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7 January 1952

AGENDA

FOR

CAREER SERVICE COMMITTEE

13th Meeting, Tuesday, 8 January 1952, 1:00 P.M.

Room 115 North Building

1. Consideration of Minutes of 12th Meeting on 17 December 1951.
2. Statement regarding Personnel Policy (see redraft attached).
3. Consideration of "Personnel Evaluation Report" and transmittal memorandum of the Working Group on Employee Rating, dated 4 January 1952 (see attached).
4. Consideration of Report of Working Group on Career Benefits (see attached; in response to query by the Committee at its 12th Meeting on 17 December 1951).
5. Consideration of Attachment 2 "Centralization of Selection for Participation in the CIA Career Service Program" dated 12 December 1951 (previously distributed in "Summary of Proceedings of Working Groups", dated 18 December 1951).
6. Report of Executive Secretary on activities of the Working Groups since 17 December 1951.
7. New Business
 - a) Redraft of Attachment 1 "Selection Criteria for Participation in CIA Career Service Program" in response to policy statement of the Committee issued as preamble to "Summary of Proceedings of Working Groups", dated 18 December 1951.
 - b) Sequence of action to be taken by the Committee on concrete proposals of the Working Groups.

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2nd Draft

STATEMENT OF PERSONNEL POLICY

~~It is the policy of the Central Intelligence Agency to provide~~
a career for ~~those~~ employees whose integrity, ability, ~~and~~, and
determination ~~will~~ help to meet the present and future intelligence
requirements of the United States.

~~Those~~ employees who have demonstrated competence by meritorious
performance will be given an opportunity to ~~build on their latent~~ skills
and abilities through ~~planned~~ programs for training and ~~development~~.

Basically, career service is composed of two elements:

- a) The best possible initial selection and placement
of employees,
- b) Planned experience and training in order to develop
potentiality.

~~No more challenging problem faces the Agency ~~today~~~~
~~than that of recognizing~~ intelligence, energy, and potential talent in
applicants and employees and then learning how and where to use and
develop these qualities. ~~if~~ we meet and effectively solve this problem
we will, in fact, be establishing a true career service.

The effective cooperation of all persons in CIA is required in
order to ensure the growth of the Agency which depends on this program.

[For the signature of the DCI]

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