

CONFIDENTIAL
Security Information

2 March 1953

OPM 20-340-2
PERSONNEL DIRECTOR MEMORANDUM NO. 10-53

SUBJECT: Requesting Provisional Clearances

REFERENCES: CIA Notice No. [redacted] subject: "Use of Provisional Clearances", June 1952
CIA Notice No. [redacted] subject: "Persons Employed Under Provisional Security Clearance", dated 18 July 1952

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1. CIA Notice No. [redacted] established the policy that provisional clearances will be requested only when failure to do so will result in the loss of the applicant's services to the Agency. CIA Notice [redacted] reemphasized the above policy and outlined rigid conditions surrounding this temporary employment. The PD/A recently instructed that procedures be established to assure that "provisional clearances are requested and employment under such clearances effected only when the individual would otherwise be lost to the Agency and that such action is not used for recruitment purposes nor to meet other problems of personnel urgency within CIA." To assure compliance, the following procedures will be observed.

2. Personnel Procurement Division shall ensure that on item 26 of Form No. 37-117, "Report of Interview", and in the "Evaluation" section of Form No. 37-119, "Field Recruitment Cover Sheet", specific justification is furnished concerning recommendations for applicant employment under a provisional clearance.

3. Placement Branches shall be responsible for final decisions in requesting security clearances. Prior to the initiation of Form 37-104, requesting provisional clearance, the Placement Officer shall review the file to ensure that there is positive indication that the individual would otherwise be lost to CIA.

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Deputy Personnel Director

*See also PSM 73-53
date 16 Sept 53*

*Rec. by 5-130-4
(37-55)
20 Jan 53*

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