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MEMORANDUM FOR: Deputy Director (Administration)

THRU: Chief, Classification and Wage Division

SUBJECT: Proposed Table of Organization for the Career Service Board Secretariat, Office of Communications

1. Effective 13 June 1952, the Director of Central Intelligence approved an Agency-wide career service program designed to identify, develop, effectively use, and reward individuals who have the skills required by CIA; to motivate them towards rendering maximum service to the Agency; and to eliminate from the service in an equitable manner, those who, in spite of the program, fail to perform as effective members of the organization.

2. On 21 July 1952, the Office of Communications established a Career Service Board responsible for advising the Assistant Director for Communications in matters affecting the career development of all civilian and military personnel assigned to communications and related duties in the Central Intelligence Agency.

3. Organization and Functions

a. The Office of Communications Career Service Board has the following membership:

Assistant Director for Communications, ex-officio
Deputy Assistant Director for Communications, ex-officio
A Chairman and two members selected from among the staff or division chiefs and their alternates
* An Executive Secretary, (non-voting)
* A Recording Secretary, (non-voting)
* A Personnel Clerk, (Typing) (non-voting)

* These positions are attached to the Personnel Branch and report to Chief, Administrative Staff thru the Chief, Personnel Branch.

b. It will be the responsibility of the Office of Communications Career Service Board to:

(1) Serve as advisor to the Assistant Director for Communications on all matters pertaining to the Career Service Program.

(2) Direct within the Office the application and functioning of the Career Service Program, including but not limited to:

(a) Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service

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Board for improvement of the Career Service Program.

(b) Sponsoring, developing and executing the Career Service Program of the Office, including an intra-Office rotation system, and reporting periodically to the CIA Career Service Board.

(c) Reviewing Personnel Evaluation Reports and proposed development plans for individuals in terms of training, assignment, advancement, rotation and promotion.

(d) Recommending cancellation, including termination for just cause, or continuance of career development actions.

(e) Participating in the development and execution of approved extra-Office rotation systems.

(f) Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.

(g) Ensuring that the rotation appointees detailed by this Office to another office are not overlooked for warranted promotion and ensuring that rotation appointees received by this Office are productive and their assignments commensurate with the purpose of the appointment.

(h) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps."

(i) Reviewing continuously the personnel intake of the Office, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.

(j) Supervising supporting groups or Boards as appropriate for handling specialized functions, i.e., selection, termination, etc., recommending assignment to them of office personnel as necessary.

(k) Sponsoring and developing the career rotation program and promotion of the Communications Office personnel assigned to the Cable Secretariat under the Executive Assistant to the Director.

ii. Precepts

a. The following precepts are established for guidance in Career Serv-

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ice Board actions:

(1) Assignments involving a change in station should be ascertained six months in advance of the effective date for transfer.

(2) Normally, overseas tours of duty shall be limited to three years; however, individuals may be reassigned to the same area for an additional tour of duty where exceptional conditions dictate.

(3) Reassignment of individuals shall be to duties which will broaden their experience in the field of communications, such action being consistent with the over-all requirements of the Office of Communications.

(4) No individual shall be assigned exclusively to Headquarters training duties for a period greater than two years.

(5) Personnel returning from overseas may be expected to be available for reassignment after three months based on date of departure from overseas post.

(6) Individuals fully qualified for promotion should be reassigned to slots carrying additional responsibility and the higher grade.

(7) The Committee shall establish norms for each grade which will provide a reasonable indication as to those individuals who shall be considered for promotion. These norms will be based on the following factors:

(a) Total experience from the time of graduation from school to the present in years.

(b) Formal education (above high school level) including special training to date, in years.

(c) Total OSS, CIG, CIA or related experience, in years.

(d) Length of time in present grade, in years.

(e) Age of employee.

(f) Individuals' scores will be based on the sum of the factors (a) through (d).

(8) Normally, Headquarters assignments shall be limited to four years duration.

5. Administration

a. In order to allow effective advance scheduling for the rotation assignment and promotion of personnel, the following information will be main-

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tained by the administrative staff:

(1) Table of Organization for the Office of Communications including personnel assignments.

(2) A table of positions in order of responsibility.

(3) A file covering current position descriptions including qualifications and sources of personnel.

(4) Evaluation or data for evaluation of each individual assigned to the Office of Communications. This file shall include a service record, data on education, experience, qualifications, performance of duties and a log of Agency ratings by rating officers.

(5) Information on each employee describing military status, marital status and dependents, birth dates and dates of availability for rotation.

(6) Priorities for the filling of vacant positions (to be established on request of administrative staff by the Office, Division or Branch Chief concerned).

(7) Seven months in advance of the end of a tour of duty the OC-CSB Secretariat shall provide the following information on each employee:

(a) Assignment recommendation by the chief concerned.

(b) Training recommendation by chief concerned and by the Chief, Training Branch.

(c) Assignment preferences to be submitted by the employee.

(d) Names of Headquarters personnel available and qualified for assignment overseas shall be listed by the administrative staff on a continuing basis.

6. Security

Information contained in personnel records and files will be handled in strict accordance with Agency regulations. Actions or deliberations of the Board will be released only after concurrence by the Assistant Director for Communications.

7. Limitation of Authority

a. Promotion and Career Rotation of Communications Officers to GS-14 positions and above will be handled by an ad hoc committee convened on call of

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the Assistant Director for Communications. The Chairman of the Career Service Board will act as Secretary for this committee and will be responsible for information essential to committee operations.

b. Promotion and Career Rotation of Communications Officers GS-7 through GS-12 will be the prime responsibility of the Career Service Board.

c. Promotion and Rotation of Communications employees in all grades below GS-7 will be handled by Administrative action subject to review by the Career Service Board.


d. All Communications Personnel Promotion, Career, and Rotation actions are subject to concurrence by the Assistant Director and Deputy Assistant Director for Communications.

8. Recommendation

It is recommended that the positions contained in Attachment A be approved.

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Assistant Director for Communications

