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CAREER SERVICE COMMITTEE  
4TH MEETING

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MINUTES OF LHM CAREER SERVICE COMMITTEE MEETING

15 October 1951 - 4:00 P.M.

Present: F. Trabee Davison - AD/Personnel, Chairman  
Matthew Baird - Director of Training  
- DAD/OSO  
Executive Secretary

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1. The minutes of the 3rd Meeting were approved as distributed.
2. The Executive Secretary reviewed progress in the past week. He had continued the following up of the memorandum of 23 September of General Davison to Assistant Directors and Heads of Offices. All the addressees had now been visited, the mission of the Career Service Committee explained to them and their backing and support enlisted. All participating members had been appointed to the six Working Groups (Employee Rating, Rotation, Career Benefits, Trainees, Extension Training, and Selection Criteria). The first meetings of these groups were scheduled for later in the week in the Basement Conference Room of the Administration Building. It was agreed that as soon as the Working Groups had held their first organizational meetings the rosters of the groups and the directives given to them would be distributed for information to the Assistant Directors and Heads of Offices.
3. Draft of the proposed short statement of Personnel Policy for the signature of the DCI was considered. There was considerable discussion of the reason for having such a statement and two points of view were expressed.
  - a. When the Career Service Program was underway a statement or brochure describing it might be issued, it being felt that at the present time we did not know sufficiently well what form the Career Service Program would take.
  - b. A short statement might be issued immediately as a moral builder. There was discussion of the relationship of the proposed statement and the "Introduction to the Agency Letter" (attached) which is at present being issued to all new employees. It was noted, however, that a statement on Career Service in CIA was needed for employees presently on duty, not only for new employees. The Committee decided to keep this matter continuously on the Agenda until a definite decision is reached.

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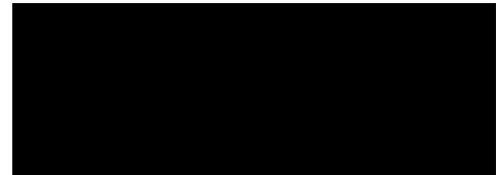
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4. The directives to the first five Working Groups were approved after minor revisions, and the Executive Secretary was directed to draft and clear with the members of the Committee a directive on Selection Criteria.

5. It was agreed that the next meeting of the Committee would be held on Tuesday, 30 October, at 4:00 P.M., in Room 115, North Building.

6. The Committee adjourned at 4:45 P.M.

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Executive Secretary

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