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AGENDA

FOR

CAREER SERVICE COMMITTEE

The 3rd meeting of the Career Service Committee is scheduled for Monday, 8 October 1951 at 4:00 P.M. in Room 115, North Building.

1. Minutes of the previous meeting.
2. Report of progress since 1 October.

3. No new problems are proposed for consideration by the Committee at the 3rd meeting. There will be further discussion of the four Problems which were on the Agenda for the 2nd meeting as follows:

A. Further consideration of Employee Rating Problem.

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1. The conference referred to in paragraph 4a, 1 October minutes, has been held and Messrs. [redacted] and George Meloon will attend the present meeting to apprise the Committee of the legal aspects of employee ratings with respect to Public Law 873 of 30 September 1950 and the attitude of the Civil Service Commission. The Committee will consider a proposed plan of action and a directive to the Employee Rating Working Group that has been organized.

B. Further Consideration of Selection Criteria for Employee Participation in the Career Service. Among these matters which will be considered in particular are:

✓ 1. Magnitude and Phasing (see attached "Distribution of Personnel by Grades and Length of Service.")

2. Declaration of Intent to become Eligible....(see draft by General Counsel distributed at 2nd meeting of the Committee.)

✓ 3. Selection Criteria (see proposed "Selection Criteria for Career Service Program," a) through g) attached to Agenda for the 2nd meeting. See also alternative plan, no title, 2) through 5), that was distributed at the 2nd meeting of the Committee.)

C. Consideration of draft of proposed short statement on Personnel Policy to be recommended to the DCI for his signature.

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10 January 1952

MEMORANDUM TO: Chairman, Working Group on Career Benefits

FROM : Executive Secretary, Career Service Committee


SUBJECT : Priorities for Working Group Activities

1. At its 13th Meeting on 8 January 1952, the Career Service Committee discussed the report which you made, at its request, concerning the career benefits desired by CIA and the means by which these can be achieved.

2. The Committee asks that the Working Group on Career Benefits give particular attention to those career benefits which can be instituted upon the approval of the DCI and without additional legislation. Specifically, it requests that first priority be given by the Working Group to (a) "Additional pay for service involving unusual hardship and hazard", (b) "A meritorious award system should be devised which will provide for recognition of distinguished service to the Agency as well as for new and more efficient administrative procedures. Such awards may be medals, monetary, documentary, or a combination of all three", and (c) "Establishment of a CIA overseas post classifications system providing for area hardship posts, particularly where additional medical benefits may be desirable because of the nature of such a post. Benefits under a post classification system may also be provided in the form of varying lengths of tours of duty".

3. In order that the full resources of the Working Group may, for the time being, be devoted to the three items mentioned in para. 2 above, the Committee requests that the present activity be suspended regarding item (f) "At the present time, tentative recommendations concerning the adoption of a new or modified personnel management system in lieu of the present system, which follows provisions of the Classification Act of 1949, cannot be made pending analysis of the material on Commissioned Services now in preparation by a Task Force".

For the Career Service Committee

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cc: Members of the Career Service Committee
Members of the Working Group on Career Benefits

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AEEER SERVICE COMMITTEE 10th MEETING

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10th Meeting
1951

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7 December 1951

MINUTES OF 10th CAREER SERVICE COMMITTEE MEETING

3 December 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel
Matthew Baird - Director of Training
[redacted] Alternate for Sherman Kent - DAD/ONE
C/OFS/OSO
[redacted] - Executive Secretary

1. The minutes of the 8th and 9th meetings were approved as distributed.

2. No specific action was taken on the Statement regarding Personnel Policy.

3. The membership of the Working Group on Trainees and the Working Group on Extension Training was discussed. No changes were made in the Working Group on Extension Training. The membership of the Working Group on Trainees was modified as follows:

[redacted] (original member)
[redacted] (original member)
[redacted] Training (new member) vice [redacted] X1A9a
[redacted] Training
[redacted] Personnel (new member) vice [redacted] 25X1A9a
[redacted] Personnel
[redacted] (new member) vice [redacted] OO 25X1A9a
[redacted] OSI (new member)

(Note: This Working Group will have to select a new Chairman to replace [redacted] OSI, may be only a temporary member.)

4. There was discussion of the dual role which each member of a Working Group must perform, namely, a.) his responsibility to his Assistant Director or Office Head for ensuring that the views, data, and plans of his Office are thoroughly considered, and b.) his responsibility to the DCI, through the Career Service Committee, to devise on an Agency-wide basis a practical and effective Career Service Program. It was agreed that General Davison would discuss this matter at the next meeting of the Assistant Directors with the DCI.

5. The Parachute Jump Pay problem (No. 3 of the agenda) which was referred back to the Career Service Committee by the Senior Review Committee was discussed. It was agreed that this problem would not be referred back

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to the Working Group on Career Benefits but would henceforth be handled directly by the Office of Training with the Deputy Director/Administration.

6. The report of the Working Group on Rotation regarding [REDACTED] 25X1A9a recommendation re handling certain high-level key personnel was received and discussed. It was agreed that this matter would henceforth be handled by the AD/Personnel directly with the ADD/Administration (Special).

7. The tentative drafts of the Selection Criteria Working Group, "Selection Criteria for Participation in CIA Career Service Program" and "Centralization of Selection for Participation in the CIA Career Service Program", were examined, briefly discussed, and titled for further consideration.

8. The recommendations of the Working Group on Career Benefits concerning the "Continuance of Pay and Allowances" and the Senate Bill S. 1820 was discussed and referred back to that Working Group for specific recommendations as to how the Bill should be modified from its present text in order to meet the requirements of CIA.

9. Plans for the circulation of the results achieved (minutes or summaries of minutes) by each Working Group to all other Working Groups were discussed. It was agreed that the text to be circulated would be available to the Career Service Committee for clearance prior to actual circulation. It was also agreed that these texts would be clearly marked as working papers for the convenience and information of the Working Groups and would not be considered necessarily approved by the Career Service Committee.

10. It was agreed that the next meeting of the Committee will be held on Monday, 10 December 1951, at 4:00 P.M. in Room 115, [REDACTED] 25X1A6a

11. The meeting adjourned at 5:10 P.M.

[REDACTED]
Executive Secretary

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30 November 1951

AGENDA

FOR

CAREER SERVICE COMMITTEE

10th Meeting, Monday, 3 December 1951, 4:00 P.M.

Room 115 North Building

- ✓ 1. Consideration of minutes of 8th and 9th Meeting.
- ✓ 2. Statement regarding Personnel Policy.
- ✓ 3. Referral by Senior Review Committee of Parachute Jump Pay problem back to Career Service Committee for consideration of Senior Review Committee's recommendations. (Problem will be presented by Executive Secretary; see attached papers considered by Senior Review Committee; conclusions reached by Senior Review Committee not yet available for distribution)
- ✓ 4. Report of Rotation Working Group on [redacted] recommendation re handling certain high-level key personnel. (Problem will be presented by Executive Secretary; papers not yet available from Rotation Working Group) 25X1A9a
- ✓ 5. Consideration of Tentative Drafts of Selection Criteria Working Group,
 - a.) "Selection Criteria for Participation in CIA Career Service Program" (attached)
 - b.) "Centralization of Selection for Participation in the CIA Career Service Program" (attached)
- ✓ 6. Continuance of Pay and Allowances and Bill before the Senate S. 1820. (see attached)
7. Plans for circulating results achieved by each Working Group to all other Working Groups. (see attached)
8. New business.

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