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23 July 1953

EYES ONLY

MEMORANDUM FOR:

FROM: Chairman, CIA Career Service Board
SUBJECT: CIA Executive Inventory

1. The CIA Career Service Program provides for an Executive Inventory of staff employees who show actual or potential executive ability according to criteria determined by the CIA Career Service Board. These persons are those who do now or could later fill the Executive Positions in the Agency. These positions which have been identified by the Board are listed in Tab A and, in general, include all positions from the level of Deputy Director to the level of Deputy Assistant Director, Deputy Senior Staff Chief, or Deputy Area Division Chief. This list of Executive Positions may be modified by subsequent action of the CIA Career Service Board.

2. The present incumbents of these Executive Positions are automatically included in the Executive Inventory.

3. In order to identify those with executive potential, the incumbent of each Executive Position is asked to nominate persons who, in his opinion, are presently qualified or have the potential for development, within six months, to qualify to fill his own position. The names of these individuals, accompanied by a special Personnel Evaluation Report for each person named, will be forwarded by the nominator directly to the Chairman of the CIA Career Service Board on an EYES ONLY basis without discussion with the person or persons named. This special Personnel Evaluation Report will be prepared by the nominator as indicated in Tab B.

4. In addition, each incumbent of an Executive Position is asked to nominate individuals for the Executive Inventory who would be qualified in like manner to fill those Executive Positions, as listed in Tab A, which come under his direct supervision. (see paragraph 10, below) The names of these individuals will also be accompanied by special Personnel Evaluation Reports as indicated in paragraph 3 and Tab B.

5. The action taken above by the nominator will not be construed as recommending the named individuals for assignment to or promotion to any specific positions at this time. The action is only nomination for the Executive Inventory and no commitment for assignment to a particular position is implied.

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6. The CIA Career Service Board will examine the nominations, and if, in the opinion of the Board, there are any additional persons that should be added to the Executive Inventory, that will be done by the mutual consent of the members. Likewise, if a nomination is challenged, that individual's name can be deleted from the Executive Inventory by the mutual consent of the members of the Board.

7. This list, with appropriate supporting information, will comprise the CIA Executive Inventory which is established and maintained for the use of the Director of Central Intelligence, the Deputy Director of Central Intelligence and the CIA Career Service Board. The CIA Career Service Board will use this Inventory in making recommendations to the Director concerning the assignment and development of the individuals contained therein.

8. The Executive Inventory will be kept on a current basis by re-soliciting, at six month intervals, the incumbents of Executive Positions for additional nominations; by requesting persons who move into Executive Positions to submit nominations to the Board six months after they have assumed their new duties; and, by accepting nominations from members of the Board at any time.


9. It is requested that all nominations be forwarded, EYES ONLY, to the Chairman, CIA Career Service Board not later than 19 August 1953.

10. You are requested to consider the following positions in making nominations for the Executive Inventory:

a. Your own

b.

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LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board