

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4. Reviewed the case of [redacted] who had called [redacted] relative to the status of his pending application with the Agency. I learned that [redacted] was being processed for [redacted] until the recent cutback in that area necessitated cancellation of his action. Discussions with Personnel disclosed that [redacted] had not been discreet in his follow-up actions with the Agency and this was evidenced in his contacts with me. Because of his limited experience, it was evident that there were no opportunities for [redacted] in the DD/I area and action was taken to restore direct contact between [redacted] and [redacted] of Personnel. (I was notified later by Personnel that [redacted] had been advised that there was no opportunity for him in the Agency. [redacted] contacted me at my home to this effect and he indicated satisfaction with the treatment which had been afforded him by the Agency.)

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