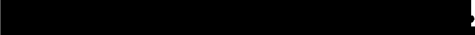


MEMORANDUM FOR:


SUBJECT: Your Biographic Profile

1. The CIA Career Council approved the adoption of the Biographic Profile as an Agency-wide personnel and management document. The Council believes that the Profile will assist your supervisors and the Head of your Career Service in making decisions concerning your assignment, promotion and career development.
2. Your Profile when complete will include biographic and evaluative data. It is a summary of your education, experience and training before and since joining the Agency. The factual biographic data on the front of the form will be furnished as appropriate to those persons needing such information. The CIA Career Council has determined that each employee will have an opportunity to review this factual data on his Profile before it becomes an official document. The evaluative data on the reverse side of the form will be available on an "EYES ONLY" basis only to those persons responsible for considering or approving personnel decisions.
3. Before formally initiating the Biographic Profile, it is necessary to make a pilot run with the cooperation of a small group of employees. You have been selected as one of this group.
4. It is realized that some of the information contained in your Profile may be inaccurate, especially those items dealing with marital status, number of dependents and their dates of birth (Items 6 and 7). Item 20, CIA Employment History, is a summary of your assignments according to Official Personnel actions. These actions, however, do not reflect major activities to which you may have been detailed. For the purpose of the Profile, principal details in Item 20 should include the following: (a) TDY overseas in excess of 30 days, (b) domestic TDY in excess of 90 days, (c) details to other duties without change of station in excess of 90 days, and (d) membership on important Agency Boards, Committees and Task Forces.
5. In instances where the draft of your Profile appears to be incomplete or inaccurate, please make the necessary corrections on the form or by attached memorandum. This draft Profile should then be initialed (Item 26) and returned as soon as possible to Chief, Selection Staff, Room 253, Curie Hall.

S-E-C-R-E-T

6. Thank you for your cooperation. Should you find that you have any questions concerning the preparation and review of this Profile, please contact Mr. 

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Harrison G. Reynolds  
Director of Personnel

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Attachment:  
Draft of Biographic Profile