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CAREER SERVICE COMMITTEE

5TH MEETING

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MINUTES OF 5th CAREER SERVICE COMMITTEE MEETING

30 October 1951 - 4:00 P.M.

Present: F. Trubee Davison - AD/Personnel, Chairman
Matthew Baird - Director of Training
[REDACTED] D/NS
- DAD/OSO
Executive Secretary

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1. The minutes of the 4th meeting were approved as distributed.
2. The Executive Secretary reviewed the activities of the Working Groups.
 - a. General Five of the Working Groups had each held two meetings. The sixth Working Group, Extension Training, had difficulty in arriving at a time when all members might be present, but was scheduled to meet for the first time on Thursday, 1 November. The meetings of the Working Groups were being held in the Basement Conference Room of the Administration Building except on the rare occasions when that room was earmarked for other activities.
 - b. Working Group on CAREER BENEFITS Mr. [REDACTED] (General Counsel) had been selected chairman and Mr. [REDACTED] (COMMO), secretary. This Group had made five tentative, though major, decisions.
 1. Although giving consideration to practical aspects, the Group would limit its recommendations to considerations of broad policy.
 2. The Group would consider primarily the tangible aspects of Career Benefits, although certain intangible aspects will have to be considered.
 3. For the present, the Group would consider benefits to apply only to staff employees and staff agents. However, the question of the application of Career Benefits to Career Agents would be kept in mind.
 4. Each recommendation of the Group would be accompanied by a recommended assignment of responsibility to some operating unit of the Agency; or if no such unit existed, a recommendation would be made that an operating facility be created.

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be confirmed by the Career Service Committee.

In the discussion which followed, points 2, 3, 4, and 5 of the above were approved by the Committee. With respect to point 1 above, the Committee agreed that it was the responsibility of the Working Group to go farther than merely recommend broad policy. It was, also, the Group's responsibility to work out the details by which the policy, if adopted, could be implemented.

c. Working Group on ROTATION Mr. [REDACTED] (OSO) had been selected chairman of the Working Group. This Working Group at its two meetings had discussed the following matters:

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1. The analogy, on the one hand, of the problem which had confronted the Department of State with respect to its Foreign Service and Departmental Service and, on the other hand, the problem which confronted CIA with respect to overseas service on unvouchered funds and US and overseas service on vouchered funds.
2. In view of the above, the Group decided to identify, if possible, those positions in CIA in Washington which could best be filled by personnel who had had CIA overseas experience.
3. The Group discussed the possible incompatibility of certain aspects of the Civil Service System in connection with Rotation, i.e., in particular, the difficulties that would be encountered in Rotation if a man did not "carry his slot on his back".
4. The Working Group agreed for the present to limit its consideration of Rotation plans to those persons who had two or more years service in CIA and a OS rating of 7 or above. It was recognized that there might be Rotation of persons who do not conform to the above criteria. For the time being, this type of Rotation would not, however, be on a "planned" basis. It was recognized by the Group that these two criteria were tentative and that this matter fell within the purview of the Selection Criteria Working Group.
5. There had been discussion of the degree to which Rotation should be centralized or decentralized.

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6. The British Career System had been discussed with particular reference to the Rotation aspects of this system during the first nine years of an individual's career.

In the discussion which followed, it was agreed that responsibility for recommendations respecting the incompatibility of the Civil Service System with the proposed CIA Career Service had been assigned to the Career Benefits Working Group. It was further agreed that that Group would be asked to consider all aspects of legislation necessary to put these recommendations into effect.

- d. Working Group on SELECTION CRITERIA Capt. [REDACTED] (Training) had been selected chairman. Mr. [REDACTED] had replaced Mr. [REDACTED] as the representative of CSO.

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1. The directive given the Working Group had been translated into the following four-point Agenda.
 - (a) Recommend the Selection Criteria by which employees become eligible to participate in a Career Service Program.
 - (b) Recommend the degree to which selection governing participation in the Program should be centralized.
 - (c) Recommend the mechanics of selection.
 - (d) Recommend how the Career Service Program should be activated with respect to employee participation.
2. Tentative agreement had been reached on 1a above, and 1b was to be considered at the next meeting of the Group.
3. The Working Group had reviewed and rejected a proposed change in title from "Career Service Program" to "Personnel Improvement Program".
4. The Group asked that the Career Service Committee define for it the terms "Career Service" and "Career Service Program".

In the discussion which followed, it was pointed out that a definition of these terms could not be arrived at until the Working Groups had made further progress. It was also recognized that such a definition was involved in the proposed statement of policy for the DCI which the Committee was retaining on its agenda.

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e. Working Group on TRAINEES Mr. [REDACTED] (OO) had been selected chairman. This Working Group had under active consideration the following matters: 25X1A9a

1. Security problems of the Trainee Program.
2. Cover problems of the Trainee Program in order that the individual Trainees might be usable by the covert offices.
3. The use of the word "professional" in the title of the Trainee Program.
4. The relationship of initial selection of Trainees to the problem of placement after twelve weeks' training.
5. The curriculum of the Training Program.
6. The respective roles of the Office of Personnel and the Office of Training in this program.

The Committee was satisfied with the activities of the Working Group and decided to withhold comment until a more positive and specific report had been made.

f. Working Group on EMPLOYEE RATING Mr. [REDACTED] (ORE) had been selected chairman. This Working Group had considered the following: 25X1A9a

1. The Working Group considered separate forms for Performance Rating and Evaluation. The Performance Rating reviews the on-the-job performance of the employee. It is to be considered a part of the Evaluation of the individual. The Evaluation will estimate the individual's prospect for future career development.
2. The Working Group asked the authority of the Committee to prepare a proposed questionnaire to be sent to the Assistant Directors and the Heads of other CIA components concerning their desires and needs for Rating and Evaluation of their Personnel.

The Committee gave its approval for the preparation of a questionnaire to be submitted to the Committee prior to circulation. However, it was pointed out that the Committee expected the Working Group to make recommendations, if possible, without placing an unnecessary burden on the various offices for supplying data and opinion. This was especially true in the present case since surveys of the offices had been made by the Training Division prior to the issuance of the "7 August Program....". The Committee further felt that if

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the Employee Rating Working Group did not have a sufficiently representative membership to make such recommendations, the composition of the Group should be expanded.

- 25X1A9a 3. The Committee briefly discussed the composition of the staff for
25X1A9a the Committee, namely, Messrs. [REDACTED]
4. There being no new proposals for the statement of Personnel Policy to be signed by the DCI, that matter was carried over for further consideration at the next meeting.
5. It was decided to handle consideration of the IBM Personnel Control System through channels in the Office of Personnel.
6. It was agreed that the next meeting of the Committee would be held on Monday, 5 November 1951 at 4:00 P.M. in Room 115, North Building.
7. The Committee adjourned at 5:10 P.M.

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[REDACTED]
Executive Secretary

Dist: Davison
Baird
[REDACTED]

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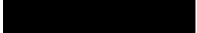
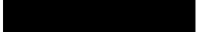
30 October 1951

AGENDA

FOR

CAREER SERVICE COMMITTEE

5th Meeting, Tuesday, 30 October 1951, 4:00 P.M.

- ✓ 1. Minutes of previous meeting.
- ✓ 2. Report of activities since 4th Meeting on 15 October 1951.
- ✓ 3. Staff for the Committee
 - a. 
 - b. 
 - c. 
- 4. ^{present} State of Personnel Policy (carried over from last meeting).
5. New Business
 - 1 ✓ a. Personnel Inventory Control and IBM system
 - b. Questionnaire on Rating requirements
 - ok c. Agenda for Career Benefits Working Group
 - d. Definition of Terms:

Career Service
Career Service Program

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29 October 1951

AGENDA

Working Group on CAREER BENEFITS

- I. Hazardous duty benefits.
 - A. Increase in base salary for service involving unusual hardship and hazard.
 - B. Extension of the authority contained in Confidential Funds Regulations, authorizing pay, within grade advances, and grade promotions for individuals who are detained involuntarily to include those employees paid from vouchered funds.
 - C. Application of United States Employees Compensation Act to dependents of employees engaged in hazardous duties who are themselves exposed to hazard.
 - D. Death gratuity of six months' base pay to dependents of CIA employees whose death occurs in line of duty while serving abroad.
 - E. Consideration of retirement benefits.
- II. Consideration of the adoption of new classification and salary schedules in lieu of the present policy which follows provisions of the Classification Act of 1949 and allowances for overseas service.
- III. The equitable application of leave to all classes of employees.
- IV. Career benefits inherent in the recognition of distinguished service to the Agency.