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Working Group on CAREER BENEFITS

Problem:

To recommend to the Career Service Committee the scope of and degree to which "Career Benefits" are necessary and desirable; in what manner these can be applied to develop an esprit de corps; how, in particular, tangible or intangible compensation may be made in connection with assignments to hardship or unhealthful overseas posts; how to administer and to determine the application of hazardous duty pay; whether bonuses and meritorious promotions can or should be used as reward for outstanding performance or as compensation for achieving and maintaining certain skills; whether a special retirement system is needed and if present disability and death compensations are adequate; to recommend a legislative program to effect the above.

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References:

1. "A Program for the Establishment of a Career Corps in the Central Intelligence Agency," dated 7 August 1951

see appendix 2 pages 69-71

2. "Selected Comments by the Several Offices on Career Benefits." (attached)

3. Confidential Funds Regulations.

4. Memorandum "Career Benefits for CIA Personnel," dated 5 September 1951, to Deputy Director (Administration) from Director of Training. (attached)

5. Memorandum "Hazardous Duty Pay for CIA Civilians," dated 18 September 1951, to Joint Training Committee from Assistant Director of Training (Covart). (attached)

6. Report and Working Papers of "Hazardous Duty Committee." (Messrs. [redacted] will make these available)

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15 October 1951

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Working Group on TRAINING

Problem:

To recommend to the Career Service Committee methods of locating, selecting, recruiting, security clearing, evaluating, assessing, and testing, training and assigning trainees; to consider criteria and standards for their selection and curricula for their training; to investigate the magnitude of this program and the appropriate intake; to recommend means of coordinating this program with other programs in the Agency for processing new employees; to consider and recommend security measures, publicity and public relations policies to be adopted in connection with the program; to determine how significant covert opportunities encountered in this program are to be immediately sealed off and channeled to the appropriate covert office.

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References:

1. "A Program for the Establishment of a Career Corps in the Central Intelligence Agency," dated 7 August 1951

see Introduction page X x xi xii  
paragraphs I and I-IV pages II, XIII  
sections I-IV, pages 1-10  
appendix A page 17  
appendix B pages 20-21  
appendix C pages 22-30  
appendix D page 31  
appendix E pages 32-33  
appendix F page 34  
appendix G pages 35-36  
appendix H page 37  
appendix I page 61

2. "Selected Comments by the Several Offices on Trainee Selection," (attached)

~~3. Records, policies, and experience of the OSO Overseas Officer Training Pool, (attached)~~

3 "OSO Trainee Program" dated 20 Nov 1950, (attached)

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Sted by Davison  
12 October 51  
RB

Duties of Executive Secretary/Career Service Committee

1. Prepares Agenda for meetings, records minutes and prepares actions implementing decisions of the Committee.
2. Conducts liason on behalf of the Committee with Assistant Directors and Office Heads of major CIA units and their representatives, to ensure that the Career Service Program acquires and retains a dynamic quality.
3. Drafts proposals and alternative proposals for the consideration of the Committee.
4. Organizes, meets with, and supervises the work of the Working Groups (six at present) authorized by the Committee; provides them with directives approved by the Committee, agenda and "working papers"; ensures that activities of each working group are coordinated with, and do not overlap, the activities of the others; ensures that the working groups consider their problems from an Agency-wide point of view.

Duties of Assistant to Executive Secretary

1. Generally: assists the Executive Secretary in the performance of his duties.
2. Specifically:
  - a.) Maintains smooth flow and phasing of activities, scheduling and meeting of dead-lines.
  - b.) Edits and abstracts reports and material for use, both of the Committee and of the several Working Groups.

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c.) Does limited research to determine if and when problems exist that require solution; prepares or acquires the necessary "working papers" for reference to the Committee or to a Working Group.

d.) Aids in the preparation, assembly, coordination and editing of reports made by the Committee.

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