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2 April 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Surplus Personnel

1. I discussed with DDM&S the request of an employee involved in a surplus situation to see his Official Personnel File. Mr. Brownman and I agreed that an employee involved in an appeal could see his personnel file in the presence of an Agency official but because of possible security implications could not take notes or show the file to any other person. However, while he cannot take notes generally, if he requests permission he may note the adjective ratings of his Fitness Reports for a reasonable period of time. Similarly, former employees of the Agency would not be permitted to see their personnel files.

2. If an employee involved in an appeal desires to talk to his lawyer, he may do so at any time on an unclassified basis. If he wishes to discuss any classified material he deems pertinent to the appeal, however, he will have to obtain a regular security clearance for the lawyer. He may also have the lawyer present at his meeting with the representative of the Office of Personnel under the same conditions as to clearance if classified information is involved.

LAWRENCE R. HOUSTON
General Counsel

cc: ES/CIA IIC
DDM&S
D/Personnel

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