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FINAL DRAFT
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PERSONNEL

THE CAREER SERVICE
OF THE
CENTRAL INTELLIGENCE AGENCY

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1. GENERAL

This Regulation establishes the Career Service of the Central Intelligence Agency effective 2 July 1954 and prescribes related policies, responsibilities and procedures. Membership in the Career Service will be limited to Staff Employees and Staff Agents who are eligible for consideration in accordance with the provisions of this Regulation.

2. DEFINITIONS

- a. The "Career Service of the Central Intelligence Agency" is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who have the expectancy of a career with the Agency.

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- b. "Trial service period" consists of the first year of service in the CIA as defined in R [REDACTED]
- c. "Provisional period" consists of three years' active service in the CIA which is a prerequisite to consideration for membership in the Career Service of CIA.
- d. "Active service" for the purpose of 2c above, need not be continuous service and will include any of the following periods:
- (1) Active service, from the effective date of entrance on duty, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency.
 - (2) Absence on leave with pay;
 - (3) Absence on leave without pay which does not exceed 22 days in the aggregate within a calendar year; except that absence on leave without pay for Agency-sponsored outside training will be fully counted.
- e. "Active service", for the purpose of 2c above may, at the discretion of the CIA Selection Board, include service in the Agency while on military detail, or military service if the employee left the Agency during the provisional period to enter the Armed Forces.
3. POLICY
- a. The Career Service of the Central Intelligence Agency will consist of personnel selected from among Staff Employees and Staff Agents. Personnel selected for membership will be afforded within the framework of applicable

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laws preferential consideration or opportunity to advance their careers in the CIA by utilizing the benefits and facilities now and hereafter provided for members of the Career Service including promotion, tenure, training, rotation or assignment, and other programs designed to improve their value to the Agency.

- b. Personnel who are accepted for membership in the Career Service of CIA will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA and they are assured that, in order to carry out this policy of the Career Service, full consideration will be given to their particular capabilities, interests and personal circumstances.
- c. The selection process will encompass the evaluation and development of each Staff Employee and Staff Agent during his provisional period. In this manner, the individual's abilities, capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Service of CIA. The selection process will include these stages of employee evaluation and development:
- (1) A review and determination of each individual's suitability for continued Agency employment prior to the expiration of the trial period, in accordance with R [REDACTED]
 - (2) The preparation of such Career Selection Reports are as herein prescribed.

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- (3) A review of each application for selection into the Career Service of CIA after the individual concerned gains eligibility for consideration by completing the provisional period.
- (4) The provision of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period in order that he may demonstrate his suitability for membership in the Career Service of CIA and to eliminate or satisfactorily resolve any deficiencies.
- d. Consideration for selection into the Career Service of CIA will be based upon formal application by eligible personnel. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded to U. S. Government employees by law, including the Veterans Preference Act as amended. In addition, they will receive the benefits deriving from Agency employment, except those benefits or advantages expressly reserved to members of the Career Service.
- e. If an individual applies for membership in the Career Service of CIA and is not accepted, he will be informed of the reasons for the rejection and he will be given assistance and guidance in order to correct or eliminate the causes of his rejection and to have an opportunity to demonstrate his suitability for future application and selection into the Career Service.
- f. Each Staff Employee and Staff Agent on duty as of 1 July 1954 who has three years of active service in the CIA will be accepted into the Career Service of CIA without further review, upon receipt of his completed application.

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Each Staff Employee and Staff Agent on duty as of 1 July 1954 who has less than three years of active service in the CIA will be accepted into the Career Service of CIA without further review upon completion of three years of active service in the CIA and upon receipt of his completed application. No application will be considered if formal action is pending which may lead to termination of the individual's employment.

4. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS

a. CIA SELECTION BOARD

(1) The CIA Selection Board is established and will consist of one voting member and one alternate member from each of the six major components. Appointments will be made for a fiscal year by the Director of Central Intelligence. Agency officials appointed to the Board may be reappointed, however, at the expiration of their period of service. The Assistant Director for Personnel will serve as the Chairman of the CIA Selection Board.

(2) The CIA Selection Board will be provided a Secretariat consisting of a full-time Executive Director and such other administrative and clerical personnel as are required by the Board. The Executive Director will function under the direction of the Assistant Director for Personnel.

b. PANEL OF EXAMINERS

(1) A Panel of Examiners is established and will consist of members of the Career Service of CIA, GS-14 and above.

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- (a) Each Career Component in the Agency will have proportional representation on the Panel based on its personnel strength as of the beginning of each fiscal year. At least one member will be named to the Panel from each Career Component.
- (b) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence from among those nominated by the Career Components for a fiscal year period after he has received the recommendations of the CIA Selection Board.
- (2) Examining Panels, convened in individual cases pursuant to this Regulation, will consist of three voting examiners selected by the Executive Director. Examiners will be chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee will serve as non-voting chairman on each Examining Panel.

5. RESPONSIBILITIES

a. ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for directing the selection program herein established and will ensure that the program is administered in accordance with personnel policies of the Agency. In order to achieve these purposes, he is responsible for furnishing advice and guidance to the CIA Selection Board and for recommending to the Director of Central Intelligence such additional policies and procedures as he may

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consider necessary. The Assistant Director for Personnel is responsible for notifying employees who satisfactorily complete their trial and provisional periods and for advising eligible personnel of their opportunity to apply for selection into the Career Service of CIA.

b. CIA SELECTION BOARD

The CIA Selection Board is responsible for formulating appropriate criteria for selection into the Career Service of CIA and for performing the activities assigned to it as specified in this Regulation.

c. PANEL OF EXAMINERS

Subject to the direction of the CIA Selection Board, the Panel of Examiners is responsible for performing the activities assigned to it as specified in this Regulation.

d. SUPERVISORS

(1) Immediate supervisors are responsible for completing Career Selection Reports on employees under their jurisdiction and for recommending that such employees either be retained in Agency employment or be separated from CIA prior to the expiration of their trial period or at any time thereafter. Supervisors next in line will sign Career Selection Reports.

(2) Immediate supervisors are primarily responsible for assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected

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during their trial period. Immediate supervisors are also responsible for assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Service.

e. HEADS OF CAREER COMPONENTS

Heads of Career Components are responsible for reviewing and commenting on the recommendations of supervisors specified in d above and for referring appropriate cases to the Assistant Director for Personnel for further review and action as herein described.

6. CAREER SELECTION REPORT

- a. The Career Selection Report, Form No. 37-189 (Attachment A), will be used to evaluate Staff Employees and Staff Agents during their trial and provisional periods.
- b. Career Selection Reports will be executed for each Staff Employee and Staff Agent upon the completion of the following periods of service from the effective date of their entrance on duty:
- (1) Nine months' service,
 - (2) Twenty-one months' service, and
 - (3) Thirty-three months' service.

7. PROCEDURES

a. EVALUATIONS DURING THE PROVISIONAL PERIOD

- (1) Career Selection Reports will be prepared for each Staff Employee and Staff Agent in accordance with paragraph 6b (above).

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(2) If in conjunction with the preparation of these Reports separation appears necessary, action will be taken in accordance with existing Agency procedures.

b. APPLICATION FOR SELECTION IN THE CAREER SERVICE OF CIA

(1) Upon the completion of the three-year provisional period, an individual is entitled to make application for membership (Attachment B) in the Career Service of CIA unless formal action is pending which may lead to termination of the individual's employment. Failure to apply for membership in the Career Service at the end of the provisional period does not bar the individual's right to make future application. The effective date of selection into the Career Service will be either the date of application or the completion of the provisional period at the discretion of the CIA Selection Board (See Section (4) (d) below).

(2) An official notification of an employee's eligibility to apply for membership will be forwarded by the Assistant Director for Personnel to the individual concerned. The individual will be required to make application or to reply by memorandum stating that he does not desire to become a member of the Career Service of CIA.

(3) Applications will be forwarded by the individual through official channels to the Heads of the Career Component concerned.

(4) Determinations of the suitability of Staff Employees and Staff Agents will be processed as follows:

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- (a) The Head of the Career Component concerned will review the application and obtain the comments of the appropriate Career Service Board if such comments are desired. He will forward the application together with his recommendation to the Executive Director of the CIA Selection Board.
- (b) Upon receipt of the application, the Executive Director will assemble all available documentation pertinent to the case and will convene an Examining Panel to consider the application.
- (c) The Examining Panel will consider all pertinent information concerning the employee, including information furnished by the Office of Personnel, Security Office, Office of Training, Medical Staff and the components having administrative and career jurisdiction over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel will interview the individual and, if desired, his supervisor or other Agency employees. Responsibility for interviewing applicants GS-6 and below may be delegated by the CIA Selection Board to the Head of the appropriate Career Component.
- (d) If the individual is overseas at the time he becomes eligible for membership in the Career Service of CIA, the interview by the Examining Panel and the consequent decision on the acceptance of his application for membership in the Career Service will be deferred until he is physically available in Headquarters.

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If the Head of a Career Component requests consideration of an individual's application prior to his departure overseas, he may be interviewed by an Examining Panel at any time following the successful completion of the second year of his provisional period. If the employee is recommended for membership at that time, his membership in the Career Service of CIA when finally approved will be effective as of the completion of his provisional period.

- (e) The Examining Panel will recommend to the CIA Selection Board either that the employee be appointed to the Career Service of CIA or that his selection be disapproved.
- (f) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.
- (g) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Component, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten working days, for final decision by the Director of Central Intelligence.
- (h) The Assistant Director for Personnel will officially notify the individual of the action of the CIA Selection Board and will place a copy of its determination in his Official Personnel Folder.

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CAREER SELECTION REPORT

This form is being revised by a special Task Force at the direction of the CIA Career Service Board, and should be available for the meeting of 13 May 1954.

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ATTACHMENT A

APPLICATION FOR MEMBERSHIP
In The
CAREER SERVICE
Of The
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Service of the Central Intelligence Agency as defined below:

"The Career Service of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who have the expectancy of a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Service, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Service, I am assured that scheduled and continuing consideration will be accorded my personal progress during my tenure in the Career Service and that I shall be entitled to the benefits now available or to be made available in the future, to members of the Career Service of the Central Intelligence Agency.

(Date)