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28 September 1951

MEMORANDUM FOR: Each Assistant Director and Office Head
FROM: Assistant Director/Personnel
SUBJECT: Career Service Committee,

1. The Career Service Committee has been appointed by the DCI to prepare and submit to him a plan to implement a career personnel program in CIA in connection with:

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

b. The comments and recommendations of the Assistant Directors and Office Heads that have been made thereon.

2. The Committee consists of:

F. Trubee Davison, Assistant Director/Personnel, Chairman
Matthew Baird, Director of Training

[REDACTED] Deputy Assistant Director, National Estimates
C/OPS, Office of Special Operations

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3. [REDACTED] has been appointed Executive Secretary of the Committee, and he will call on you in the immediate future to acquaint you with the problems of the Committee and to enlist the participation and support of your Office in the implementation of this extremely important program. Since it is of large proportions, it will not be possible to put all necessary measures into effect at once. Further, additional studies and research in a number of areas are required. In order to accomplish this, your Office will be asked, from time to time, to nominate a representative who together with others, will form a small temporary Working Group to prepare studies for and make recommendations to the Career Service Committee.

4. While it is recognized that each Assistant Director and Office Head is overburdened with other responsibilities, it is believed that the importance of making steady progress in the field of career service ranks high on the CIA priority list. As you know, the DCI is deeply interested in this program. The Committee is counting on your personal and active support.

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[REDACTED]
F. TRUBEE DAVISON

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