SELECTION CRITERIA I-2a

Note Concerning Attachment 1 "Selection for Participation...."

1. The Career Service Committee at its meeting on 17 December 1951 recommended that the members of the Working Groups study and consider Attachment 1 (which follows) in the light of these principles:

a. The "Career Service Program" is actually composed of two basic programs or endeavors. While these two programs should be developed together if possible, it is inevitable that they will be developed at different rates. They are:

1) A program to conduct _normal_ personnel, training and management affairs a little better than we have yet been able to. Inherent in this program are those matters which are basic to any well-managed Personnel Program. Among those matters are:

a) Recruitment and Placement
b) Employee Ratings
c) Employee Relations and Counseling
d) Normal Indoctrination and Training
e) Equitable application of improved benefits and prerogatives, etc.

This program should be equally applied to _all_ (repeat _all_) staff employees and staff agents of CIA without any distinction as to grade, assignment, length of service, etc.

2) A program to discover and exploit to the fullest, the talents and potentialities of _proven_ employees, e.g. a "Development Program" for the purpose of ensuring to the Agency the best possible use of its available manpower. Useful techniques in this program are:

a) Rotation
b) Re-training (i.e. seminar and refresher courses)
c) Duty assignments with on-the-job training
d) Extension training, including sabbatical leave, overseas travel, etc.

This "Development Program" will locate and produce the future key executives and administrators of the Agency. In addition to the techniques listed above, the following might apply:

e) The generalist-specialist concept.
f) National War College assignment, duty with JCS Joint Staff, duty with Dept. of State Policy Planning Staff, etc.

b. These two programs add up to what we are calling a "Career Service Program".

STATINTL

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