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4 March 1954

## CIA Promotion Policy

1. Attachments a, b, c, and d to item 3 of the agenda illustrate some of the types of statements concerning policy and procedures for promotion which have been developed independently by Agency components. There are many other such issuances in various stages of development. These independent efforts are commendable and have produced local solutions to the promotion problem in most parts of the Agency. However, it cannot be expected that Agency policy and procedures will result automatically from these independent approaches. In fact, as time passes, they will probably hamper solution of the over-all Agency problem as divergent policies and procedures are crystalized, practiced, and later defended by separate components.

2. The "Promotion Policy" question is not new business to the CIA Career Service Board.

a. In November, 1952, the Review Committee of the CIA Career Service Board discussed a proposed statement of promotion policy submitted by the Assistant Director for Personnel. The disagreement in the Review Committee on the question of whether to refer the paper to the Board was such that the Committee was disbanded and the paper never reached the Board.

b. In July, 1953, the Chairman, CIA Career Service Board addressed a letter to the Chairman of component Boards which pointed to confusion concerning promotion policy, suggested the adoption of uniform time-in-grade controls and stressed that promotions be based on "demonstrated ability to perform work of a higher grade".

c. In October, 1953, a staff study prepared by the Office of Personnel proposing Agency promotion policy and uniform time-in-grade controls was submitted for consideration by the CIA Career Service Board. These proposals were the result of a survey conducted by the Office of Personnel during August and September which had disclosed diverse promotion policies, practices and time-in-grade requirements throughout the Agency. The proposal did not receive thorough consideration by the Board.

d. In December, 1953, the Chairman submitted a statement proposing competitive promotions for consideration by the Board. This proposal has not been acted upon by the Board.

e. In February, 1954, the "competitive promotion" proposal was again submitted for Board consideration as one element of the Chairman's memorandum of 26 January 1954 to the DCI concerning the Career Service Program.

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3. Assuming that Agency promotion policy and controls are necessary to an Agency Career Service, the following questions remain to be answered:

a. What basic principles are to govern promotions in CIA?

b. What promotion controls are to be established by the Agency?

c. With respect to promotions, what are the specific responsibilities and authorities of supervisors, Office heads, career components and the Office of Personnel?

d. Resolution of the problems stated in paragraph 3, above, will require the support and active participation of all components in the interest of the Agency. A possible way of achieving this might be to assemble a working group composed of representatives of the members of the Board with instructions to produce a proposal for the Board's consideration as soon as possible.

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments Missing