

1 3012

OCT 12 1950

Mr. James E. Hatcher  
Chief, Investigations Division  
U. S. Civil Service Commission  
Washington 25, D. C.

Dear Mr. Hatcher:

I would appreciate it if cases forwarded to me  
for referral to the CIA Loyalty Board could be sent  
to either

Colonel Sheffield Edwards  
Chief, Inspection and Security Staff  
Room 201  
2210 E Street, N. W.

or

Personal Assistant to the Director  
First Floor  
Administration Building  
2430 E Street, N. W.

I would prefer that normally you have these cases  
delivered to Colonel Edwards. If he is not available,  
then they should be delivered to

Very truly yours,

WBS:disf by CR 0930, 13 Oct 50

WALTER B. SMITH  
Director

I&SS:CVB/kas

Distribution:

- Addressee (1)
- Signer (1) ✓
- Central Records (1)
- I&SS (1)
- Stayback (1)

uscsc

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3 October 1950

Mr. Ismar Baruch  
Chief, Personnel Classification Division  
United States Civil Service Commission  
Washington, D. C.

Dear Mr. Baruch:

Pursuant to Public Law 697, 61st Congress, 2nd Session, approval is requested for the establishment of two positions within this Agency at the \$11,500 level.

Both positions are within the Office of Scientific Intelligence, one encompassing the duties of the Deputy Assistant Director for this office; the other, previously approved by you at a salary of \$11,500, will serve as Chief, Production and Coordination. This position is in essence the third in line within the same organization.

Your approval of these positions at the salaries stated is requested.

Sincerely yours,

*sign. - disp with*

R. H. HILLENKOETTER *FR 5 Oct 50*  
Rear Admiral, USN  
Director of Central Intelligence

LJ:EB

*Orig + add*

*1 - DCI*

*1 - Cen Rec*

*2 - Personnel Director*

*Depts  
Personnel*

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Approved For Release 2003/05/23 : CIA-RDP80B01676R000700220026-5

Approved For Release 2003/05/23 : CIA-RDP80B01676R000700220026-5

100-264  
RHH

5 APR 1950

The Honorable Harry S. Mitchell  
Chairman  
U. S. Civil Service Commission  
Washington 25, D. C.

Dear Mr. Mitchell:

Reference your letter of 23 March, this Agency will be pleased to amend our previous agreement with the Commission, dated 11 October 1948, relative to the submission of Standard Form 50 on certain employees, to include reinstatement, transfer, and separation actions pertaining to the category of individuals specified.

This amendment will be retroactive to 11 October 1948 as requested, and required reports will reach the Commission in the near future.

Sincerely,

signed - disp via ER 4/5/50.

W. H. HILGENDORF  
Rear Admiral, USN  
Director of Central Intelligence

Copies to:  
Personnel Director  
Chief, Admin. Staff (w/orig basic)  
Management Officer  
Exec chrono  
Signer ✓  
Central Records (w/cc basic)

Rewritten - B:HPG/mc (11 Apr 50)

*RH*

*0-8650*

*25 JAN 50*

Mr. James L. Houghteling  
Chairman  
Fair Employment Board  
U. S. Civil Service Commission  
Washington 25, D. C.

Dear Mr. Houghteling:

Thank you for your letter of 23 January enclosing Fair Employment Practices policy statement issued by the Secretary of the Interior and requesting copies of anything similar issued by this Agency.

Our stated policy for all personnel actions is that they will be based only on individual qualifications and relative merit, and that no other considerations will apply. The actual application of this policy within the Agency has been successful to the extent that we have never had a complaint based on discrimination.

The size of the Agency and its administrative methods have made unnecessary any considerable elaboration or special internal training in connection with our merit policy. Should it be considered desirable at some time in the future to issue something similar to the letter on this subject published by the Secretary of the Interior, we will furnish you with a copy as requested.

I do appreciate your sending me the copy of the Department of the Interior policy statement. You may be sure that the President's Fair Employment Program has my full sympathy and support.

Sincerely,

*Signed - via ER 1/25/50.*

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

Dist:  
CIA Fair Employment Officer (Mr. Saunders) *w/basic*  
Signer ✓  
Exec chrono  
Return to Exec  
Central Records *w/basic*

E:LTS/mc (25 Jan 50)

*Depts.*

MEMORANDUM TO GENERAL STAFF

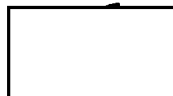
The attached letter was prepared by Col. Edwards, Chief, Inspection and Security Staff. The procedure set up therein is necessary since the Civil Service Commission requires us to designate, by name, individuals authorized to receive loyalty files.

Colonel Edwards will keep you and Mr. Jackson fully informed on all loyalty cases received from the Commission.

In those instances where Col. Edwards may be absent for any reason, the files will be delivered to me for direct delivery to you and/or Mr. Jackson.

Mr. Jackson recommends approval of this procedure.

Noted by DCI  
JGE



12 Oct 50  
(DATE)

ADC

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