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5 August 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board
FROM : Chairman, Professional Selection Panel
SUBJECT : Proposed Selection Procedure

1. There is attached a copy of the latest draft prepared by the Professional Selection Panel of a paper entitled "Determination of Suitability for Permanent Appointment to the Career Staff." This draft is the result of work done by the Panel since it last received the views of the CIA Career Service Board on this subject, and is concerned primarily with the procedure to be followed at the end of the provisional period.

2. There is also attached for your information a copy of a memorandum from the Personnel Director, dated 24 July 1953, subject "The Process of Selecting New Career Employees," which was written in response to a request from the Panel dated 23 June 1953.

3. There appears to be no significant difference between the views expressed in these two papers. Your attention is called to the fact that paragraph 5b of the Personnel Director's memo, which recommends against review by officers from other components of a determination of suitability, is concerned with initial selection for entry on duty and is not in conflict with the use of examining panels as suggested by the Panel.

4. The Panel's advisor from the Office of Training has pointed out that the Personnel Director's memorandum does not provide for consultation with the Office of Training in certain instances where such consultation would be desirable.

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5. It is suggested that the attached papers be brought to the attention of the Steering Group of the CIA Career Service Board. If that group is in general agreement with the selection processes outlined therein, the Professional Selection Panel and the Personnel Office will undertake the drafting of appropriate implementing regulations which can be submitted to the CIA Career Service Board for approval at an early date.

/s/

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Attachments:

- (a) "Determination of Suitability for Permanent Appointment to the Career Staff," draft prepared by the Professional Selection Panel.
- (b) "Memorandum from the Personnel Director to the Professional Selection Panel, subject "The Process of Selecting New Career Employees," dated 24 July 1953

- 2 -

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