

RESTRICTED

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27 April 1953

0 PM 20-340-3
PERSONNEL DIRECTOR MEMORANDUM NO. 28-53

SUBJECT: Procedures for the Distribution of Security Clearance Information to Applicants for Employment with the Agency

1. The following procedures are established in order to insure that each individual understands at the time of first applying for employment with the Agency what criteria and policies will govern his selection as an employee or consultant and that this understanding will be a matter of record for both the applicant and the Agency.

a. Applicants Personally Contacting or Contacted by Recruiters

When the applicant is furnished copies of the Personal History Statement during or after his interview with a recruiter, he will also be requested to read Applicant Information Sheet No. 1 (attachment A) and Applicant Information Sheet No. 2 (attachment B). The applicant will then sign Applicant Information Sheet No. 1 on the appropriate lines and return it to the recruiter to be filed in the applicant's folder. The applicant will be permitted to retain a copy of Applicant Information Sheet No. 1 for his own records as well as a copy of Applicant Information Sheet No. 2.

b. Applicants Contacting the Agency by Mail

The applicant will be sent two copies of the Applicant Information Sheet No. 1 and one copy of the Applicant Information Sheet No. 2 at the same time he is furnished copies of the Personal History Statement by the Personnel Procurement Division. Copies of the Applicant Information Sheet No. 1 will not be dispatched unless accompanied by a copy of the Applicant Information Sheet No. 2. The applicant will be requested to read, sign and return one copy of the Applicant Information Sheet No. 1 to the Agency where it will be filed in the applicant's folder. The applicant will be permitted to retain the other copy of the Applicant Information Sheet No. 1 and the Applicant Information Sheet No. 2 for his own records.

2. The procedures described above will become effective as soon as the printed Information Sheets are available.

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GEORGE E. MELOON

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To all persons applying for employment
with the Central Intelligence Agency

This paper is the first step in applying for employment or consultant status with the Central Intelligence Agency. No application may proceed beyond this first step if the applicant is not in agreement with the conditions stated below:

General Considerations:

1. The National Security Act of 26 July 1947 (Public Law 253, 80th Congress) which created the Central Intelligence Agency places upon the Agency the responsibility:

a. "to advise the National Security Council in matters concerning such intelligence activities of the Government departments and agencies as relate to the national security;

b. "to make recommendations to the National Security Council for the coordination of such intelligence activities of the departments and agencies of the Government as relate to the national security;

c. "to correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government . . . ;

d. "to perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally;

e. "to perform such other functions and duties related to intelligence affecting the national security as the National Security Council may from time to time direct."

Attachment A

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

(Signature of Applicant)

Copy of Applicant Information
Sheet No. 1 to Applicant

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