

21 October 1953

OPM 20-500-1

PERSONNEL DIRECTOR MEMORANDUM NO. 84-53

SUBJECT: Designation of Placement Officers to Service the Senior Staff Career Service Boards of the Clandestine Services

REFERENCE: [REDACTED]

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1. Since the subject [REDACTED] outlines a modification of personnel administration within the Clandestine Services, the Placement and Utilization Division will effect the following revisions in its procedures:

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a. Coordination of the Placement and Utilization Division with the Clandestine Services Career Boards.

(1) Placement Officers will be designated to service the respective Senior Staff Career Service Boards of the Clandestine Services and will provide professional guidance and assistance to the Boards in all matters of placement and utilization.

(2) As authorized by the Personnel Director, the Placement and Utilization Division will exercise the authority delegated to the Personnel Office by the Director of Central Intelligence to review and give final approval to personnel actions. Approval of all actions will be contingent upon the prior concurrence of the appropriate Senior Staff Career Service Board. The Placement Officer shall refer questionable cases to the Chief, Placement and Utilization Division for adjudication.

(3) Placement Officers will continue to interview applicants before recommending them for Agency employment. They will coordinate with the Personnel Office, Senior Staffs, Area Divisions and the appropriate Senior Staff Career Service Board in effecting recruitment and placement.

(4) Placement Officers will conduct placement follow-up interviews, in accordance with present directives, with persons under the jurisdiction of the Senior Staff Career Service Boards, and will coordinate such interviews with the appropriate Board. Problem cases which cannot be resolved within the interviewee's Staff or Division will be referred to the appropriate Senior Staff Career Service Board for review and recommendations to the Personnel Office of action to be taken.

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(5) Reassignments will be handled as follows:

(a) Reassignments within a career service will be accomplished through normal procedures with Placement Officer participating as outlined above. Placement Officers, in coordination with Career Service Officers, will consider a person for reassignment to any Agency component.

(b) In the event a reassignment cannot be effected within one career service of DD/P, the Placement Officer servicing that Board will coordinate with other Placement Officers to insure that the case will receive exhaustive consideration by all Senior Staff Career Service Boards within the Clandestine Services before it is referred to the Clandestine Services Career Board for review.

(c) The Personnel Office will accept reassignment cases for consideration by other Agency components when such cases are certified to the Personnel Office by the Clandestine Services Career Board.

(6) Placement Officers, together with other Personnel Office Divisions, will promote the maximum utilization of the facilities of the Personnel Office with respect to files and other records in order to avoid unnecessary duplication.

b. Coordination of the Placement and Utilization Division with Senior Staff and Area Division Officials.


(1) Staff and Division Personnel Officers.

Placement Officers, though not designated to service a particular Staff or Division, will continue to give professional guidance and assistance in all matters of placement and utilization to staff and division Personnel Officers.

(2) Operating Officials.

Placement Officers shall continue to work with supervisors in all matters affecting placement and proper utilization.

2. Under no circumstances will an individual be advised or instructed to "shop" himself.

  
George E. Meloon  
Personnel Director

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