

OGC Has Reviewed

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C.I.G. Administrative Instructions

1 of 4

CONFIDENTIAL

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

**OFFICE OF SPECIAL OPERATIONS
ROUTING SLIP**

FROM	TO	INITIALS	DATE
ASST. DIRECTOR FOR SPECIAL OPERATIONS			
DEPUTY ASST. DIRECTOR			
EXECUTIVE OFFICER			
EXECUTIVE SECRETARY			
CHIEF, LIAISON CONTROL			
CHIEF, SECURITY BRANCH			
CHIEF OF OPERATIONS			
CHIEF, FOREIGN BRANCH			
CHIEF, ADMINISTRATION AND SERVICES		<i>MM</i>	<i>25 July</i>
CHIEF, PERSONNEL DIVISION			
CHIEF, SPECIAL FUNDS DIVISION <i>1116 R</i>		<i>✓</i>	
CHIEF, REGISTRY DIVISION			
CHIEF, COMMUNICATIONS DIVISION			
CHIEF, TRANSPORTATION & SUPPLY DIVISION			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
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REMARKS:

Note last paragraph!

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FORM NO. 30-2 REVISED
JUL 1947

- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations.
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.
- (10) All disciplinary action will be considered and acted upon by the Personnel Branch, based upon written charges prepared by the operating agency and signed by the Assistant Director or Staff Chief concerned.
- (11) Establishing and operating a testing and training program to improve the selection and performance of employees.
- (12) Maintaining liaison with the Dept. of State and the armed forces for the purpose of administratively supporting detailed IAC personnel.
- (13) Providing a comprehensive medical program to insure the health and physical well-being of all employees.

b. The Personnel Branch, A&M, performs constant liaison with the Civil Service Commission on all matters requiring Civil Service approval, such as classification of positions, efficiency ratings, certification of employees from Civil Service registers, etc.

2. Basis for Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for insuring against personnel actions affecting individuals under their supervision which are not based purely on relative merit. Emphasis on relative merit extends throughout all personnel matters, including: procurement, assignment to duty, promotions, work allocations, leave determinations, etc. Merit shall be considered as including: demonstrated ability, personal industry, integrity, loyalty, comparative length of service, and comparative general efficiency.

b. Supervisory personnel must become so thoroughly familiar with the personnel under their jurisdiction and their utilization that they will recognize any contrary tendency and take appropriate action immediately.

3. Policies for Appointment

a. All CIA positions are filled under "Schedule A" authority by direct recruitment rather than by certification from the Civil Service Commission. However, all positions are filled in accordance with established Civil Service procedures.

b. The following policy is established for effecting appointments to fill vacant positions:

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- (1) Individuals without prior Government service will be given an excepted appointment under "Schedule A" and will be required to serve the first full year of service in a trial period status.
- (2) Individuals with prior Government service who have served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months of service in a trial period status.
- (3) Individuals with Civil Service status will be appointed by transfer or reinstatement to positions without any time limitation or trial period.

c. During the trial period the employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period, an employee will be terminated if his services do not meet Agency standards. Employees with veterans preference or Civil Service status will be accorded all rights and privileges granted them under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations.

4. Promotion Policies

a. Civilian employees may be promoted to higher grades subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualification of the individual for the vacancy.
- (3) Proven and demonstrated ability to perform the duties of the next higher grade for a minimum period of ninety days in positions classified at grades CAF-7 or P-2 and above. This does not constitute a barrier to promotion of individuals whose positions have been reclassified to higher grades.
- (4) In order that the employee may receive credit for the demonstration period the office concerned will submit Form 37-3 to the Personnel Branch indicating the date the employee is detailed to a position classified at a higher grade.
- (5) For a period of 6 months preceding the promotion:

A. Good or Better efficiency rating for grades up to CAF-4 and equivalent; Very Good or Excellent efficiency rating for grades CAF-5 to 13 or equivalent. For grades CAF-13 and above an Excellent efficiency rating is required.

b. Promotions are limited to one grade except in those cases where no intermediate grade has been established.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CPC	Time in Grade
	1	1	1	
	2	2	2	3 months
	3	3	3	
	4		4	
	5	4	5	
1	6	5	6	6 months
	7	6	7	
2	8	7	8	
		8	9	9 months
			10	
3		9		
		10		12 months
4		11		15 months
5		12		18 months
6		13		21 months
7		14		24 months

5. Intra-Agency Transfer Policy

a. Employees may not seek reassignment within CIA without the prior written approval of the Chief, Personnel Branch, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel may not interview or seek the transfer of personnel without written approval described in 5a above.

6. Appointment Processing Procedures

a. The following procedures are established for the processing of individuals for employment within CIA

- (1) Assistant Directors and Staff Chiefs will transmit Recruitment Request Form No. 37-3 in duplicate to the Personnel Branch as requisitions to fill authorized vacancies and forward Personnel Action Request Form No. 37-3 in quadruplicate to the Personnel Branch as requisitions for actual employment of an individual selected. In order to commence security clearance, personnel actions may be submitted against positions already filled, providing the office concerned informs the Personnel Branch on the 37-3 that the present incumbent is vacating the position and the approximate date that the position will become vacant.

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- (2) a. Forms No. 37 and Personal History Statement Forms No. 38-1 will be obtained by the Personnel Branch and will be forwarded to appropriate offices within CIA. If interested, the office will indicate to the Personnel Branch the position to which the individual will be assigned. Final selection or rejection, above grade CAF-5, will rest with the appropriate Assistant Director or Staff Chief. However, the Chief, Personnel Branch will refer to the Executive for A&M any rejection case which he believes is not warranted.
 - b. Final authority for the selection and assignment of employees in grade CAF-5, equivalent grades and wage rates and below, rests with the Chief, Personnel Branch and consequently such cases are not referred to Assistant Directors or Staff Chiefs for action.
 - c. All personnel assignments are subject to the Security approval of the Executive for I & S.
- (3) Upon the receipt of Form No. 37-3, the Personnel Branch will make an offer of employment to the individual concerned, subject to satisfactory security clearance, and upon indicated acceptance will initiate action for security clearance. Under no circumstances will either grade or salary be specifically included in the offer.
 - (4) The Personnel Branch will notify the office concerned of the failure of individuals to receive security clearance and will take appropriate action to inform the individual of his rejection.
 - (5) The Executive for Administration and Management, or the Chief, Personnel Branch, will contact all individuals (including detailed IAC personnel) relative to entrance on duty. Individuals assigned to personnel pools will be instructed to report for duty in the various offices by the Chief, Personnel Branch, following security clearance. Each individual, including assigned IAC personnel, reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Chief, Personnel Branch, stating that such individual has been fully cleared and is assigned for duty. A copy of this notice will be furnished the Executive for Inspection and Security. In extraordinary circumstances, the Executive for Administration and Management may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty without such notice.

7. Promotion Processing Procedures

- a. Assistant Directors and Staff Chiefs will forward Form 37-3 to the Personnel Branch, containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.

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b. Requests from field stations for promotion and promotion cases which include reassignment must be accompanied by an employee-prepared position description which outlines the duties and responsibilities of the higher grade together with the remarks and certification of the immediate supervisor. The position description should include:

- (1) An original, objective, concrete and factual word picture of the job being performed.
- (2) The degree of difficulty and responsibility inherent in the position.
- (3) The nature and extent of supervision and of independent judgments and decisions exercised by the incumbent.

c. After review of all factors by the Personnel Branch, proper disposition of the case will be made.

8. Salary Administration

Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

a. Intrance on Duty Salary

- (1) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, reemployment, and reinstatements are not new appointments within the meaning of this regulation.)
- (2) Employees appointed by transfer, reinstatement or reemployment to a position of the same grade will be permitted to retain periodic pay increases previously received.
- (3) Employees appointed by transfer, reinstatement, or reemployment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

b. Determining Salary in Case of Promotion

- (1) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.
- (2) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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c. Determining Salary in Case of Change to Lower Grade

- (1) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.
- (2) Exceptions: The policy outlined above does not apply in the following type of cases:
 - (a) Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be permitted to retain one step for each such advancement.
 - (b) Change to lower grade to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.
 - (c) Change to lower grade for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

9. Within-Grade Promotions

- a. An employee occupying a classified position may be advanced to the next higher rate within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above. In addition, the employee must have a current efficiency rating of "Good" or better.
- b. The Chief, Personnel Branch, is responsible for keeping records to determine when employees are eligible for within-grade promotions. Prior to the actual salary increase, the Chief, Personnel Branch, will send rating Form No. 37-105 to the employee's immediate supervisor for certification that the employee's conduct is satisfactory. Determination will also be made that the efficiency rating is appropriate.
- c. Provisions exist for the advancement by step promotions for personnel occupying positions not subject to the provisions of the Classification Act.

10. Assignment of IAC Detailed Personnel

- a. It shall be the responsibility of the receiving Office or Staff Section to initiate a completed Form 37-2 on all assigned IAC personnel

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prior to entrance on duty. The 37-3 (3 copies) shall be accompanied by Personal History Statement (2 copies).

b. The Personnel Branch will initiate request for security clearance.

c. Separations and Intra-Agency transfers of IAC personnel will be reported to Personnel Branch by Form 37-3, initiated by the appropriate office.

11. Termination

a. Offices and Staff Sections will complete Form No. 37-3 for employees under their jurisdiction who have submitted resignations, stating the reason therefor, together with any explanation or suggestion which may help to prevent the loss of the employee, and forward the completed form to the Chief, Personnel Branch, at least two weeks in advance of the separation date. Upon receipt of Form No. 37-3, the Personnel Branch, after pre-exit interview, in instances in which the employee still wishes to resign, will prepare Clearance Form No. 34-30 indicating thereon the routing to be followed for clearance.

12. Special personnel policies and procedures for personnel paid from unvouchered funds are covered by separate instructions. Where practicable the policies stated in this Instruction will govern.



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

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2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

d. In connection with the above, there is no objection to the officials listed in paragraph 1a above contacting any other agency, when desired by Assistant Directors or Staff Chiefs, to ascertain whether a specific individual can be made available for employment by CIA and, if no objection is made, to arrange for appropriate interviews and security checks within CIA prior to actual separation of such individual from his current employment.

3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

Personnel Division, Administrative Staff
Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.



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4. Inquiries

All inquiries either written or verbal, from the White House, members of the Congress, or Committees of national political parties received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

5. General Responsibilities of Personnel Divisions

Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees, to meet the stated requirements or recommendations of Assistant Directors and Staff Chiefs concerned, or mandatory provisions of law and government regulations.
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.
- j. Establishing and maintaining retention registers for reduction-in-force procedures.
- k. Taking implementing action on all disciplinary actions which are recommended in writing by Assistant Directors and Staff Chiefs.

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1. (1) Taking implementing action on recommended personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. (See paragraph 1c re actions involving grades GS-16 and above. The Executive will make recommendations to the Director in each such case.)

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

7. Merit and Qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs, and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other applicants and employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administration of this policy.

8. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such

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individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

9. Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. Our personnel program, including position classification, appointment, promotion, etc., is carried out within the Agency without prior Civil Service Commission review. The Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

b. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

10. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission, but in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

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c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.) Under certain conditions, it is possible for employees to achieve permanent Civil Service status while serving in this Agency. The Standard Civil Service regulations will be followed in each instance, after initial clearance has been received from the Personnel Relations Branch, Personnel Division.

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit Recruitment Requests in the original and three copies to the Personnel Division as requisitions to fill authorized vacancies. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Employment and a Personal History Statement will be obtained by the Personnel Division and forwarded with a Referral Sheet to the appropriate office. After careful review, the file will be returned to the Personnel Office with request for personnel action or reason for rejection.

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall normally rest with the appropriate Assistant Director or Staff Chief, subject to qualifications review by the Personnel Divisions. The Personnel Chiefs may refer to the Executive through the Personnel Director, acceptance or rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

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(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive or the Personnel Director may give verbal authorization for entrance on duty after assuring that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

11. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

(1) Existence of a suitable vacancy.

(2) Complete qualifications of the individual for the vacancy.

(3) Completion of 90 day detail period to position GS-7, or above. Incumbents of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

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(4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.

(5) Evidence of an efficiency rating as follows:

(a) GS-4, equivalent, and below - Good or better for six months preceding promotion.

(b) GS-5 through GS-13 or equivalent - Very Good or Excellent for six months preceding promotion.

(c) GS-14 and above - Excellent for one year preceding promotion.

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	CPC	Time in Grade
1	1	
2	2	3 months
3	3	
	4	
4	5	
5	6	6 months
6	7	
7	8	
8	9	9 months
	10	
9		
10		12 months
11		15 months
12		18 months
13		21 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph g above.

e. A request from a field station for a promotion must be accompanied by a Position Description prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

(1) Factual description of the work being performed.

(2) A statement of degree of difficulty and responsibility inherent in the position.

(3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has 52 weeks of service without an equivalent increase in pay for grades GS-10 and below or 78 weeks service for grades GS-11 and above. In addition the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

12. Intra-Agency Transfer Policy

A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred. The Personnel Division will coordinate with the I&S Staff where appropriate.

13. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

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c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office. The Personnel Division will coordinate with the I&S Staff where appropriate.

14. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b) Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position he will be compensated at the lowest rate of such higher grade which exceeds his existing rate of compensation by not less than one-step increase of the grade from which promoted.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held. If the employee's salary in the lower grade is within a one-step range of his former rate he will be compensated at the step in the lower grade which is nearest his present salary.

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded employees with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded

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service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

15. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

16. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information Report (Form No. 37-6) with copy to I&S Staff when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 38-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, I&S Staff.

17. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to

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or from confidential fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date of the request. Upon receipt of the Personnel Action Request the Personnel Divisions will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

(1) De-brief the employee and secure all identification or credentials issued by CIA.


(2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".

(3) Obtain employee's signature and forwarding address.

(4) Forward the form to the Personnel Division through established channels.

18. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

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

DISTRIBUTION: A.

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DEC 23 1949



C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

File

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25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

21 December 1949

25X1A

SUBJECT: Personnel Policies and Procedures

Administrative Instruction [REDACTED] dated 9 December 1949 is amended as indicated below:

1. General Policy

* * * * *

b. There is no objection to officials of the Agency not listed in paragraph 1.a discussing with prospective applicants the possibility of their availability for employment by CIA. Such discussions will in no case include commitments of any nature for actual employment or salary level. A violation of the policy relative to commitments for employment or salary level may result in immediate dismissal of the individual committing the violation.

* * * * *

2. Proselyting

a. Except as indicated in paragraphs 1.b and 2.d, officials and employees of this Agency, including those listed in paragraph 1.a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

5. General Responsibilities of Personnel Divisions

* * * * *

h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances in connection with initial employment by CIA. All requests for initiation of and information relative to status of such personnel security checks and clearances, will be channeled through the Personnel Divisions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Captain, USN
Executive

DISTRIBUTION: A

C O N F I D E N T I A L

31 October 1946

AGENCY
CENTRAL INTELLIGENCE GROUP
C. I. A. ADMINISTRATIVE ORDER NO. [REDACTED]
TRANSFER OF PERSONNEL WITHIN CIA

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I. All personnel employed by or assigned to CIA are advised that they are not permitted to seek a position or assignment in another Office of CIA without the prior written approval of the Assistant Director, his Deputy, or his Executive Officer.

II. Similarly, Offices are requested not to interview nor to seek the transfer of personnel assigned to other Offices within CIA unless the individual presents such written permission to seek a new position or assignment.

III. In any case, all requests should be cleared with the Chief, Personnel Division, Personnel and Administrative Branch, prior to the issuance of the approval required.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
Deputy Executive for Personnel and
Administration

Rescinded by
[REDACTED]
8/17/48

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

17 August 1948.

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

STATINTL

SUBJECT: Personnel Policies and Procedures

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Revisions:
Administrative Instructions [REDACTED] dated 31 October 1946;
[REDACTED] dated 13 December 1946 and 10
October 1947 respectively;
[REDACTED] and Amendment No. 1, dated 24 April 1947 and 2
September 1947 respectively;
[REDACTED] dated 4 December 1947;
[REDACTED] dated 30 June 1948;

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Memorandum dated 4 February 1947, Subject: Policy Governing
Classification of Positions in CIG, to the Assistant
Directors of all Offices and Chief of Coordinating
and Planning Staff.

1. Personnel Branch Responsibilities

a. The Personnel Branch, A&M, is responsible for performing the following functions with respect to procurement, processing, position classification and termination of personnel:

- (1) Maintaining a current record of authorized vacancies and approved requisitions.
- (2) Establishing priorities for recruitment on an agency-wide basis.
- (3) Maintaining constant contact with potential recruitment sources.
- (4) Contacting and negotiating with individual applicants for employment.
- (5) Coordinating with the Executive for Inspection and security in connection with initiating and expediting security clearances for prospective employees.
- (6) Finally approving all personnel actions for grades P-5, CAF-12 and below. Grades P-6, CAF-13 and above require the approval of the Executive Director or in his absence the Executive for Administration and Management.
- (7) Classification and allocation of positions to appropriate service, grade and class, and for determining rates of pay applicable to positions not subject to the provisions of the Classification Act.

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- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations.
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.
- (10) All disciplinary action will be considered and acted upon by the Personnel Branch, based upon written charges prepared by the operating agency and signed by the Assistant Director or Staff Chief concerned.
- (11) Establishing and operating a testing and training program to improve the selection and performance of employees.
- (12) Maintaining liaison with the Dept. of State and the armed forces for the purpose of administratively supporting detailed IAC personnel.
- (13) Providing a comprehensive medical program to insure the health and physical well-being of all employees.

b. The Personnel Branch, A&M, performs constant liaison with the Civil Service Commission on all matters requiring Civil Service approval, such as classification of positions, efficiency ratings, certification of employees from Civil Service registers, etc.

2. Basis for Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for insuring against personnel actions affecting individuals under their supervision which are not based purely on relative merit. Emphasis on relative merit extends throughout all personnel matters, including: procurement, assignment to duty, promotions, work allocations, leave determinations, etc. Merit shall be considered as including: demonstrated ability, personal industry, integrity, loyalty, comparative length of service, and comparative general efficiency.

b. Supervisory personnel must become so thoroughly familiar with the personnel under their jurisdiction and their utilization that they will recognize any contrary tendency and take appropriate action immediately.

3. Policies for Appointment

a. All CIA positions are filled under "Schedule A" authority by direct recruitment rather than by certification from the Civil Service Commission. However, all positions are filled in accordance with established Civil Service procedures.

b. The following policy is established for effecting appointments to fill vacant positions:

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- (1) Individuals without prior Government service will be given an excepted appointment under "Schedule A" and will be required to serve the first full year of service in a trial period status.
- (2) Individuals with prior Government service who have served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months of service in a trial period status.
- (3) Individuals with Civil Service status will be appointed by transfer or reinstatement to positions without any time limitation or trial period.

c. During the trial period the employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period, an employee will be terminated if his services do not meet Agency standards. Employees with veteran's preference or Civil Service status will be accorded all rights and privileges granted them under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations.

4. Promotion Policies

a. Civilian employees may be promoted to higher grades subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualification of the individual for the vacancy.
- (3) Proven and demonstrated ability to perform the duties of the next higher grade for a minimum period of ninety days in positions classified at grades CAF-7 or P-2 and above. This does not constitute a barrier to promotion of individuals whose positions have been reclassified to higher grades.
- (4) In order that the employee may receive credit for the demonstration period the office concerned will submit Form 37-3 to the Personnel Branch indicating the date the employee is detailed to a position classified at a higher grade.
- (5) For a period of 6 months preceding the promotion:

A Good or Better efficiency rating for grades up to CAF-4 and equivalent; Very Good or Excellent efficiency rating for grades CAF-5 to 13 or equivalent. For grades CAF-14 and above an Excellent efficiency rating is required.

b. Promotions are limited to one grade except in those cases where no intermediate grade has been established.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CPC	Time in Grade
	1	1	1	
	2	2	2	3 months
	3	3	3	
	4		4	
1	5	4	5	
	6	5	6	6 months
	7	6	7	
2	8	7	8	
		8	9	9 months
			10	
3		9		
		10		12 months
4		11		15 months
5		12		18 months
6		13		21 months
7		14		24 months

5. Intra-Agency Transfer Policy

a. Employees may not seek reassignment within CIA without the prior written approval of the Chief, Personnel Branch, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel may not interview or seek the transfer of personnel without written approval described in 5a above.

6. Appointment Processing Procedures

a. The following procedures are established for the processing of individuals for employment within CIA:

- (1) Assistant Directors and Staff Chiefs will transmit Recruitment Request Form No. 37-2 in duplicate to the Personnel Branch as requisitions to fill authorized vacancies and forward Personnel Action Request Form No. 37-3 in quadruplicate to the Personnel Branch as requisitions for actual employment of an individual selected. In order to commence security clearance, personnel actions may be submitted against positions already filled, providing the office concerned informs the Personnel Branch on the 37-3 that the present incumbent is vacating the position and the approximate date that the position will become vacant.

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- (2) a. Forms No. 57 and Personal History Statement Forms No. 36-1 will be obtained by the Personnel Branch and will be forwarded to appropriate offices within CIA. If interested, the office will indicate to the Personnel Branch the position to which the individual will be assigned. Final selection or rejection, above grade CAF-5, will rest with the appropriate Assistant Director or Staff Chief. However, the Chief, Personnel Branch will refer to the Executive for A&M any rejection case which he believes is not warranted.
- b. Final authority for the selection and assignment of employees in grade CAF-5, equivalent grades and wage rates and below, rests with the Chief, Personnel Branch and consequently such cases are not referred to Assistant Directors or Staff Chiefs for action.
- c. All personnel assignments are subject to the Security approval of the Executive for I & S.
- (3) Upon the receipt of Form No. 37-3, the Personnel Branch will make an offer of employment to the individual concerned, subject to satisfactory security clearance, and upon indicated acceptance will initiate action for security clearance. Under no circumstances will either grade or salary be specifically included in the offer.
- (4) The Personnel Branch will notify the office concerned of the failure of individuals to receive security clearance and will take appropriate action to inform the individual of his rejection.
- (5) The Executive for Administration and Management, or the Chief, Personnel Branch, will contact all individuals (including detailed IAC personnel) relative to entrance on duty. Individuals assigned to personnel pools will be instructed to report for duty in the various offices by the Chief, Personnel Branch, following security clearance. Each individual, including assigned IAC personnel, reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Chief, Personnel Branch, stating that such individual has been fully cleared and is assigned for duty. A copy of this notice will be furnished the Executive for Inspection and Security. In extraordinary circumstances, the Executive for Administration and Management may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty without such notice.

7. Promotion Processing Procedures

- a. Assistant Directors and Staff Chiefs will forward Form 37-3 to the Personnel Branch, containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.

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b. Requests from field stations for promotion and promotion cases which include reassignment must be accompanied by an employee-prepared position description which outlines the duties and responsibilities of the higher grade together with the remarks and certification of the immediate supervisor. The position description should include:

- (1) An original, objective, concrete and factual word picture of the job being performed.
- (2) The degree of difficulty and responsibility inherent in the position.
- (3) The nature and extent of supervision and of independent judgments and decisions exercised by the incumbent.

c. After review of all factors by the Personnel Branch, proper disposition of the case will be made.

8. Salary Administration

Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on an annual basis will be paid in accordance with the following policy:

a. Intrance on Duty Salary

- (1) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, reemployment, and reinstatements are not new appointments within the meaning of this regulation.)
- (2) Employees appointed by transfer, reinstatement or reemployment to a position of the same grade will be permitted to retain periodic pay increases previously received.
- (3) Employees appointed by transfer, reinstatement, or reemployment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

b. Determining Salary in Case of Promotion

- (1) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.
- (2) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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c. Determining Salary in Case of Change to Lower Grade

- (1) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.
- (2) Exceptions: The policy outlined above does not apply in the following type of cases:
 - (a) Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be permitted to retain one step for each such advancement.
 - (b) Change to lower grade to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.
 - (c) Change to lower grade for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

9. Within-Grade Promotions

- a. An employee occupying a classified position may be advanced to the next higher rate within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above. In addition, the employee must have a current efficiency rating of "Good" or better.
- b. The Chief, Personnel Branch, is responsible for keeping records to determine when employees are eligible for within-grade promotions. Prior to the actual salary increase, the Chief, Personnel Branch, will send rating Form No. 37-105 to the employee's immediate supervisor for certification that the employee's conduct is satisfactory. Determination will also be made that the efficiency rating is appropriate.
- c. Provisions exist for the advancement by step promotions for personnel occupying positions not subject to the provisions of the Classification Act.

10. Assignment of IAC Detailed Personnel

- a. It shall be the responsibility of the receiving Office or Staff Section to initiate a completed Form 37-3 on all assigned IAC personnel

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prior to entrance on duty. The 37-3 (3 copies) shall be accompanied by Personal History Statement (2 copies).

b. The Personnel Branch will initiate request for security clearance.


c. Separations and Intra-Agency transfers of IAC personnel will be reported to Personnel Branch by Form 37-3, initiated by the appropriate office.

11. Termination

a. Offices and Staff Sections will complete Form No. 37-3 for employees under their jurisdiction who have submitted resignations, stating the reason therefor, together with any explanation or suggestion which may help to prevent the loss of the employee, and forward the completed form to the Chief, Personnel Branch, at least two weeks in advance of the separation date. Upon receipt of Form No. 37-3, the Personnel Branch, after pre-exit interview, in instances in which the employee still wishes to resign, will prepare Clearance Form No. 34-30 indicating thereon the routing to be followed for clearance.

12. Special personnel policies and procedures for personnel paid from unvouchered funds are covered by separate instructions. Where practicable the policies stated in this Instruction will govern.

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

DISTRIBUTION: A

C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

9 December 1949

25X1A

SUBJECT: Personnel Policies and Procedures

RESCISSIONS: Administrative Instruction [REDACTED] dated 17 August 1948 -
Administrative Instruction [REDACTED] dated 25 March 1947
Administrative Instruction [REDACTED] dated 11 August 1949 -

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REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949

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1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to the Agency officials listed below to take implementing action on personnel actions recommended by Assistant Directors and Staff Chiefs (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

- Executive
- Deputy Executive
- Personnel Director
- Chief, Administrative Staff
- Chief, Personnel Division, Administrative Staff
- Chief, Special Support Staff
- Chief, Employees Division, Special Support Staff
- Designated subordinates of the above listed officials

b. Officials and employees not listed above should not discuss personnel actions with individuals to whom such actions will apply without prior clearance from the appropriate official listed above. Such clearance will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

c. No appointment in or promotion to grades GS-16 and above will be made without the prior approval of the Director personally.

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2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

d. In connection with the above, there is no objection to the officials listed in paragraph 1a above contacting any other agency, when desired by Assistant Directors or Staff Chiefs, to ascertain whether a specific individual can be made available for employment by CIA and, if no objection is made, to arrange for appropriate interviews and security checks within CIA prior to actual separation of such individual from his current employment.

3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

Personnel Division, Administrative Staff
Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.



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4. Inquiries

All inquiries either written or verbal, from the White House, members of the Congress, or Committees of national political parties received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

5. General Responsibilities of Personnel Divisions

Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees, to meet the stated requirements or recommendations of Assistant Directors and Staff Chiefs concerned, or mandatory provisions of law and government regulations.
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.
- j. Establishing and maintaining retention registers for reduction-in-force procedures.
- k. Taking implementing action on all disciplinary actions which are recommended in writing by Assistant Directors and Staff Chiefs.

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1. (1) Taking implementing action on recommended personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. (See paragraph 1c re actions involving grades GS-16 and above. The Executive will make recommendations to the Director in each such case.)

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

7. Merit and Qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs, and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other applicants and employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administration of this policy.

8. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such

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individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

9. Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. Our personnel program, including position classification, appointment, promotion, etc., is carried out within the Agency without prior Civil Service Commission review. The Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

b. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

10. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission, but in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

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c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.) Under certain conditions, it is possible for employees to achieve permanent Civil Service status while serving in this Agency. The Standard Civil Service regulations will be followed in each instance, after initial clearance has been received from the Personnel Relations Branch, Personnel Division.

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit Recruitment Requests in the original and three copies to the Personnel Division as requisitions to fill authorized vacancies. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Employment and a Personal History Statement will be obtained by the Personnel Division and forwarded with a Referral Sheet to the appropriate office. After careful review, the file will be returned to the Personnel Office with request for personnel action or reason for rejection.

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall normally rest with the appropriate Assistant Director or Staff Chief, subject to qualifications review by the Personnel Divisions. The Personnel Chiefs may refer to the Executive through the Personnel Director, acceptance or rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

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(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive or the Personnel Director may give verbal authorization for entrance on duty after assuring that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

11. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position GS-7, or above. Incumbents of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

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(4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.

(5) Evidence of an efficiency rating as follows:

(a) GS-4, equivalent, and below - Good or better for six months preceding promotion.

(b) GS-5 through GS-13 or equivalent - Very Good or Excellent for six months preceding promotion.

(c) GS-14 and above - Excellent for one year preceding promotion.

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	CPC	Time in Grade
1	1	
2	2	3 months
3	3	
	4	
4	5	
5	6	6 months
6	7	
7	8	
8	9	9 months
	10	
9		
10		12 months
11		15 months
12		18 months
13		21 months
14		24 months

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C O N F I D E N T I A L

C O N F I D E N T I A L

d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.

e. A request from a field station for a promotion must be accompanied by a Position Description prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

- (1) Factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has 52 weeks of service without an equivalent increase in pay for grades GS-10 and below or 78 weeks service for grades GS-11 and above. In addition the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

12. Intra-Agency Transfer Policy

A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred. The Personnel Division will coordinate with the I&S Staff where appropriate.

13. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

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C O N F I D E N T I A L

C O N F I D E N T I A L

c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office. The Personnel Division will coordinate with the I&S Staff where appropriate.

14. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b) Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position he will be compensated at the lowest rate of such higher grade which exceeds his existing rate of compensation by not less than one-step increase of the grade from which promoted.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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C O N F I D E N T I A L

C O N F I D E N T I A L(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held. If the employee's salary in the lower grade is within a one-stop range of his former rate he will be compensated at the step in the lower grade which is nearest his present salary.

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded employees with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded.

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C O N F I D E N T I A L

C O N F I D E N T I A L

service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

15. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

16. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information Report (Form No. 37-6) with copy to I&S Staff when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 38-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, I&S Staff.

17. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to

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C O N F I D E N T I A L

C O N F I D E N T I A L

or from confidential fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date of the request. Upon receipt of the Personnel Action Request the Personnel Divisions will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:


(1) De-brief the employee and secure all identification or credentials issued by CIA.

(2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".

(3) Obtain employee's signature and forwarding address.

(4) Forward the form to the Personnel Division through established channels.

18. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.


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

DISTRIBUTION: A.

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C O N F I D E N T I A L

See without copy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive
 FROM : Management Officer
 SUBJECT:

DATE: 20 October 1949

1. This Administrative Instruction is a rewrite of present instructions by the Personnel Director. Major additions are;

a. Inclusion of paragraph on career management.
 (Page 9)

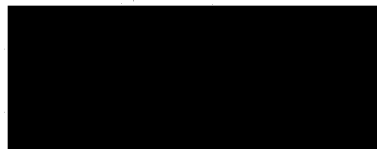
b. Tightening of instructions regarding assignment of IAC personnel. (Page 7)

c. Change in grade level from CAF-5 to CAF-7 for direct assignment by Personnel without reference to office concerned. (Page 4) *— No*

2. This Office concurs with the above changes. Authorization for Personnel to make assignment to include grade CAF-7 without reference to the office concerned is sound in principle. All assignments are made on the basis of specific requisitions and are based on position descriptions which have been mutually agreed on. In practice, however, it has been found that offices are not thoroughly satisfied with the present direct assignment of CAF-5 and below. These facts are brought to your attention as it is not felt the Management Officer has authority to make final decision in the matter. *70*

3. At the suggestion of this Office, the Instruction has been rearranged to group like subjects such as Promotion Policies and Procedures, Appointment Policies and Procedures, etc. The previous Instruction contained these related subjects in widely scattered paragraphs.

*Stack at
 G-5-5 +
 below
 WJ
 14 Nov*



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signature and direct the employee to deliver the form to the applicable payroll office of the Budget Office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The CIA Headquarters and Headquarters Detachment and the Naval Administrative Command will take similar action in the case of military personnel.

e. The Chief of a field office will:

- (1) De-brief the employee.
- (2) Complete certification blocks "office to which assigned" and "Security Branch".
- (3) Obtain employee's signature and forwarding address.
- (4) Forward the form to the Personnel Office through established channels.

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ADMINISTRATIVE INSTRUCTION NO. [REDACTED] subj; Personnel Policies and Procedures.

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[REDACTED]
Captain, USN

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Approved

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Management - 4 part
for good of Service
Date:

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ADMINISTRATIVE INSTRUCTIONS
NO. [REDACTED]

STATINTL

SUBJECT: Personnel Policies and Procedures.

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RESCISSIONS: Administrative Instruction [REDACTED] dated 17 August 1948, [REDACTED] dated 25 March 1947 and [REDACTED] dated 11 August 1947.

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1. Responsibilities and Functions of the Personnel Officer.

a. The Personnel Officer only shall be directly responsible for performing the principal functions of the Agency with respect to procurement, placement, processing, position classification, salary administration, personnel relations and termination of employees. These personnel activities shall be performed by other offices only upon specific delegation by proper authority.

b. The Personnel Office is responsible for:

- (1) Maintaining a current record of authorized vacancies and approved requisitions.
- (2) Establishing qualifications standards for all positions in CIA.
- (3) Establishing priorities for recruitment on an agency-wide basis.
- (4) Maintaining constant contact with potential recruitment sources.
- (5) Contacting and negotiating with individual applicants for employment. However, no person employed within the Department of National Defense, Department of State, Atomic Energy Commission, or other executive department or agency,

- 1 -

- 2 -

Prop 6

or on a Congressional staff shall be interviewed or considered for employment within the Agency without a written notice of availability signed personally by the chief of the branch currently employing the person. No commitments relative to employment or salary will be made by other than the authorized personnel representative. There will be no discussion concerning employment with this agency without prior clearance of the contact with the Personnel Office,

except that Congressional inquiries will be directed initially to the office of the General Counsel.

(6) Requesting all personnel security clearances, ~~All~~ requests for information relative to personnel security clearances as well as the initiation of requests for personnel security clearance will be ^{made} through the Personnel Office. R R R

(7) Approving finally all personnel actions for grades P-~~5~~, CAF-12 and below. Grades P-⁶~~7~~, CAF-¹³~~14~~ and above require the approval of the Executive or, in his absence, the Deputy Executive. R R R

(8) Determining and approving for the Agency, service, series, grade and salary for all positions including classified, ungraded, and consultant positions, ^{and} assuring uniformity of classification allocations throughout the agency. R R R

(9) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations. The Personnel Officer only will terminate or suspend employees whenever such acti is

necessary and appropriate.

(10) Establishing and operating a testing and training program to improve the selection and performance of employees.

(11) Establishing and maintaining retention registers for reduction in force procedures.

(12) Providing a personnel relations program to protect and stimulate employee interest and to serve as a medium for management employee relationships.

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(13) *Maintaining the efficiency rating program.*
~~Approving certain types of leave requests in accordance with provisions of Administrative Instruction M~~
Subject: Time, Leave and Pay.

STATINTL

(14) Reviewing and acting upon all disciplinary actions based upon written charges prepared by the operating office and signed by the Assistant Director or Staff Chief concerned.

(15) Maintaining liaison with the Department of State and the ~~Armed Forces~~ *Department of Defense* for the purpose of administratively supporting detailed IAC personnel.

(16) Providing a comprehensive medical program to promote the health and physical well-being of employees.

REA

(17) Maintaining constant liaison with the Civil Service Commission on all matters requiring Civil Service approval.

REA

~~such as classification of positions, efficiency ratings, and~~
~~certification~~

(18) *Maintaining adequate records of employee experience, qualifications and aptitudes by machine methods to permit sound career management.*

~~certification of employees from Civil Service Registers,~~
~~on September 1, 1949~~

2. Basis for Personnel Actions.

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positive not neg.

a. Assistant Directors and Staff Chiefs are responsible for ~~preventing~~ ^{recommending} personnel actions affecting individuals under their supervision, ^{The basis of such recommendations will be relative merit.} ~~which are not based purely on relative merit.~~ Emphasis on relative merit extends throughout all personnel

Don't
They is too broad & rather rest on merit alone.

matters, including procurement, assignment to duty, promotions, ^{duty} ~~work~~ assignments, ^{and transfers.} ~~leave determinations,~~ etc. Merit shall be considered as including demonstrated ability, personal industry, integrity, loyalty, comparative length of service, and comparative general efficiency.

positive not neg.

b. Supervisory personnel must become thoroughly familiar with the personnel under their jurisdiction and their utilization in order ^{to develop and maintain the highest possible degree of efficiency.} ~~that they will recognize any contrary tendency and take appropriate action immediately.~~

3. ~~Policies for Appointment.~~ Appointment Policies and Procedures

a. CIA positions are filled under "Schedule A" authority by direct recruitment rather than by certification from the Civil Service Commission. However, positions are filled in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

- (1) An individual without prior Government service will be

- 5 -

given an excepted appointment under "Schedule A" and will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period, an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted them under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.) ~~Section 102, sub-paragraph c.~~ RCF

(6)

~~Approved For Release 2001/09/04 : CIA-RDP81-00728R000100010005-8~~
~~Approved For Release 2001/09/04 : CIA-RDP81-00728R000100010005-8~~

d. The following procedures are established for ~~the~~ processing of individuals for employment within CIA:

R.R.R.

(1) Assistant Directors and Staff Chiefs shall transmit Form No. 37-8 in the original and six copies to the Personnel Office as a requisition to fill an authorized vacancy. *"Personnel Action Request"*
~~Form No. 37-8~~ in quadruplicate shall be forwarded to the Personnel Office as a requisition for actual employment of an individual. In order to initiate security clearance, a *"Personnel Action Request"*
~~Form~~ may be submitted against a position currently filled, providing the office concerned informs the Personnel Office on the ~~date~~ *form* the approximate date that the present incumbent will ~~be~~ *is* vacating the position.

R.R.R.

(2) Standard Form No. 57 and Form No. 38-1 will be obtained by the Personnel Office and forwarded with Form No. 37-9 to the appropriate office. If the office is interested, it will indicate to the Personnel Office the position to which the individual will be assigned.

R.R.R.

(a) Final selection or rejection of applicants for positions above grade CAF-5 ^{and} ~~and~~ equivalent ~~grades~~ shall rest with the appropriate Assistant Director or Staff Chief. However, the Personnel Office may refer to the Executive any rejection case which he believes is not warranted.

~~7~~ (7)

(b) Final authority for the selection and assignment of an employee in grade CAF-5 or equivalent and below, shall rest with the Personnel Office ~~and consequently such cases are not referred to Assistant Directors or Staff Chiefs for action.~~

R.R.

(c) All Personnel assignments are subject to the security approval of Inspection and Security.

(3) Upon the receipt of ^{Personnel Action Request} ~~Form No. 87-3~~, the Personnel Officer will make an offer of employment to the individual concerned, (subject to satisfactory security clearance) and upon indicated acceptance will initiate action for security clearance.

R.R.

(4) The Personnel Office will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Executive or the Personnel Officer will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Officer, following security clearance. Each individual ^{debriefed} (including IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Officer, stating that he has been fully cleared and assigned for duty. A copy of this

R.R.A.

notice will be furnished Inspection and Security by the Personnel Office. In extraordinary circumstances, the Executive may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) The Personnel Office only shall request information directly from Inspection and Security concerning the status of the security clearance of a prospective employee. Inspection and Security shall not provide this information to any other office. All inquiries of this nature shall be directed to the Personnel Office.

4. Promotion Policies and Procedures.

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position CAF-7, P-2 or above. On lower grade position, employee must have assumed duties of position to which he is being promoted. Prior to the time of detail he must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies, and in no event shall the detail ^{period} exceed 180 days. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

(4) Submission of ^{"Personnel Action Request"} Form No. ~~37-3~~ by the office concerned to the Personnel Office indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The ^{form} ~~37-3~~ must indicate the allocated position that will be occupied.

(5) Evidence of a ~~good or better~~ ^{of Good or better} efficiency rating for six

-9-

b. Promotions are limited to one grade except in a case where no intermediate grade has been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CPC	Time in Grade
	1	1	1	³ Three months
	2	2	2	
	3	3	3	
	4		4	
	5	4	5	
1	6	5	6	⁶ Six months
		6	7	
	7	7	8	
2	8	8	9	⁹ Nine months
			10	
		9		
3		10		¹² Twelve months
4		11		¹⁵ Fifteen months
5		12		18 months
6		13		21 months
7		14		24 months

Promotion Processing Procedures.

d. Assistant Directors and Staff Chiefs shall forward to the Personnel Office, ^{"Personnel Action Request"} Form No. ~~37-3~~ containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.

e. A request from a field station for promotion must be accompanied by a position description on Standard Form No. 75, prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certifications of the immediate superior. In case of a proposed position in the field service, the description will be prepared by the individual who is most familiar with the duties and

~~SECRET~~

responsibilities to be performed. The position description should include:

- (1) An objective, concrete and factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for promotion in the departmental service, a job audit will be made in order to determine the level of difficulty, responsibility, and, thereby, the grade at which the individual is performing.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above.

In addition, the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

5. Intra-Agency Transfer Policy.

a. An employee shall not seek reassignment within CIA without the prior written approval of the Personnel Officer, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel shall not interview or seek the transfer of personnel without the written approval described in 5a above.

c. Transfers involving exigencies of the service will be effected by the Personnel Officer in conjunction with the offices concerned.

*no further
recording in
Reps*

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responsibilities to be performed. The position description should include:

- (1) An objective, concrete and factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for promotion in the departmental service, a job audit will be made in order to determine the level of difficulty, responsibility, and, thereby, the grade at which the individual is performing.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above.

In addition, the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

5. Intra-Agency Transfer Policy.

a. An employee shall not seek reassignment within CIA without the prior written approval of the Personnel Officer, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel shall not interview or seek the transfer of personnel without the written approval described in 5a above.

c. Transfers involving exigencies of the service will be effected by the Personnel Officer in consultation with the offices concerned.

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Salary Administration.

a. Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of this requirement.)

(b) Employees appointed by transfer, reinstatement or reemployment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or reemployment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.

(b) Exceptions: The policy outlined above does not

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apply in the following types of cases:

(i) Employees who have earned meritorious pay increases.

An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be permitted to retain one step for each such advancement. RRF

(ii) Change to lower grade to accept probational appointment.

If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

(iii) Change to lower grade for disciplinary reasons.

If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees, will also apply to ungraded with respect to: (1) Entrance on RRF

- 13 -

duty, (2) promotions, (3) change to lower grade, (4) probational appointment and (5) disciplinary actions. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) ^{Un}Ungraded employees who receive^s a conduct and efficiency report of satisfactory or higher, will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached.

R2A

On transfers between graded and ungraded positions the salary will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) ^{Un}Employees in an ungraded status will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

R2A

7 Assignment of IAC Detailed Personnel.

a. It shall be the responsibility of the receiving office or staff section to initiate a completed ^{"Personnel Action Request"} Form No. ~~37-3~~ on all assigned IAC personnel (including citation of the allocated position which the IAC member will encumber) prior to entrance on duty. The ~~37-3~~ ^{form} (3 copies) must be accompanied by Form No. 38-1 (2 copies).

b. The Personnel Office will initiate ^arequest for security clearance.

c. Separations and intra-agency transfers of ^{detailed} IAC personnel shall be reported to the Personnel Office on ^{"Personnel Action Request"} Form No. ~~37-3, 37-4~~, initiated by the appropriate office.

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8. Career Management

- a. The career management program of CIA is designed to provide from within the Agency:
- (1) a source of well qualified individuals to fill vacancies as they occur.
 - (2) a system whereby individuals may qualify for better positions through training and development within CIA.
- b. It is Agency policy that vacancies will be filled by the best qualified employee available within the agency regardless of present assignment. The basic considerations for promotion will be proven ability and merit.

STATINTL

9. Personnel Status Reports

- a. Assistant Directors and Staff Chiefs will ^{shall} submit to the Personnel Officer Form No. 37-6, "Personnel Information," when an employee:
- (1) changes his name, home ~~address~~, office address, or home or office telephone number.
 - (2) Is separated from the Agency by transfer, resignation or enters the military  service from civilian employment.
- b. In addition to the above Form No. 38-17, "Personnel Status Report," ^{shall} be submitted when an employee changes marital status. The original of the form will be routed to the Personnel Officer and a copy to the Chief, Inspection and Security.

10. Termination and Final Clearance

1. Each employee will obtain clearance prior to final payment. Clearance will be obtained on "Final Payment Clearance Sheet", Form No. 34-30, when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or when being transferred to or from an unvouchered fund status.

2. The Personnel Office will be notified by "Personnel Action Request", at least one week prior to the effective date of the request. Upon receipt of "Personnel Action Request", the Personnel Office will make necessary arrangements for an exit interview and for final clearance. The Personnel Office will direct the employee to Inspection and Security for security clearance and will then obtain the additional required clearances by telephone, obtain the employee's signature and direct the employee to deliver the form to the applicable payroll office of the Budget Office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

3. The CIA Headquarters and Headquarters Detachment and the Naval Administrative Command will take similar action in the case of military personnel.

4. The Chief of a field office will:

a. De-brief the employee.

b. Complete certification blocks "office to which assigned" and "Security Branch".

c. Obtain employee's signature and forwarding address.

d. Forward the form to the Personnel Office through established channels.

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ADMINISTRATIVE INSTRUCTIONS
NO. [REDACTED]

STATINTL

SUBJECT: Personnel Policies and Procedures.

Date:

STATINTL

RESCISSION: Administrative Instruction No. [REDACTED] dated 17 August 1948.

1. Responsibilities and Functions of the Personnel Officer.
 - a. The Personnel Officer only shall be directly responsible for performing the principal functions of the Agency with respect to procurement, placement, processing, position classification, salary administration, personnel relations and termination of employees. These personnel activities shall be performed by other offices only upon specific delegation by proper authority.
 - b. The Personnel Office is responsible for:
 - (1) Maintaining a current record of authorized vacancies and approved requisitions.
 - (2) Establishing qualifications standards for all positions in CIA.
 - (3) Establishing priorities for recruitment on an agency-wide basis.
 - (4) Maintaining constant contact with potential recruitment sources.
 - (5) Contacting and negotiating with individual applicants for employment. However, no person employed within the Department of National Defense, Department of State, Atomic Energy Commission, or other executive department or agency.

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- or on a Congressional staff shall be interviewed or considered for employment within the Agency without a written notice of availability signed personally by the chief of the branch currently employing the person. No commitments relative to employment or salary will be made by other than the authorized personnel representative. There will be no discussion concerning employment with this agency without prior clearance of the contact with the Personnel Office.
- (6) Requesting all personnel security clearances, all requests for information relative to personnel security clearances as well as the initiation of requests for personnel security clearance will be through the Personnel Office.
- (7) Approving finally all personnel actions for grades P-6, CAF-12 and below. Grades P-7, CAF-14 and above require the approval of the Executive or in his absence, the Deputy Executive.
- (8) Determining and approving for the agency, service, series, grade and salary for all positions including classified, ungraded, and consultant positions, assuring uniformity of classification allocations throughout the agency.
- (9) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations. The Personnel Officer only will terminate or suspend employees whenever such action is

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necessary and appropriate.

(10) Establishing and operating a testing and training program to improve the selection and performance of employees.

(11) Establishing and maintaining retention registers for reduction in force procedures.

(12) Providing a personnel relations program to protect and stimulate employee interest and to serve as a medium for management employee relationships.

(13) Approving certain types of leave requests in accordance with provisions of Administrative Instruction [REDACTED] Subject: Time, Leave and Pay.

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(14) Reviewing and acting upon all disciplinary actions, based upon written charges prepared by the operating office and signed by the Assistant Director or Staff Chief concerned.

(15) Maintaining liaison with the Department of State and the Armed Forces for the purpose of administratively supporting detailed IAC personnel.

(16) Provide a comprehensive medical program to promote the health and physical well-being of employees.

(17) Maintain constant liaison with the Civil Service Commission on all matters requiring Civil Service approval, such as classification of positions, efficiency ratings,

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certification of employees from Civil Service Registers,
etc.

2. Basis for Personnel Actions.

a. Assistant Directors and Staff Chiefs are responsible for preventing personnel actions affecting individuals under their supervision, which are not based purely on relative merit. Emphasis on relative merit extends throughout all personnel matters, including procurement, assignment to duty, promotions, work assignments, leave determinations, etc. Merit shall be considered as including demonstrated ability, personal industry, integrity, loyalty, comparative length of service, and comparative general efficiency.

b. Supervisory personnel must become thoroughly familiar with the personnel under their jurisdiction and their utilization in order that they will recognize any contrary tendency and take appropriate action immediately.

3. Policies for Appointment.

a. CIA positions are filled under "Schedule A" authority by direct recruitment rather than by certification from the Civil Service Commission. However, positions are filled in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be

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given an excepted appointment under "Schedule A" and will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period, an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted them under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947, Section 102, sub-paragraph c. *→ new - Page 8.*)

4. Promotion Policies.

a. An employee may be promoted to a higher grade subject to:

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- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position CAF-7, P-2 or above. On lower grade position, employee must have assumed duties of position to which he is being promoted. Prior to the time of detail he must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies, and in no event shall the detail exceed 180 days. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.
- (4) Submission of Form No. 37-3 by the office concerned to the Personnel Office indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The 37-3 must indicate the allocated position that will be occupied.
- (5) Evidence of a good or better efficiency rating for six months preceding promotion for grades up to CAF-4 and equivalent; Very Good or Excellent for six months for grades CAF-5 through CAF-13 or equivalent; and Excellent for preceding year for CAF-14 and above or equivalent.

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b. Promotions are limited to one grade except in a case where no intermediate grade has been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CFC	Time in Grade
	1	1	1	
	2	2	2	Three months
	3	3	3	
	4		4	
	5	4	5	
1	6	5	6	Six months
		6	7	
	7	7	8	
2	8	8	9	Nine months
			10	
		9		
3		10		Twelve months
4		11		Fifteen months
5		12		18 months
6		13		21 months
7		14		24 months

*See page 7
page 10*

5. Intra-Agency Transfer Policy.

a. An employee shall not seek reassignment within CIA without the prior written approval of the Personnel Officer, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel shall not interview or seek the transfer of personnel without the written approval described in 5a above.

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6. Appointment Processing Procedures.

a. The following procedures are established for the processing of individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit form No. 37-3 in the original and six copies to the Personnel Office as a requisition to fill an authorized vacancy. Form No. 37-3 in quadruplicate shall be forwarded to the Personnel Office as a requisition for actual employment of an individual. In order to initiate security clearance, a 37-3 may be submitted against a position currently filled, providing the office concerned informs the Personnel Office on the 37-3 the approximate date that the present incumbent is vacating the position.

(2) Standard Form No. 57 and Form No. 38-1 will be obtained by the Personnel Office and forwarded with Form No. 37-3 to the appropriate office. If the office is interested, it will indicate to the Personnel Office the position to which the individual will be assigned.

(a) Final selection or rejection of applicants for positions above grade CAF-5 and equivalent grades shall rest with the appropriate Assistant Director or Staff Chief. However, the Personnel Office may refer to the Executive any rejection case which he believes is not warranted.

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(b) Final authority for the selection and assignment of an employee in grade CAF-5 or equivalent and below, shall rest with the Personnel Office and consequently such cases are not referred to Assistant Directors or Staff Chiefs for action.

(c) All Personnel assignments are subject to the security approval of Inspection and Security.

(3) Upon the receipt of Form No. 37-3, the Personnel Office will make an offer of employment to the individual concerned, subject to satisfactory security clearance, and upon indicated acceptance will initiate action for security clearance.

(4) The Personnel Office will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Executive or the Personnel Officer will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Officer, following security clearance. Each individual (including IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Officer, stating that he has been fully cleared and assigned for duty. A copy of this

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notice will be furnished Inspection and Security by the Personnel Office. In extraordinary circumstances, the Executive may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) The Personnel Office only shall request information directly from Inspection and Security concerning the status of the security clearance of a prospective employee. Inspection and Security shall not provide this information to any other office. All inquiries of this nature shall be directed to the Personnel Office. — *Back to Page 5*

7. Promotion Processing Procedures.

- a. Assistant Directors and Staff Chiefs shall forward to the Personnel Office Form No. 37-3 containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.
- b. A request from a field station for promotion must be accompanied by a position description on Standard Form No. 75, prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certifications of the immediate superior. In case of a proposed position in the field service, the description will be prepared by the individual who is most familiar with the duties and

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responsibilities to be performed. The position description should include:

- (1) An objective, concrete and factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

c. Upon receipt of a request for promotion in the departmental service, a job audit will be made in order to determine the level of difficulty, responsibility, and, thereby, the grade at which the individual is performing.

ppm 9
Page 14 → 8. Salary Administration. *then to Page 7 - ppm 5*

a. Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of this requirement.)

(b) Employees appointed by transfer, reinstatement or reemployment to a position of the same grade will be

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permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or reemployment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.

(b) Exceptions: The policy outlined above does not

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apply in the following types of cases:

(i) Employees who have earned meritorious pay increases.

An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be permitted to retain one step for each such advancement.

(ii) Change to lower grade to accept probational appointment.

If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

(iii) Change to lower grade for disciplinary reasons.

If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees, will also apply to ungraded with respect to: (1) Entrance on

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duty, (2) promotions, (3) change to lower grade, (4) probational appointment and (5) disciplinary actions. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) Ungraded employees who receive a conduct and efficiency report of satisfactory or higher, will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. On transfers between graded and ungraded positions the salary will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) Employees in an ungraded status will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

9. Within-Grade Promotions.

a. An employee occupying a classified position will be advanced to the next higher step within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above.

*From
all 10*

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In addition, the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

10. Assignment of IAC Detailed Personnel.

a. It shall be the responsibility of the receiving office or staff section to initiate a completed Form No. 37-3 on all assigned IAC personnel (including citation of the allocated position which the IAC member will encumber) prior to entrance on duty. The 37-3 (3 copies) must be accompanied by Form No. 38-1 (2 copies).

b. The Personnel Office will initiate request for security clearance.

c. Separations and intra-agency transfers of IAC personnel shall be reported to the Personnel Office on Form No. 37-3, initiated by the appropriate office.

11. Termination.

a. Offices and Staff Sections will complete Form No. 37-3 for an employee under their jurisdiction who has submitted a resignation, stating the reason therefor, together with any explanation or suggestion which may help to prevent the loss of the employee, and forward the completed form to the Personnel Officer at least two weeks in advance of the separation date. Upon receipt of the 37-3 the Personnel Office, after pre-exit interview, in instances where the employee still wishes to resign, will prepare Form No. 34-50 indicating thereon the routing to be followed for clearance.

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ADMINISTRATIVE INSTRUCTIONS
NO. [REDACTED] (REVISED)

STATINTL

SUBJECT: Personnel Policies and Procedures.

RESCISSIONS: Administrative [REDACTED]
Administrative [REDACTED]
and Administrative [REDACTED]

1. General Order No. [REDACTED] September 1975 has established the Personnel Staff with the following functions:

- (1) Provides staff advice to the Agency on all matters of personnel policy.
- (2) Establishes and controls all liaison with the Civil Service Commission and other agencies in connection with personnel matters.
- (3) Reviews and certifies for the Agency all personnel position descriptions used as a basis for establishing duties and grades for such positions, and conducts all liaison with the Civil Service Commission in connection therewith.
- (4) Conducts research in connection with and prepares Agency programs for:
 - a. Career Management
 - b. Improvement of efficiency rating system.
 - c. Classification and salary administration.
 - d. Other personnel matters requiring policy determination.

2. This order also established Personnel Divisions within the ~~Over~~ *Administrative Staff* and ~~Support~~ *and Executive Support Staff* with responsibility for providing ~~various~~ personnel services in accordance with announced policies. These policies and the procedures through which they will be carried out are set forth below.

- a. The Personnel ~~Officers~~ *Chiefs* of ~~each Personnel Division~~ *the above* only shall be responsible for performing the principal functions of the Agency with respect to procurement, placement, processing, position classification, salary administration, ^{qualifications,} personnel relations and termination of employees. These personnel activities shall be performed by other offices only upon specific delegation by proper authority.

Administrative
b. The Personnel Division, ~~Overt Support~~ Staff, has responsibility for providing central personnel services as follows:

1. Procurement, assignment, administration, and disposition of military personnel detailed from the military departments of the Department of Defense.
2. ~~Medical service.~~
3. Employee relations service.
4. Personnel testing service.
5. Receipt and appropriate disposition of applicants for positions with the Agency who apply either in person or by mail without specific prior contact or arrangement with the Personnel Division of the ~~Covert~~ Support Staff.
Employees *Special*
6. Maintains a central record of applicants who have potential future value to the Agency for whom no immediate positions are available.
7. Is responsible for the preparation and dispatch of all letters of rejection for employment.

c. The Personnel Division of each ~~Support~~ Staff will be responsible for providing the following personnel services, ~~for the appropriate staff:~~

1. An adequate personnel position control system.
2. Procurement, Placement, and disposition service, ~~exclusive of departmental positions.~~
3. Internal personnel classification and job audit activities, exclusive of final review and certification of positions.
4. An overseas rotation program, ~~for covert activities.~~
5. Maintaining a current record of authorized vacancies and approved requisitions.
6. Establishing qualifications standards for all positions.
7. Establishing priorities for recruitment.
8. Maintaining constant contact with potential recruitment sources.
9. Contacting and negotiating with individual applicants for

employment. However, no person employed within the Department of National Defense, Department of State, Atomic Energy Commission, or other executive department or agency, or on a Congressional Staff shall be interviewed or considered for employment within the Agency without a written notice of availability signed personally by the chief of the division currently employing the person. ~~No~~ Commitments relative to employment or salary will be made ^{only} ~~by other than~~ the authorized personnel representative. There will be no discussion concerning employment with this Agency without prior clearance of the contact with the Personnel ^{Divisions} ~~Office~~, except that Congressional inquiries will be directed initially to the office of the General Counsel.

10. Requesting all personnel security clearances. Requests for information relative to personnel security clearances as well as the initiation of requests for personnel security clearance will be made through the Personnel ^{Divisions} ~~Office~~.
11. Approving finally all personnel actions for grades P-5, CAF-12 and below. Grades P-6, CAF-13, and above require the approval of the Executive, or, in his absence, the Deputy Executive.
12. Processing all personnel actions including appointments, promotions, demotions, within-grade promotions, and separations; intra-agency transfers would be processed by the receiving office. ~~The Personnel Office~~ only will terminate or suspend employees whenever such action is necessary and appropriate.

13. Establishing and operating a training program to improve the performance of employees.
14. Establishing and maintaining retention registers for reduction in force procedures.
15. Maintaining the efficiency rating program.
16. Reviewing and acting upon all disciplinary actions based upon written charges prepared by the operating office and signed by the Assistant Director ^{or} Staff Chief concerned.
17. Maintaining liaison with the Department of State and the Department of Defense for the purpose of administratively supporting detailed IAC personnel.
18. Maintaining adequate records of employee qualifications ^{3. (a)} to permit sound career management.

4. Basis for Personnel Actions.

- a. Assistant Directors and Staff Chiefs ^{shall} ~~are responsible for~~ recommending personnel actions affecting individuals under their supervision. The basis of such recommendations will be relative merit. Emphasis on relative merit extends throughout all personnel matters, including procurement, assignment to duty, promotions, duty assignments, and transfers. Merit shall be considered as including demonstrated ability, personal industry, integrity, loyalty, comparative length of service, and comparative general efficiency.
- b. Supervisory personnel must become thoroughly familiar with the personnel under their jurisdiction ~~and their utilization~~ in order to develop and maintain the highest possible degree of efficiency.

5. Appointment Policies and Procedures

a. CIA positions are filled under "Schedule A" authority by direct recruitment rather than by certification from the Civil Service Commission. However, positions are filled in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be given an excepted appointment under "Schedule A" and will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted ^{him} ~~them~~ under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations.

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(These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.)

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit Form No. 37-~~8~~³ in the original and ~~six~~^{three} copies to ~~the~~ Personnel ~~Office~~ as a requisition to fill an authorized vacancy. "Personnel Action Request" in quadruplicate shall be forwarded to ~~the~~ Personnel ~~Office~~ as a requisition for actual employment of an individual. In order to initiate security clearance, a "Personnel Action Request" may be submitted against a position currently filled, providing the office concerned informs ~~the~~ Personnel ~~Office~~ on the form ^{the} the approximate date that the present incumbent will vacate the position.

(2) Standard Form 57 and Form No. 38-1 will be obtained by ~~the~~ Personnel ~~Office~~ and ^{will be} forwarded with Form No. 37-9 to the appropriate office. If the office is interested, it will indicate ~~to the Personnel Office~~ the position to which the individual will be assigned.

(a) Final selection or rejection of applicants for positions above grade CAF-~~7~~⁷ or equivalent shall rest with the appropriate Assistant Director or Staff Chief. However, the Personnel ~~Office~~^{Chiefs} may refer to the Executive any ^{rejection} case which he believes is not warranted.

(b) Final authority for the selection and assignment of an employee in grade CAF-⁷ or equivalent and below, shall rest with the ^{Chief} Personnel ^{Division} Officer.

(c) All ~~personnel~~ assignments are subject to the security approval of Inspection and Security.

(3) Upon the receipt of "Personnel Action Request", ^{Chief} ~~Personnel~~ ^{Division} Officer will make an offer of employment to the individual concerned, (subject to satisfactory security clearance) and upon indicated acceptance will initiate action for security clearance.

(4) ~~The~~ ^{Division} Personnel ~~Office~~ will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Executive or the ^{Chief} Personnel ^{Division} Officer will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by ^{Chief} ~~the~~ Personnel ^{Division} Officer, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from ^{Chief} ~~the~~ Personnel ^{Division} Officer stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished Inspection and Security by ~~the~~ Personnel ~~Office~~. In extraordinary circumstances, the Executive may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) ~~The Personnel Office~~ ^{Director} only shall request information directly from Inspection and Security concerning the status of the security clearance of a prospective employee. Inspection and Security shall not provide this information to any ~~other~~ office. ~~All inquiries of this nature shall be directed to the Personnel Office.~~

6.4. Promotion Policies and Procedures.

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position CAF-7,

P-2, or above. On lower grade position, ^{the} employee must have assumed ^{the} duties of ^{the} position to which he is being promoted. Prior to the time of detail he must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies, and in no event shall the detail period exceed 180 days. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

(4) Submission of "Personnel Action Request" to ~~the~~ Personnel Office indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.

(5) Evidence of a efficiency rating of good or better for six months preceding promotion for grades up to CAF-4 and equivalent; Very Good or Excellent for six months for grades CAF-5 through CAF-13 or equivalent; and Excellent for preceding year for CAF-14 and above or equivalent.

b. Promotions are limited to one grade except in *of* cases where no intermediate grades ~~have~~ ^{have} been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CPC	Time in Grade
	1	1	1	
	2	2	2	3 months
	3	3	3	
	4		4	
	5	4	5	
1	6	5	6	6 months
		6	7	
	7	7	8	
2	8	8	9	9 months
			10	
		9		
3		10		12 months
4		11		15 months
5		12		18 months
6		13		21 months
7		14		24 months

d. Assistant Directors and Staff Chiefs shall forward to ~~the~~ Personnel Office "Personnel Action Request" containing sufficient information to indicate compliance with the policies defined in paragraph 4 above.

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e. A request from a field station for a promotion must be accompanied by a position description on Standard Form 75, prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In case of a proposed position in the field service, the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The position description ~~must~~ ~~should~~ include:

- (1) An objective, concrete and factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for promotion in the departmental service, a job audit will be made in order to determine the level of difficulty, responsibility, and, ~~thereby~~, the grade at which the individual is performing.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, provided that he has twelve months of service without an equivalent increase in pay for grades P-3, CAF-10, and below or has eighteen months service for grades P-4, CAF-11, and above. In addition, the employee must have a current efficiency rating of Good or Better and a satisfactory

(Include in part 3.)
8. Assignment of IAC Personnel

~~B. Military Personnel~~

a It shall be the responsibility of the receiving office to initiate a completed "Personnel Action Request" on all ~~military~~ ^{IAC} Personnel ~~together with a position description.~~ *(Including details of the allocated position)* In those instances where a candidate can be named, the name will be transmitted for consideration. ~~Form 37-3 and position description will be forwarded to Personnel Headquarters & Headquarters Detachment.~~ *(2)* Upon selection of a candidate, ~~Headquarters~~ ^{Personnel} will obtain Personnel History Statements and will initiate security clearance request. *b* Upon receipt of security clearance the individual will be called to duty by ~~Headquarters Detachment~~ ^{Personnel} and will be assigned to the requesting office. *d* ~~Military Personnel~~ ^{IAC} will not be allowed to work in restricted buildings until they are given a statement by ~~Headquarters~~ ^{Personnel} certifying that all provisions for ~~assignment~~ ^{assignment} have been met.

(5) ~~Transfer of Military Personnel will be handled in the same manner as classified personnel except that an additional copy of 37-3 will be prepared and routed to the Headquarters Detachment. This applies to transfers between funds as well as well as transfers between offices.~~

b Personnel will initiate request for security clearance.

E: Repatriation and intra-agency transfers shall be reported to Personnel and Personnel action request ^{initiated} by the appropriate office.

conduct report.

7. Intra-Agency Transfer Policy.

a. An employee shall not seek reassignment within CIA without the prior written approval of the ^{Chief of Employment Division} Personnel Officer, or ~~the~~ authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. Supervisory personnel shall not interview or seek the transfer of personnel without the written approval described in 5a above.

c. ~~the~~ ^{Agency} ~~service~~ ^{Chief of Employment Division}
d. A transfer involving exigencies of the ~~service~~ will be effected by the ^{Chief of Employment Division} Personnel Officer in coordination with the offices ^{concerned.}

8. Salary Administration.

a. Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b) Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.

(b) **Exceptions:** The policy outlined above does not apply in the following types of Cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, be permitted, at the time he is demoted, to retain one step for each such advancement.

2. Change to lower grade to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Change to lower grade for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees, will also apply to ungraded with respect to: (1) entrance on duty, (2) promotions, (3) change to lower grade, (4) probational appointment, and (5) disciplinary actions. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of satisfactory or higher, will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. On transfers between graded and ungraded positions the salary will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded status will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

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1. Action Request" initiated by the appropriate office.
10% Career Management

a. The career management program of CIA is designed to provide from within the Agency:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify *and be promoted to more* ~~for better~~ *responsible* positions through training and development within CIA.

b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency.

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11. ~~10%~~ Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to ~~the~~ *Personnel Officer* Form No. 37-6, "Personnel Information", when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above, Form No. 38-7, "Personnel Status Report", shall be submitted *Following a change in an employee's* ~~when an employee changes~~ marital status. The original of the form will be routed to ~~the chief~~ *Personnel Officer* and a copy to the Chief, Inspection and Security Staff.

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12.11. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on "Final Payment Clearance Sheet", Form No. 34-30, when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or when being transferred to or from an unvouchered fund status.

b. ~~The Personnel Office~~ will be notified by "Personnel Action Request", at least one week prior to the effective date of the request. Upon receipt of "Personnel Action Request", ~~the Personnel Office~~ will make necessary arrangements for an exit interview and for final clearance. ~~The Personnel Office~~ will direct the employee to Inspection and Security for security clearance and will then obtain the additional required clearance by telephone, obtain the employee's signature and direct the employee to deliver the form to the applicable payroll office, ~~of the Budget Office~~. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The CIA Headquarters and Headquarters Detachment ~~and the Naval Administrative Command~~ will take similar action in the case of Military personnel.

d. The Chief of a field office will:

- (1) De-brief the employee.
- (2) Complete certification blocks "office to which assigned" and "Security Branch".


(3) Obtain employee's signature and forwarding address.

(4) Forward the form to ~~the~~ Personnel Office through established channels.

~~13.12.~~ Personnel Records

a. Personnel records will be maintained by machine records insofar as is practicable and necessary personnel reports will be obtained through these machine records. These records will be adequate for furnishing necessary information for the career management program described in 9 above.

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Captain, USN
Executive

*Checked
NCA*



1. This instruction establishes policies and procedures concerning CDA personnel and establishes the duties and functions of the Personnel Division, Administrative Staff and the Employee Division, Special Support Staff.

STATINTL

3. (include in [redacted] as para. 3.)

Delegations of Authority to Initiate
Personnel Actions:

1. Assistant Directors and Staff Chiefs are authorized to initiate, within established policies, requests for administrative actions performed by the personnel Division resulting in financial obligations. This authority may be redelegated to such additional individuals as may be necessary for good administrative practices.

2. The names of persons authorized to sign personnel actions ^{requests} will be forwarded by the Assistant Directors and Staff Chiefs to the ^{Chief,} Personnel Division or the Chief, Employee Division as appropriate.

~~under: etc~~
Bers also beg for an ~~employee~~ transfer
will be prepared by ~~the~~
the office to which the employee
is being transferred.

add as per 7th

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

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- PREPARATION OF REPLY
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- SIGNATURE
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REMARKS: 1. No legal objection.
2. Note clerical error checked on p. 3.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Executive Registry
0-7634

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

18 November 1949

SUBJECT: Personnel Policies and Procedures

RESCISSIONS: Administrative Instruction No. [REDACTED] dated 17 August 1948,
Administrative Instruction No. [REDACTED] dated 25 March 1947, and
Administrative Instruction No. [REDACTED] dated 11 August 1949.

REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949.

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to only the Agency officials listed below to act on personnel actions (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

Executive

Deputy Executive

Personnel Director

Chief, Administrative Staff

Chief, Personnel Division, Administrative Staff

Chief, Special Support Staff

Chief, Employees Division, Special Support Staff

Designated subordinates of the above listed officials.

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b. **Officials and employees not listed above are prohibited from discussing personnel actions with individuals to whom such actions will apply, without the prior knowledge and approval of the appropriate official listed above. Such approval will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.**

2. **Proselyting**

a. **Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.**

b. **The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.**

c. **It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.**

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3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of Instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

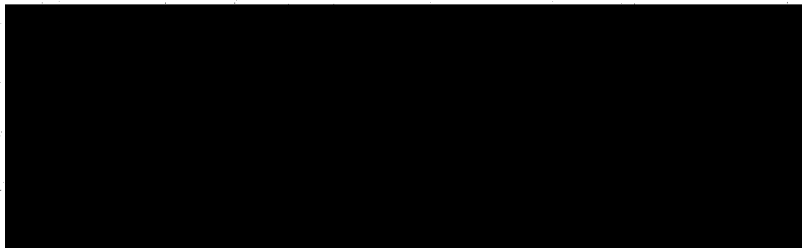
Personnel Division, Administrative Staff

Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.

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4. Congressional Inquiries All inquiries, either written or verbal, from members of the Congress received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparations of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

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5. General Responsibilities of Personnel Divisions Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees.
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.

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j. Establishing and maintaining retention registers for reduction-in-force procedures.

k. Reviewing and acting on all disciplinary actions which are signed and presented by Assistant Directors and Staff Chiefs.

l. (1) Taking final action on personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above.

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Merit and qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

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b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administrative of this policy.

7. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

8. Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. As a result, our personnel program,

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including position classification, appointment, promotion, etc., is carried out within the Agency without Civil Service Commission review.

b. However, the Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

c. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

9. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission. However, positions are filled in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

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(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.)

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit a Recruitment Request (Form No. 37-8) in the original and three copies to the Personnel Division as a requisition to fill an authorized vacancy. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the

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office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Federal Employment (Standard Form 57) and a Personal History Statement (Form No. 38-1) will be obtained by the Personnel Division and forwarded with a Referral Sheet (Form No. 37-9) to the appropriate office. If the office is interested, it will indicate the position to which the individual will be assigned.

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall rest with the appropriate Assistant Director or Staff Chief. However, the Personnel Chiefs may refer to the Executive rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

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(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Executive or the Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) Status of security clearance of prospective employees will be obtained from the Inspection and Security Staff only by the Personnel Division.

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10. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position GS-7, or above. Incumbent of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.
- (4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.
- (5) Evidence of an efficiency rating as follows:
GS-4, equivalent, and below - Good or better for six months preceding promotion

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GS-5 through GS-13 or equivalent - Very Good or

Excellent for six months preceding promotion

GS-14 and above - Excellent for one year preceding promotion

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	GPC	Time in Grade
1	1	
2	2	3 months
3	3	
	4	
4	5	
5	6	6 months
6	7	
7	8	
8	9	9 months
	10	
9		
10		12 months
11		15 months
12		18 months
13		21 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph 6 above.

e. A request from a field station for a promotion must be accompanied by a Position Description (Standard Form 75) prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

- (1) Factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has twelve months of service without an equivalent increase in pay for grades GS-10 and below or eighteen months service for grades GS-11 and above. In addition the

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employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

11. Intra-Agency Transfer Policy

a. A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred.

12. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office.

13. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

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(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b). Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower

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grade and in any higher grades previously held.

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational

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appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

14. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

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b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

15. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information (Form No. 37-6) when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 38-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, Inspection and Security

16. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to or from an unvouchered fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date

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of the request. Upon receipt of the Personnel Action Request Division the Personnel will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

- (1) De-brief the employee.
- (2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".
- (3) Obtain employee's signature and forwarding address.
- (4) Forward the form to the Personnel Division through established channels.

17. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

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

DISTRIBUTION: A.

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PERSONNEL DIRECTOR _____ DATE _____
I do (not) concur

BUDGET OFFICER _____ DATE _____
I do (not) concur

CHIEF, SPECIAL SUPPORT STAFF _____ DATE _____
I do (not) concur

CHIEF, ADMINISTRATIVE STAFF _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, SSS _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, ADMIN. STAFF _____ DATE _____
I do (not) concur

GENERAL COUNSEL _____ DATE 22 Nov 69
I do (not) concur

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Inspection + Security Staff _____

UNCLASSIFIED		RESTRICTED		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)						K	
CENTRAL INTELLIGENCE AGENCY						Executive Registry	
OFFICIAL ROUTING SLIP						0734	
TO		INITIALS		DATE			
1	Exec Director	J		16 Aug			
2	Deputy Director	H/O		17 Aug			
3	Director	R/S		17 Aug			
4	Exec for A&M						
5							
FROM		INITIALS		DATE			
1	Exec for A&M	W/S		16 Aug			
2	[REDACTED]						
3	[REDACTED]	=		16 Aug 48			
<input checked="" type="checkbox"/>	APPROVAL	<input type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	SIGNATURE		
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	RETURN		
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	PREPARATION OF REPLY	<input type="checkbox"/>	DISPATCH		
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	RECOMMENDATION	<input type="checkbox"/>	FILE		
<p>REMARKS: This instr will bring us up to date on personnel action policy & will do away with several previous publications on the subject. W/S</p>							
SECRET		CONFIDENTIAL		RESTRICTED		UNCLASSIFIED	
FORM NO. 30-4 SEP 1947							

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17
16 Aug. 48

ADMINISTRATIVE INSTRUCTION

STATINTL

SUBJECT: Personnel Policies and Procedures

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*list
of
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amend.
prev. lines*

(This rescinds Administrative Instructions [redacted], dated 31 October 1946; [redacted] and Amendment No. 1, dated 13 December 1946 and 10 October 1947 respectively; [redacted] and Amendment No. 1, dated 24 April 1947 and 2 September 1947 respectively; [redacted] dated 4 December 1947; and [redacted] dated 30 June 1948. ~~This also rescinds Memorandum dated 4 February 1947, Subject: Policy Governing Classification of Positions in CIG, to the Assistant Directors of all Offices and Chief of Coordinating and Planning Staff.~~)

1. Personnel Branch Responsibilities

a. The Personnel Branch, A&M, is responsible for performing the following functions with respect to procurement, processing, position classification and termination of personnel:

- (1) Maintaining a ^{current record} ~~list~~ of authorized vacancies and approved requisitions.
- (2) Establishing priority ^{inv for} ~~of~~ recruitment on an agency-wide basis.
- (3) Maintaining constant contact with potential recruitment sources. ~~(Only the Personnel Branch, A&M, will establish such contacts for procurement purposes.)~~
- (4) Contacting and negotiating with individual applicants for employment.
- (5) Coordinating with the Executive for Inspection and Security ^{in connection with} ~~for the purpose of~~ initiating and expediting security clearance for prospective employees.
- (6) Finally approving all personnel actions for grades P-5, CAF-12 and below. Grades P-6, CAF-13 and above

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require the ^{approval} ~~concurrence~~ of the Executive Director or in his absence the Executive for Administration and Management.

- (7) Classification and allocation of positions to appropriate service, grade and class, and for determining rates of pay applicable to positions not subject to the provisions of the Classification Act.
- (8) Processing all personnel actions including appointments, intra-agency transfers, promotions, demotions, within-grade promotions, and separations.
- (9) Providing an employee relations program to protect and stimulate employee interest and to serve as a medium for management-employee relationships.
- (10) All disciplinary action will be considered and acted upon by the Personnel Branch, based upon written charges prepared by the operating agency and signed by the Assistant Director or Staff ^{Chief} ~~Head~~ concerned.
- (11) Establishing and operating a testing and training program to improve the selection and performance of employees.
- (12) Maintaining liaison with the Dept. of State and the armed forces for the purpose of supporting ^{administratively} ~~administratively~~ ^{detail} ~~assigned~~ IAC personnel. ~~All contacts relative to such personnel will be made through this Branch.~~
- (13) Providing a comprehensive medical program to insure the health and physical well-being of all employees.

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b. The Personnel Branch, A&M, performs constant liaison with the Civil Service Commission on all matters requiring Civil Service approval, such as classification of positions, efficiency ratings, certification of employees from Civil Service registers, etc.

2. Basis for Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for insuring against personnel actions affecting individuals under their supervision which are not based purely on relative merit. Emphasis on relative merit extends throughout all personnel matters, including: procurement, assignment to duty, promotions, work allocations, leave determinations, etc. Merit shall be considered as including: demonstrated ability, personal industry, integrity, loyalty, comparative length of service, ~~promptness of action~~ and comparative general efficiency.

b. ^{Supervisory Personnel} Each Assistant Director and Staff Chief must become so thoroughly familiar with the personnel of ^{under their jurisdiction} his organization and their utilization that ^{they will} ~~he will~~ recognize any contrary tendency and take appropriate action immediately.

3. Policies for Appointment

a. All CIA positions are filled under "Schedule A" authority ~~and as such are filled~~ by direct recruitment rather than by certification from the Civil Service Commission. However, all positions are filled in accordance with established Civil Service procedures.

b. The following policy is established for effecting appointments to fill vacant positions:

- (1) Individuals without prior Government service will be given an excepted appointment under "Schedule A" and will be required to serve the first full year of service in a trial period status.

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- (2) Individuals with prior Government service who have served under war service or excepted appointments will be given an excepted appointment under "Schedule A" and will be required to serve the first six months of service in a trial period status.
- (3) Individuals with Civil Service status will be appointed by transfer or reinstatement to positions without any time limitation or trial period.

c. During the trial period the employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period, an employee will be terminated if his services ^{do not meet Agency standards.} are unsatisfactory. Employees with veteran's preference or Civil Service status will be accorded all rights and privileges granted them under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations.

4. Promotion Policies

a. Civilian employees may be promoted to higher grades subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualification of the individual for the vacancy.
- (3) Proven and demonstrated ability to perform the duties ~~of the position of the next higher grade for a minimum period of ninety days.~~ This statement does not constitute a barrier to ^{promotion of} individuals whose positions have been reclassified to higher grades. The ninety day period!

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in positions classified at grades CAF-7 or P-2 and above.

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add 4 a - (4)

In order that the employee may receive credit for the ~~90 day~~ ^{demeritation} period the office concerned will submit Form 37-3 to the Personnel Branch indicating the date the employee is detailed to a ~~higher~~ position classified at a higher grade.

This does not constitute a barrier to promotion of individuals whose positions have been reclassified to

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outlined herein should be covered by a memorandum of detail placed in the employee's file at the beginning of such period.

(4) A "Very" Good or ^{better} "Excellent" efficiency rating for the preceding six-month period, with the exception of promotions to grades P-7, CAF-14 and above, which require an "Excellent" efficiency rating for the preceding twelve-month period.

~~(5) A previous record of steady advancement.~~

b. Promotions are limited to one grade except in those cases where no intermediate grade has been established.

~~c. Each Assistant Director and Staff Chief should, in accordance with this policy, provide an opportunity for advancement of all employees under his jurisdiction based upon ^{adequate} personal knowledge of the capabilities of his employees.~~

d. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

P	SP	CAF	CPC	Time in Grade
	1	1	1	3 months
	2	2	2	
	3	3	3	
	4	4	4	
1	5	5	5	6 months
	6	6	6	9 months
2	7	7	8	
	8	8	9	
		9	10	12 months
		10		15 months
		11		18 months
		12		21 months
		13		24 months
		14		24 months

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d. Promotions for personnel ^{paid from} ~~on~~ unvouchered funds ^{is} ~~is~~ covered by separate instructions.

5. Intra-Agency Transfer Policy

a. Employees may not seek reassignment within CIA without the prior written approval of the Chief, Personnel Branch, ~~and~~, or his authorized representative. Such approval will be based upon the recommendation of the appropriate Assistant Director or Staff Chief.

b. ^{Supervisory Personnel} ~~Assistant Directors and Staff Chiefs~~ may not interview or seek the transfer of personnel ~~until such employee presents the~~ ^{without} written approval described in 5a above.

6. Appointment Processing Procedures

a. The following procedures are established for the processing of ~~an~~ individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs will transmit *Recruitment Request* Form No. 37-8 in duplicate to the Personnel Branch as ~~a~~ requisition to fill authorized vacancies and ^{Personnel Action Request} forward Form No. 37-3 in quadruplicate to the Personnel Branch as ~~a~~ requisition for actual employment of ^{an} the individual selected. *Insert (over)*

(2) ^{Personal History Statement Form No.} (a) Forms No. 57 and 38-1 will be obtained by the Personnel Branch and will be forwarded to appropriate offices within CIA. If interested, the office will indicate to the Personnel Branch the position to which the individual will be assigned. Final selection or rejection, above grade CAF-5, will rest with the appropriate Assistant Director or Staff Chief.

However, the chief, Personnel Branch will refer to the Eyer for AD M any ~~in~~ which he believes [REDACTED] is not warranted.

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preceding

~~3A-(5)~~ For a period of 6 months ~~preceding~~ ^{or better} the promotion:

A Good ^{or better} Efficiency Rating for grade up to CAF 4 and equivalent; Very Good or Excellent ^{E/R} for grades CAF 5 to 13 ~~and~~ or equivalent. For Grades CAF-14, P-7 and above an excellent E/R is required.

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- (b) Final authority for the selection and assignment of employees, ^{and wage rates} grade CAF-5, ~~and~~ equivalent grades/and below, rests with the ^{Chief,} Personnel Branch and consequently such cases are not referred to Assistant Directors or Staff Chiefs for action. ~~The Personnel Branch will determine the suitability of qualifications.~~ ⁽⁴⁾ All personnel assignments are subject to the ^{Security approval} concurrence of the Executive for I & S.
- (3) Upon the receipt of Form No. 37-3, the Personnel Branch will make an offer of employment to the individual ^{subject to satisfactory security clearance,} concerned, ^{and} upon indicated acceptance will initiate action for security clearance. ^{Under no circumstances will either grade or salary be specifically included in the offer.}
- (4) The Personnel Branch will notify the office concerned of the failure of individuals to receive security clearance and will take appropriate action to inform the individual of his rejection.
- (5) The Executive for Administration and Management, or the Chief, Personnel Branch, will contact all individuals (including ^{details} ~~assigned~~ IAC personnel) relative to entrance on duty. Individuals assigned to personnel pools will be instructed to report for duty in the various offices by the Chief, Personnel Branch, following security clearance. Each individual, including assigned IAC personnel, reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Chief, Personnel Branch,

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stating that such individual has been fully cleared and is assigned ~~to him~~ for duty. A copy of this notice ^{will be} furnished the Executive for Inspection and Security. In extraordinary circumstances, the Executive for Administration and Management may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. *No individual will be accepted for duty without such notice.*

7. Promotion Processing Procedures

a. Assistant Directors and Staff Chiefs will forward Form No. 37-3 to the Personnel Branch. ~~This request for promotion action must contain sufficient information to indicate compliance with the policies defined in paragraph 4 above. Each recommendation for promotion will be subject to desk audit, and job sheet of record will not be used by the incumbent as justification.~~

b. Requests from field stations for promotion ^{AND PROMOTION CASES} ~~and/or reassignment~~ ^{which include REASSIGNMENT} must be accompanied by an employee-prepared position description which outlines ^{of the Higher Grade} ~~present~~ duties and responsibilities together with the remarks and certification of the immediate supervisor. The position description should include:

- (1) An original, objective, concrete and factual word picture of the job being performed.
- (2) The degree of difficulty and responsibility inherent in the position.
- (3) The nature and extent of supervision and of independent judgments and decisions exercised by the incumbent.
- 7 (4) In promotion cases, the ~~nature and degree of increased responsibilities.~~

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- c. After review of all factors by the Personnel Branch, proper disposition of the case will be made.

8. Salary Administration

Regular full-time employees and temporary employees of CIA with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

a. Entrance on Duty Salary.

- (1) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, reemployment, reappointments and reinstatements are not new appointments within the meaning of this regulation.)
- (2) Employees appointed by transfer, reinstatement or reemployment to a position of the same grade will be permitted to retain periodic pay increases previously received.
- (3) Employees appointed by transfer, reinstatement, or reemployment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in ~~that~~ ^{appointment} grade ~~and~~ ^{and} or higher grades.

b. Determining Salary in Case of Promotion

- (1) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

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- (2) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

c. Determining Salary in Case of Change to Lower Grade.

- (1) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held.
- (2) Exceptions: The policy outlined above does not apply in the following type of cases:
 - (a) Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will, at the time he is demoted, be permitted to retain one step for each such advancement.
 - (b) Change to lower grade to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

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(c) Change to lower grade for disciplinary reasons.

If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted, in the absence of specific provision to the contrary.

9. Within-Grade Promotions

a. An employee occupying a classified position may be advanced to the next higher rate within his grade, provided that he has twelve months of service for grades P-3, CAF-10 and below or has eighteen months service for grades P-4, CAF-11 and above. In addition, the employee must have a current efficiency rating of "good" or better.

b. The Chief, Personnel Branch, is responsible for keeping records to determine when employees are eligible for within-grade promotions. Prior to the actual salary increase, the Chief, Personnel Branch, will send ^{rating} Form No. 37-105 to the employee's immediate supervisor for certification that the employee's conduct is satisfactory. Determination will also be made that the efficiency rating is appropriate.

c. Provisions exist for the advancement by step promotions for personnel occupying positions not subject to the provisions of the Classification Act.

10. Assignment of IAC Detailed Personnel

¹⁰ a. It shall be the responsibility of the receiving ~~Branch or Of-~~
^{or Staff Section} fice to initiate a completed Form 37-3 on all assigned IAC personnel prior to entrance on duty. The 37-3 (3 copies) shall be accompanied by Personal History Statement (2 copies).

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b. The Personnel Branch will initiate request for security clearance.

c. Separations and Intra-Agency transfers of IAC personnel will be reported to Personnel Branch by Form 37-3, initiated by the appropriate office.

11. Termination

a. ~~Assistant Directors~~ ^{Offices} and Staff ~~Chiefs~~ ^{Sections} will complete Form No. 37-3 for employees under their jurisdiction who have submitted resignations, stating the reason therefor, together with any explanation ^{or suggestion} which may help to prevent the loss of the employee, and forward the completed form to the Chief, Personnel Branch, at least two weeks in advance of the separation date. Upon receipt of Form No. 37-3, the Personnel Branch, after pre-exit interview, in instances in which the employee still wishes to resign, will prepare ^{Clearance} Form No. 34-30 indicating thereon the routing to be followed for clearance.

12. Disputes and Appeals

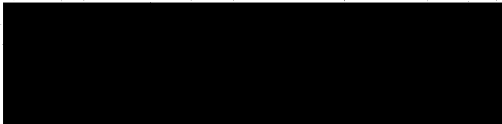
a. Cases involving disagreement between the Personnel Branch and Assistant Directors or Staff Chiefs will be referred by the Personnel Branch to the Executive for Administration and Management.

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Special
12. *Personnel policies and procedures covering for personnel paid from unvouchered funds are covered by separate instructions. Where practicable the policies stated in this instruction will govern.*

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OK
by

For info:
We try to avoid quoting

Form numbers when feasible +
contact with clarity or familiarity

Reason - if form is changed
the regulation must be changed also

In the case of reviewed
actions we can protect the numbers -
better than most cases - however we
are right now working on consolidation
of Form 32 + The PHS - and some others -

JWG

Looks good if we now.

DC
18 Nov

C O N F I D E N T I A L

Executive Registry
7945

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

9 December 1949

25X1A

SUBJECT: Personnel Policies and Procedures

25X1A

RESCISSIONS: Administrative Instruction [REDACTED] dated 17 August 1948
Administrative Instruction [REDACTED] dated 25 March 1947
Administrative Instruction [REDACTED] dated 11 August 1949

25X1A

REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this instruction to the Agency officials listed below to take implementing action on personnel actions recommended by Assistant Directors and Staff Chiefs (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

- Executive
- Deputy Executive
- Personnel Director
- Chief, Administrative Staff
- Chief, Personnel Division, Administrative Staff
- Chief, Special Support Staff
- Chief, Employees Division, Special Support Staff
- Designated subordinates of the above listed officials

b. Officials and employees not listed above should not discuss personnel actions with individuals to whom such actions will apply without prior clearance from the appropriate official listed above. Such clearance will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

c. No appointment in or promotion to grades GS-16 and above will be made without the prior approval of the Director personally.

C O N F I D E N T I A L

C O N F I D E N T I A L

2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

d. In connection with the above, there is no objection to the officials listed in paragraph 1a above contacting any other agency, when desired by Assistant Directors or Staff Chiefs, to ascertain whether a specific individual can be made available for employment by CIA and, if no objection is made, to arrange for appropriate interviews and security checks within CIA prior to actual separation of such individual from his current employment. ✓

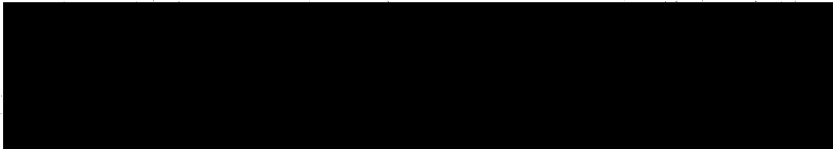
3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

Personnel Division, Administrative Staff
Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.



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C O N F I D E N T I A L

4. Inquiries

All inquiries either written or verbal, from the White House, members of the Congress, or Committees of national political parties received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

5. General Responsibilities of Personnel Divisions

Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees, to meet the stated requirements of recommendations of Assistant Directors and Staff Chiefs concerned, or mandatory provisions of law and government regulations. ✓
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.
- j. Establishing and maintaining retention registers for reduction-in-force procedures.
- k. Taking implementing action on all disciplinary actions which are recommended in writing by Assistant Directors and Staff Chiefs. ✓

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C O N F I D E N T I A L

C O N F I D E N T I A L

1. (1) Taking implementing action on recommended personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned. ✓

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. (See paragraph 1c re actions involving grades GS-16 and above. The Executive will make recommendations to the Director in each such case.)

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

7. Merit and Qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs, and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other applicants and employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administration of this policy.

8. Initiation of Personnel Actions

A. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such

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C O N F I D E N T I A L

Executive Registry
0-7945

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [redacted]

6 December 1949

25X1A

SUBJECT: Personnel Policies and Procedures

25X1A

RESCISSIONS: Administrative Instruction No. [redacted] dated 17 August 1948,
Administrative Instruction No. [redacted] dated 25 March 1947,
Administrative Instruction No. [redacted] dated 11 August 1949.

REFERENCE: General Order [redacted] (Revised), dated 5 October 1949.

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to ~~only~~ the Agency officials listed below to act on personnel actions (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

John [redacted] implementing

*recommended by
asst Directors &
staff chiefs*

- Executive
- Deputy Executive
- Personnel Director
- Chief, Administrative Staff
- Chief, Personnel Division, Administrative Staff
- Chief, Special Support Staff
- Chief, Employees Division, Special Support Staff
- Designated subordinates of the above listed officials.

b. Officials and employees not listed above ~~are prohibited~~ *should not* from discussing personnel actions with individuals to whom such actions will apply, without ~~the~~ *clearance from* prior knowledge and approval ~~of~~ *clearance* of the appropriate official listed above. Such approval will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

c. No appointment in or promotion to grades GS-16 and above will be made without the prior approval of the Director personally.

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2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

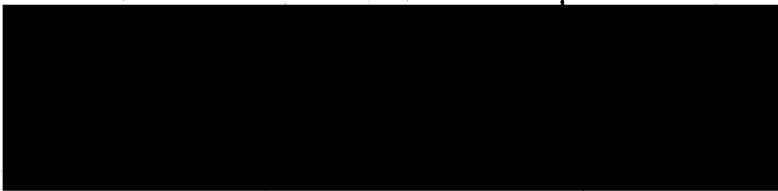
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a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of Instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

Personnel Division, Administrative Staff
Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.



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C O N F I D E N T I A L

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All inquiries, either written or verbal, from the White House, members of the Congress, or Committees of National Political Parties received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

5. General Responsibilities of Personnel Divisions

Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees, *To meet the stated requirements or recommendations of Asst. Directors and Staff Chiefs concerned, by mandatory provisions of law and government regulations.*
- b. Assisting the Personnel Director to establish qualification standards for all positions. *?*
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.
- j. Establishing and maintaining retention registers for reduction-in-force procedures.
- k. *Taking implementing action*
~~Reviewing and acting~~ on all disciplinary actions which are signed and presented by Assistant Directors and Staff Chiefs. *recommended in writing* *?*

C O N F I D E N T I A L

C O N F I D E N T I A L

1. (1) Taking ^{implementing} final action on ^{recommended} personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. (See paragraph 1c re actions involving grades GS-16 and above. The Executive will make recommendations to the Director in each such case.)

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

7. Merit and Qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs, and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other applicants and employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administration of this policy.

8. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such

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individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

9. Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. Our personnel program, including position classification, appointment, promotion, etc., is carried out within the Agency without prior Civil Service Commission review. The Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

b. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

10. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission, but in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

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c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.) Under certain conditions, it is possible for employees to achieve permanent Civil Service status while serving in this Agency. The Standard Civil Service regulations will be followed in each instance, after initial clearance has been received from the Personnel Relations Branch, Personnel Division.

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit Recruitment Requests in the original and three copies to the Personnel Division as requisitions to fill authorized vacancies. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Employment and a Personal History Statement will be obtained by the Personnel Division and forwarded with a Referral Sheet to the appropriate office. After careful review, the file will be returned to the Personnel Office with request for personnel action or reason for rejection.

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall normally rest with the appropriate Assistant Director or Staff Chief, subject to qualifications review by the Personnel Divisions. The Personnel Chiefs may refer to the Executive through the Personnel Director, acceptance or rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

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(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive or the Personnel Director may give verbal authorization for entrance on duty after assuring that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

11. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position GS-7, or above. Incumbents of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

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(4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date ~~the~~ employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.

(5) Evidence of an efficiency rating as follows:

(a) GS-4, equivalent, and below - Good or better for six months preceding promotion.

(b) GS-5 through GS-13 or equivalent - Very Good or Excellent for six months preceding promotion.

(c) GS-14 and above - Excellent for one year preceding promotion.

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	CPC	Time in Grade
1	1	3 months
2	2	
3	3 4	
4	5	6 months
5	6	
6	7	9 months
7	8	
8	9	
	10	
9		12 months
10		15 months
11		18 months
12		21 months
13		24 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph 9 above.

e. A request from a field station for a promotion must be accompanied by a Position Description prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

- (1) Factual description of the work being performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has 52 weeks of service without an equivalent increase in pay for grades GS-10 and below or 78 weeks service for grades GS-11 and above. In addition the employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

12. Intra-Agency Transfer Policy

A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred. The Personnel Division will coordinate with the I&S Staff where appropriate.

13. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

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c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office. The Personnel Division will coordinate with the I&S Staff where appropriate.

14. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b) Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position he will be compensated at the lowest rate of such higher grade which exceeds his existing rate of compensation by not less than one-step increase of the grade from which promoted.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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C O N F I D E N T I A L

C O N F I D E N T I A L

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held. If the employee's salary in the lower grade is within a one-step range of his former rate he will be compensated at the step in the lower grade which is nearest his present salary.

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded employees with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded

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service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

15. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

16. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information Report (Form No. 37-6) with copy to I&S Staff when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 38-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, I&S Staff.

17. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to

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C O N F I D E N T I A L

or from confidential fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date of the request. Upon receipt of the Personnel Action Request the Personnel Divisions will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

- (1) De-brief the employee and secure all identification or credentials issued by CIA.
- (2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".
- (3) Obtain employee's signature and forwarding address.
- (4) Forward the form to the Personnel Division through established channels.

18. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

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

DISTRIBUTION: A.

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C O N F I D E N T I A L

STATINTL

STANDARD FORM NO. 64

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

Att [Redacted] *Series*

STATINTL

TO : [Redacted]
FROM : Deputy Executive
William J. Kelly
SUBJECT: Personnel Officer

DATE: 7 June 1949

It has come to the attention of this office that various members of the administrative offices of some of our operating branches have been contacting Security directly, relative to the status of individuals who are in process for their office.

It has been our understanding that any contacts with the Security Office relative to security clearances would be made through an authorized representative in this office.

It has also been the understanding of this office that such information would not be passed out to the administrative offices of the branches by Security. In some cases of late, the operating branch has received word of full clearance by phone prior to receipt of the written clearance in this office. Inasmuch as necessary procedure sometimes requires two or three days before the person actually enters on duty in the branch, the above mentioned practice has resulted in the administrative offices calling this office and questioning the delay in arrival of the individual concerned.

To avoid both the unnecessary phone calls to this office and to the Security Office, it is requested that a policy statement on this matter be published for the education of the administrative offices as well as the Security Office. The establishment of this practice will also preclude the possibility of an unauthorized individual working on classified assignments. The matter was discussed with [Redacted] of I&S, who indicated that he knew of no written authority by which he could refuse to give this information directly to the branches. However, he felt that it would be definitely advantageous to handle such business only through the Personnel Office since this procedure would avoid many unnecessary phone calls to the Security Office. [Redacted] was advised that steps would be taken to clarify the situation.

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Management Offices
Please Dept an
appropriate change to
to keep these matters
in Personnel channels

[Redacted]

WJ
9 Jun **RESTRICTED**

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CONFIDENTIAL



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25X1A

To: Chief, W&S Staff
Personnel Director
From: Executive

12 December 1949



Series

25X1A

Subject: Personnel Security Clearance

Reference: Administrative Instruction

1. Policies covering intra-agency personnel transfers require coordination between the I&S Staff and the Personnel Divisions in connection with security considerations and requirements.

2. It is requested that you arrange, through the Chiefs of the Administrative and Special Support Staffs, for the preparation of a written agreement covering:

a. Specific categories of transfer actions, under policies referred to above, which will require clearance from the I&S Staff prior to effecting actual transfer of individuals concerned.

b. The exercise of good judgment in determining whether I&S Staff prior clearance is essential in connection with any individual transfer action not specifically covered by "a" above.

3. A copy of the agreement arrived at is desired by the Executive.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



Captain, USN
Executive

Copies to:
Chief, Adminis. Staff
Chief, Special Support Staff
Management Officer ✓

CONFIDENTIAL

12/13

CONFIDENTIAL

Personnel Director
Chief, Inspection and Security Staff
Executive

6 December 1949

25X1A

Administrative Instruction [REDACTED]

25X1A

1. Paragraphs 12 and 13e of Administrative Instruction No. [REDACTED] have been approved as follows:

"12. Intra-Agency Transfer Policy

A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred. The Personnel Division will coordinate with the I&S Staff where appropriate.

"13. Assignment of IAC Personnel

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office. The Personnel Division will coordinate with the I&S Staff where appropriate."

25X1A

2. It is desired that your offices coordinate to assure that proper clearance is requested and furnished in all cases requiring such action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Captain, USN
Executive

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STANDARD FORM NO. 64

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Management Officer

DATE: 29 November 1949

25X1A

FROM : Acting Budget Officer

SUBJECT: Attached Draft of Administrative Instruction [REDACTED], Entitled, "Personnel Policies and Procedures", dated 18 November 1949.

1. After careful review the subject draft is returned with but one recommendation, viz, that provision be made to require documenting of details of personnel from one T/O location to another.

2. The Budget Staff controls personal services funds and prepares financial requirements to be included within the agency budget request for this object on the basis of issued Tables of Organization. To assure validity and accuracy of such control and presentation, records are maintained of the manner in which various position slots within issued Tables of Organization are being utilized. Recent review by analysts with Administrative Officers of actual position occupancy has reflected many instances in which the actual position occupancy was at considerable variance with the issued Table of Organization. It would appear that unless details of personnel are properly documented the advantage of the T/O procedure as a control of personal services expense can be seriously affected.

3. Accordingly, it is recommended that the subject Instruction require that details of personnel for periods of over five (5) working days to activities other than appropriate to the T/O position slots to which they are charged be documented by the origination of a personnel action and that such details be limited to 90 days. Appropriate personnel officers may be given the authority to issue extensions upon the basis of justification as submitted by the operating unit.

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Attachment

*Disapproved by
Dep. Sec. 30 Nov 49 -
RM*

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Budget Office

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ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

18 November 1949

25X1A

SUBJECT: Personnel Policies and Procedures

REVISIONS: Administrative Instruction [REDACTED] dated 17 August 1948,
Administrative Instruction [REDACTED] dated 25 March 1947, and
Administrative Instruction [REDACTED] dated 11 August 1949.

25X1A

REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949.

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to only the Agency officials listed below to act on personnel actions (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

Executive

Deputy Executive

Personnel Director

Chief, Administrative Staff

Chief, Personnel Division, Administrative Staff

Chief, Special Support Staff

Chief, Employees Division, Special Support Staff

Designated Subordinate of the above listed officials.

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b. Officials and employees not listed above are prohibited from discussing personnel actions with individuals to whom such actions will apply, without the prior knowledge and approval of the appropriate official listed above. Such approval will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

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3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of Instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

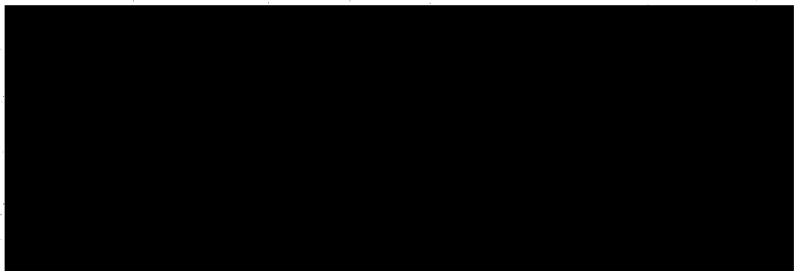
Personnel Division, Administrative Staff

Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.

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4. Congressional Inquiries All inquiries, either written or verbal, from members of the Congress received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparations of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

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5. General Responsibilities of Personnel Divisions Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees.
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the IAS Staff relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.

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j. Establishing and maintaining retention registers for reduction-in-force procedures.

k. Reviewing and acting on all disciplinary actions which are signed and presented by Assistant Directors and Staff Chiefs.

l. (1) Taking final action on personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above.

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Merit and qualifications of individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

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b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administrative of this *administration* policy.

7. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

8. Relations with the Civil Service Commission

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a. The Classification Act of 1949 exempts the CIA from its provisions. As a result, our personnel program,

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including position classification, appointment, promotion, etc., is carried out within the Agency without Civil Service Commission review.

b. However, the Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

c. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

9. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission. However, positions are filled in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first

two full years

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

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(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.)

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit a Recruitment Request (Form No. 37-8) in the original and three copies to the Personnel Division as a requisition to fill an authorized vacancy. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the

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office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Federal Employment (Standard Form 57) and a Personal History Statement (Form No. 38-1) will be obtained by the Personnel Division and forwarded with a Referral Sheet (Form No. 37-9) to the appropriate office. If the office is interested, it will indicate the position to which the individual will be assigned.

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall rest with the appropriate Assistant Director or Staff Chief. However, the Personnel Chiefs may refer to the Executive rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

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(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) The Executive or the Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) Status of security clearance of prospective employees will be obtained from the Inspection and Security Staff only by the Personnel Division.

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10. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

(1) Existence of a suitable vacancy.

(2) Complete qualifications of the individual for the vacancy.

(3) Completion of 90 day detail period to position GS-7, or above. Incumbent of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position.

No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.

(4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.

(5) Evidence of an efficiency rating as follows:
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GS-4, equivalent, and below - Good or better for six months preceding promotion

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GS-5 through GS-13 or equivalent - Very Good or
 Excellent for six months preceding promotion
 GS-14 and above - Excellent for one year preceding
 promotion

b. Promotions are limited to one grade except in cases
 where no intermediate grades ^{or positions in the unit involved} have been recognized.

c. After considering all the factors indicated above, the
 recommending and approving authorities will use the following
 table as a guide in determining appropriate time in grade for
 promotion purposes:

GS	GFC	Time in Grade
1	1	3 months
2	2	
3	3 4	
4	5	6 months
5	6	
6	7	9 months
7	8	
8	9	
	10	
9		12 months
10		
11		15 months
12		18 months
13		21 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph 6 above.

e. A request from a field station for a promotion must be accompanied by a Position Description (Standard Form 75) prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

(1) Factual description of the work being^{to be} performed.

(2) A statement of degree of difficulty and responsibility inherent in the position.

(3) An^{outline} account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has ^(57 weeks) ~~(twelve)~~ months of service without an equivalent increase in pay for grades GS-10 and below or ^{Seventy Eight Weeks} ~~(eighteen months)~~ service for grades GS-11 and above. ^{as amended 70-28-49. -- Provide for} In addition the

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employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

11. Intra-Agency Transfer Policy

a. A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred.

12. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office.

13. Salary Administration

a. Regular full-time employees and temporary employees of the Agency [with a regular tour of duty] compensated on a per annum basis will be paid in accordance with the following policies

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(1) Entrance on Duty Salary

in the Executive Br?

(a) [New] appointments will be made at the base salary of the grade. ^{except where employees previously have been employed at} [Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.]

(b). Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain ^{salary} [periodic pay increases] previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

*Comments: 1. to be done by 10/1/50
2. to be done by 10/1/50
3. to be done by 10/1/50
4. to be done by 10/1/50
5. to be done by 10/1/50
6. to be done by 10/1/50
7. to be done by 10/1/50
8. to be done by 10/1/50
9. to be done by 10/1/50
10. to be done by 10/1/50*

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position, he must be compensated at the base of the grade if the entrance salary exceeds any he has previously earned in the Federal Service.

(b) [When] an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to ^{prevent payment} allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower

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grade and in any higher grades previously held.

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational

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appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

14. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

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b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

15. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information (Form No. 37-6) when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 38-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, Inspection and Security

16. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to or from an unvouchered fund status.

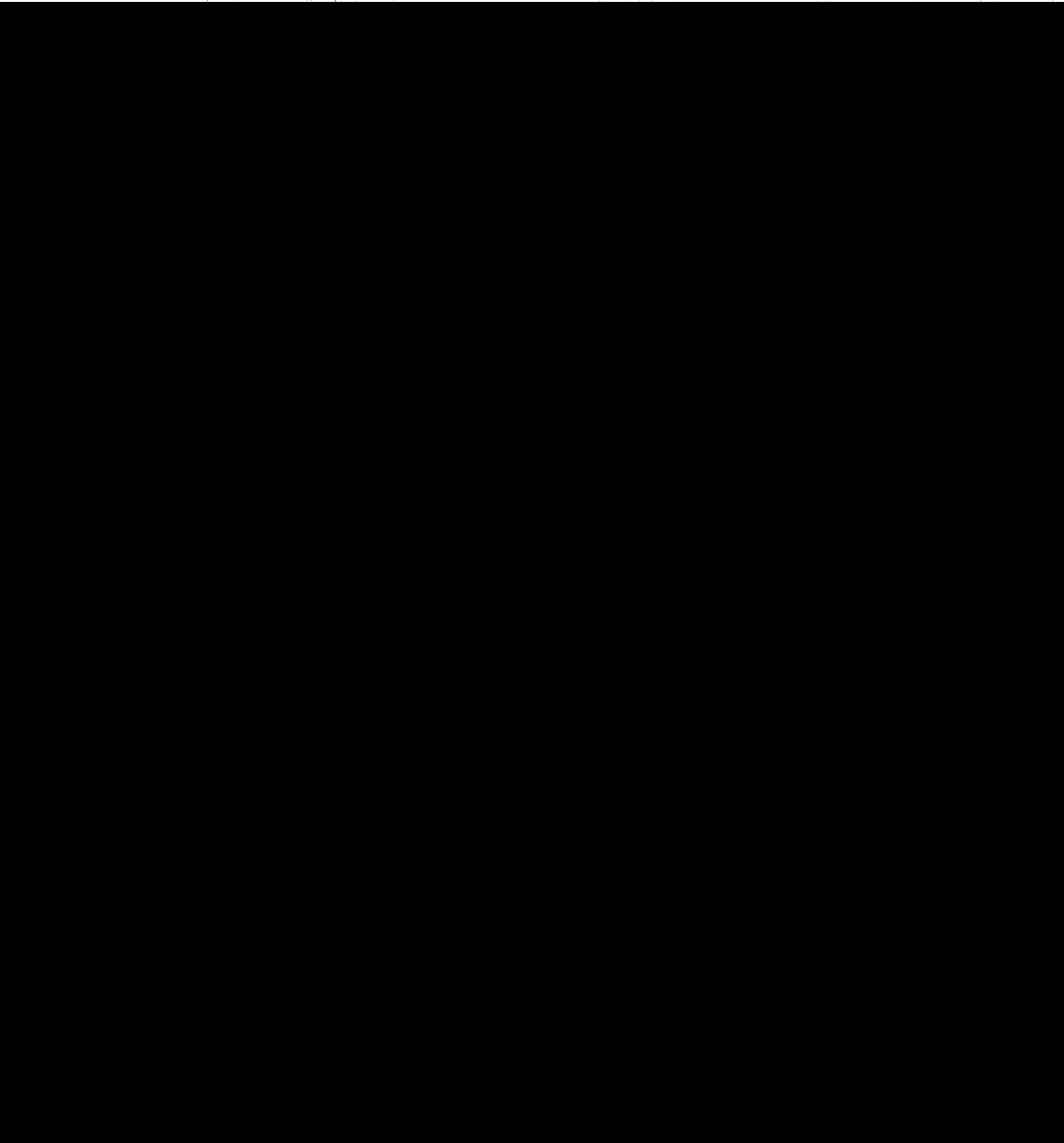
b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date

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of the request. Upon receipt of the Personnel Action Request the Personnel ^{Division} will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

(1) De-brief the employee.

(2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".

(3) Obtain employee's signature and forwarding address.

(4) Forward the form to the Personnel Division through established channels.

17. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

10/10 10/11 10/12 10/13 10/14

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

BUDGET OFFICE

DISTRIBUTION: A.

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PERSONNEL DIRECTOR _____ DATE _____
I do (not) concur

BUDGET OFFICER _____ DATE _____
I do (not) concur

CHIEF, SPECIAL SUPPORT STAFF _____ DATE _____
I do (not) concur

CHIEF, ADMINISTRATIVE STAFF _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, SSS _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, ADMIN. STAFF _____ DATE _____
I do (not) concur

GENERAL COUNSEL _____ DATE _____
I do (not) concur

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BUDGET OFFICE

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :
FROM :
SUBJECT:

DATE:

11. subject to concurrence by Chief I & S.

12(e) I & S will ~~be notified of separations and~~
concur on transfers and will
be notified on separations.

15(a) - - - when an employee: "with a copy to I & S"

16(c) (1) Do brief the employee and secure all identity
or credentials issued by CIA.

Para 5 k with D & S
Exclusive liaison relative to personnel
actions involving security checks & clearances

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Note Para 6 be re integrity loyalty.
(Provided for in D & S responsibilities in [redacted])

Para 10 Reassignments involving transfers
will have security clearance

Para 14 Should cover D & S participation
in separations of DC persons

Para 16c Should provide for D & S matters
Security Dept Budgets credentials
etc

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

18 November 1949

25X1A

SUBJECT: Personnel Policies and Procedures

25X1A

REVISIONS: Administrative Instruction [REDACTED] dated 17 August 1948,
Administrative Instruction [REDACTED] dated 25 March 1947, and
Administrative Instruction [REDACTED] dated 11 August 1949.

REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949.

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to only the Agency officials listed below to act on personnel actions (appointment, employment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

Executive

Deputy Executive

Personnel Director

Chief, Administrative Staff

Chief, Personnel Division, Administrative Staff

Chief, Special Support Staff

Chief, Employees Division, Special Support Staff

Designated subordinates of the above listed officials.

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b. Officials and employees not listed above are prohibited from discussing personnel actions with individuals to whom such actions will apply, without the prior knowledge and approval of the appropriate official listed above. Such approval will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

c. No appointment in or promotion to grades GS-16 and above will be made without the prior personal approval of the Director.

2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any civilian employee of any other government agency, employees of the Congress, or members of the armed forces without the presentation of a letter of availability for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1 a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

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3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of Instructions the term "Personnel Divisions" as ~~used~~^{used} herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

Personnel Division, Administrative Staff

Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.



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4. Congressional Inquiries All inquiries, either written or verbal, from members of the Congress received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

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5. General Responsibilities of Personnel Divisions Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:
- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees.
 - b. Assisting the Personnel Director to establish qualification standards for all positions.
 - c. Recommending position classification for all positions to the Personnel Director.
 - d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
 - e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
 - f. Establishing personnel procurement priorities.
 - g. Maintaining continual contacts with potential personnel procurement sources. *(except by the Executive or Assoc. Director)*
 - h. Exclusive liaison with the I&S Staff relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
 - i. Establishing personnel training programs within specifically authorized limitations.

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j. Establishing and maintaining retention registers for reduction-in-force procedures.

k. Reviewing and acting on all disciplinary actions which are signed and presented by Assistant Directors and Staff Chiefs.

l. (1) Taking final action on personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. (See paragraph lc re actions involving grades GS-16 and above. The Executive will make recommendations to the Director in each such case.)

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

7. Merit and qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency

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b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with ^{applicants and} other employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administrative ^{of} of this policy.

7. Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

8. Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. ~~As a result,~~ Our personnel program,

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including position classification, appointment, promotion, etc., is carried out within the Agency without ^{prior} Civil Service Commission review.)

~~However,~~ the Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

b) ~~g~~. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

10 9. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission, ^{into}  in accordance with established Civil Service procedure.

b. The following policy is established for affecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

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(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans' Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.) ^{added} Under certain conditions, it is possible for employees to achieve permanent Civil Service status while serving in this Agency. The Standard Civil Service regulations will be followed in each instance, after initial clearance has been received from the Personnel Relations Branch, Personnel Division.]

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit Recruitment Requests in the original and three copies to the Personnel Division as requisitions to fill authorized vacancies. A Personnel Action Request in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the

office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for Employment and a Personal History Statement with passport size photographs will be obtained by the Personnel Division and forwarded with a Referral Sheet to the appropriate office. [After careful review, the file will be returned to the Personnel Office with request for personnel action or reason for rejection.]

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall normally rest with the appropriate Assistant Director or Staff Chief, subject to qualifications review by the Personnel Division. The Personnel Chiefs may refer to the Executive, thru the Personnel Director, acceptance or rejection cases which they believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance) and upon indicated acceptance will initiate action for security clearance.

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(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

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¹¹⁵ (5) [redacted] The Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel Division. In extraordinary circumstances the Executive or the Personnel Director may give verbal authorization for entrance on duty after assuring [redacted] that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

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~~(6) Status of security clearance of prospective employees will be obtained from the Inspection and Security Staff only by the Personnel Division.~~

*Under?
Cut by [unclear]
+ [unclear]*

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10. Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject

to:

(1) Existence of a suitable vacancy.

(2) Complete qualifications of the individual
for the vacancy.

(3) Completion of 90 day detail period to position
GS-7, or above. Incumbents of positions lower
than GS-7 must have assumed the duties of the position
to which they are being promoted. Prior to the time
of detail they must meet testing requirements and
qualification standards for the recommended position.
No employee shall be detailed to a position allocated
higher than one grade above the position which he
currently occupies. These stipulations do not constitute
a barrier to promotion of an individual whose position
has been reclassified to a higher grade.

(4) Submission of a Personnel Action Request to
the Personnel Division indicating the exact position
and the date the employee is detailed in order that
he may receive credit for the detail period. The
form must indicate the allocated position that will
be occupied.

(5) Evidence of an efficiency rating as follows:

(a) GS-4, equivalent, and below - Good or better for
six months preceding promotion

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(b) GS-5 through GS-13 or equivalent - Very Good or

Excellent for six months preceding promotion

(c) GS-14 and above - Excellent for one year preceding promotion

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	GPO	Time in Grade
1	1	
2	2	3 months
3	3	
	4	
4	5	
5	6	6 months
6	7	
7	8	
8	9	9 months
	10	
9		
10		12 months
11		15 months
12		18 months
13		21 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph 6 above.

e. A request from a field station for a promotion must be accompanied by a Position Description ([REDACTED]) prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

- (1) Factual description of the work being ^{per}formed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has ^{52 weeks} ~~twelve months~~ of service without an equivalent increase in pay for grades GS-10 and below or ^{78 weeks} ~~eighteen months~~ service for grades GS-11 and above. In addition the

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employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

11. Intra-Agency Transfer Policy

A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred.

12. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office.

13. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policies:

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(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b). Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position he will be compensated at the lowest rate of such higher grade which exceeds his existing rate of compensation by not less than one-step increase of the grade from which promoted.

*Worked
Remedy to
Class. Act*

(b) when an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

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(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held. If the employee's salary in the lower grade is within a one step range of his former rate he will be compensated at the step in the lower grade which is nearest his present salary.

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~~Grade and in any higher grades previously held.~~ ^A

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded ^{employees} with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational

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appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

15 ~~14.~~ Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

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b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

15. Personnel Status Reports

a. Assistant Directors and Staff Chiefs ^{will} submit to the Personnel Division a Personnel Information ^{Report, with copy to D+S Staff} ~~(Form No. 57-6)~~ when an employee:

- (1) Changes his name, home or office address, or home or office telephone number.
- (2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report ~~(Form No. 57-7)~~ ^{will} shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, Inspection and Security ^{Staff}.

16. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet [REDACTED] when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to or from an ^{unvested} unvested fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date

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of the request. Upon receipt of the Personnel Action Request the Personnel/^{Divisions} will make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

- (1) De-brief the employee.
- (2) On the Final Payment Clearance Sheet complete certification blocks "office to which assigned" and "Security Branch".
- (3) Obtain employee's signature and forwarding address.
- (4) Forward the form to the Personnel Divisions through established channels.

18 27. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

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

DISTRIBUTION: A.

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PERSONNEL DIRECTOR _____ DATE _____
I do (not) concur

BUDGET OFFICER _____ DATE _____
I do (not) concur

CHIEF, SPECIAL SUPPORT STAFF _____ DATE _____
I do (not) concur

CHIEF, ADMINISTRATIVE STAFF _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, SSS _____ DATE _____
I do (not) concur

CHIEF, PERSONNEL, ADMIN. STAFF _____ DATE _____
I do (not) concur

GENERAL COUNSEL _____ DATE _____
I do (not) concur

Chief James S. Staff - _____

Coordination on 18 Nov -

Eyer - back ok w/ slight change

Kelly

Gen Counsel

Emp Div.

Pres Div.

Budget

Chief Admin Staff

ISS.

J & S. -

orig to LES
22 Nov to be returned
23 Nov.
Retl 25 Nov.

John Street Drafts

STATINTL



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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

6 December
18 November 1949

25X1A

SUBJECT: Personnel Policies and Procedures

25X1A

RESCISSIONS: Administrative Instruction [REDACTED] dated 17 August 1948,
Administrative Instruction [REDACTED] dated 25 March 1947, and
Administrative Instruction [REDACTED] dated 11 August 1949.

25X1A

REFERENCE: General Order [REDACTED] (Revised), dated 5 October 1949.

1. General Policy

a. Authority is delegated by approved statements of functional responsibilities, separate specific delegations, and this Instruction to only the Agency officials listed below to act on personnel actions (appointment, employ--ment, classification and reclassification of positions, promotion, demotion, transfer, and separation of individuals) for the Director:

Executive

Deputy Executive

Personnel Director

Chief, Administrative Staff

Chief, Personnel Division, Administrative Staff

Chief, Special Support Staff

Chief, Employees Division, Special Support Staff

Designated subordinates of the above listed officials.

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b. Officials and employees not listed above are prohibited from discussing personnel actions with individuals to whom such actions will apply, without the prior knowledge and approval of the appropriate official listed above. Such approval will in no case include authorization to make commitments of any nature for actual employment or salary level. Violation of this policy may result in the immediate dismissal of the individual guilty of the violation.

c. *No appointment in promotion to Head*
2. Proselyting

a. Officials and employees of this Agency, including those listed in paragraph 1a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

b. The policy stated in paragraph 2a above will also apply to intra-agency transfers between Offices and Staff Sections, except in connection with the application of Agency career management policies by authorized officials listed in paragraph 1a above.

c. It is expected that other government agencies will observe a reciprocal non-proselyting policy in dealing with CIA employees. Such employees who obtain employment with other government agencies without obtaining prior release may be required to resign in order to accept such employment.

*GS 16 and above will be exempt without
the prior approval of the Director personally.*

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3. Definitions

a. The jurisdiction of each of the Personnel Staffs of CIA is defined in published statements of functional responsibility. In order to avoid duplication of Instructions the term "Personnel Divisions" as used herein will pertain to each of the following activities to the extent of its published functions, unless otherwise stated:

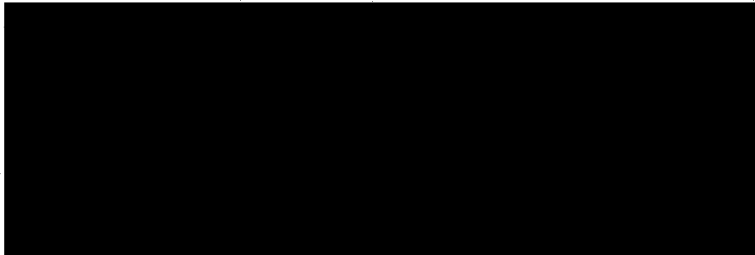
Personnel Division, Administrative Staff

Employees Division, Special Support Staff

b. IAC personnel are those individuals detailed for duty with CIA from the State Department or the Department of Defense.

c. Departmental Service includes all positions in the headquarters or central office of the Agency.

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4. ^{Inquiries} ~~Operational Inquiries~~ All inquiries, either written or verbal, from ^{the White House,} members of the Congress, ^{or Committees of National Political Parties} received by any individual or activity of this Agency will be immediately referred to the General Counsel for action and preparation of reply. The General Counsel is responsible for adequate coordination in each case prior to preparation of reply.

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5. General Responsibilities of Personnel Divisions Under the policy guidance of the Personnel Director and the direct supervision of the Chiefs of the Administrative and Special Support Staffs, the Personnel Divisions are responsible for:

- a. Procurement, placement, processing, appointment, promotion, demotion, within-grade advances, suspension, and termination of individual employees.
- b. Assisting the Personnel Director to establish qualification standards for all positions.
- c. Recommending position classification for all positions to the Personnel Director.
- d. Assisting the Personnel Director to establish salary administration, efficiency rating and career management programs, and for carrying out such programs when established.
- e. Maintaining a current record of authorized vacancies and approved procurement requests against such vacancies.
- f. Establishing personnel procurement priorities.
- g. Maintaining continual contacts with potential personnel procurement sources.
- h. Exclusive liaison with the I&S Staff ^(except by the Operations or Personnel Director) relative to personnel security checks and clearances. All requests for initiation of and information relative to status of personnel security checks and clearances will be channeled through the Personnel Divisions.
- i. Establishing personnel training programs within specifically authorized limitations.

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j. Establishing and maintaining retention registers for reduction-in-force procedures.

k. Reviewing and acting on all disciplinary actions which are signed and presented by Assistant Directors and Staff Chiefs.

1. (1) Taking final action on personnel actions involving grades GS-12 and below, except when there are unresolved disagreements with Assistant Directors or Staff Chiefs concerned.

(2) Recommending through the Personnel Director to the Executive action on personnel actions involving grades GS-13 and above. *(See Para 16 re authority involving grades GS-13 and above. The Executive will make recommendations)*

(3) Referring all personnel actions through the Personnel Director to the Executive where there is unresolved disagreement with the Assistant Director or Staff Chief concerned.

add # 6 - Medical Standards
β. Merit and qualifications of Individuals

a. The basis for all personnel actions in the Agency will be individual qualifications and relative merit. Personal considerations, family relationships, favoritism, and external pressures or considerations will not be permitted to influence such actions. Assistant Directors, Staff Chiefs and each of the officials listed in paragraph 1 above are personally charged with insuring that this policy is effectively exercised throughout the Agency.

Recommendations of the Director in each such case

6. Medical Standards

Initial appointment or reassignment to all positions are subject to established medical standards. Inasmuch as the signing of a medical waiver by an individual does not relieve the government of its liability under the regulations of the Employees Compensation Commission, no waivers of physical requirements will be granted.

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b. Determination of relative merit and qualifications will be based on demonstrated ability, personal industry, integrity, loyalty, length of service, general efficiency, and background of experience and education, in comparison with other ^{applicants and} employees in similar fields and grades.

c. Supervisory personnel at all levels must become thoroughly familiar with personnel under their jurisdiction to insure the just and objective administration of this policy.

8 Initiation of Personnel Actions

a. Assistant Directors and Staff Chiefs are responsible for the initiation of personnel actions on individuals under their jurisdiction and for the routing of such actions to the appropriate Personnel Division. They may designate such individuals within their organizations as may be considered desirable to sign and forward such actions. The names of individuals so designated, and any changes in such designations, will be communicated in writing to the appropriate Personnel Division.

b. Each personnel action requiring action by the Executive will be signed personally by the Assistant Director or Staff Chief concerned.

9 Relations with the Civil Service Commission

a. The Classification Act of 1949 exempts the CIA from its provisions. ~~As a result,~~ Our personnel program,

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including position classification, appointment, promotion, etc., is carried out within the Agency without ^{prior} Civil Service Commission review.

~~by~~ ~~However,~~ The Director has signed a written agreement with the Civil Service Commission to adhere strictly to the provisions of the Classification Act in administering the Agency personnel program. The Civil Service Commission also has agreed to provide advice and guidance whenever called upon to do so.

^{was} b. The supervisory and review functions previously exercised by the Civil Service Commission have been delegated to the Personnel Director and his Staff for all Agency personnel matters, regardless of their security classification.

10 ~~x~~. Appointment Policies and Procedures

a. Positions are filled by direct recruitment rather than by certification from the Civil Service Commission, ^{but} ~~However, positions are filled~~ in accordance with established Civil Service procedure.

b. The following policy is established for effecting appointments to fill vacant positions:

(1) An individual without prior Government service will be carried in a trial period status for the first full year.

(2) An individual with prior Government service who has served under war service or excepted appointments will be required to serve the first six months in a trial period status.

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(3) An individual with Civil Service status will be appointed by transfer or reinstatement without any time limitation or trial period.

c. During the trial period an employee will receive the special attention and instruction required to acquaint him with his duties and to develop his ability to perform his work in the most satisfactory manner. After a fair and full trial period an employee will be terminated if his services do not meet Agency standards. An employee with veterans' preference or Civil Service status will be accorded all rights and privileges granted him under the Veterans Preference Act of 1944, as amended, and Civil Service rules and regulations. (These privileges are subject to special final authority granted to the Director by the National Security Act of 1947.)

- add attached here -

d. The following procedures are established for processing individuals for employment within CIA:

(1) Assistant Directors and Staff Chiefs shall transmit ~~a~~ Recruitment Request ~~(Form No. 37-8)~~ in the original and three copies to the Personnel Division as ~~a~~ requisition to fill ~~an~~ authorized vacancy. A Personnel Action Request (Form No. 37-3 or 37-1) in quadruplicate shall be forwarded to the Personnel Division as a requisition for actual employment of an individual. In order to initiate security clearance a Personnel Action Request may be submitted against a position currently filled, providing the

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Under certain conditions, it is possible for employees to achieve permanent Civil Service status while serving in this Agency. The Standard Civil Service regulations will be followed in each instance, after initial clearance has been received from the Personnel Relations Branch, Personnel Division.

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office concerned informs the Personnel Division on the form of the approximate date that the present incumbent will vacate the position.

(2) An Application for ~~Federal Employment (Standard Form 57)~~ and a Personal History Statement (~~Form No. 58-1~~) will be obtained by the Personnel Division and forwarded with a Referral Sheet (~~Form No. 57-9~~) to the appropriate office.

→ [If the office is interested, it will indicate the position ^{available for} ~~to which the individual will be assigned.~~ *concerned*]

(a) Final selection or rejection of applicants for positions above grade GS-5 or equivalent shall *normally* rest with the appropriate Assistant Director or Staff Chief, *subject to qualifications review by the Personnel Divisions.* However, *then the Asst Dir, accepted or* The Personnel Chiefs may refer to the Executive *rejection cases which they* believe are not warranted.

(b) Final authority for the selection and assignment of an employee in grade GS-5 or equivalent and below, shall rest with the Chiefs, Personnel Divisions.

(c) All assignments are subject to the security approval of the Inspection and Security Staff.

(3) Upon the receipt of a Personnel Action Request the Personnel Division will make an offer of employment to the individual concerned (subject to satisfactory security clearance), and upon indicated acceptance will initiate action for security clearance.

After careful review, the file will be returned to the Personnel Office with request for personnel action or reason for rejection.

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(4) The Personnel Division will notify the office concerned of the failure of an individual to receive security clearance and will take appropriate action to inform the individual of his rejection.

(5) ~~The Executive or~~ The Personnel Chiefs will contact each individual (including detailed IAC personnel) relative to entrance on duty. An individual assigned to a personnel pool will be instructed to report to duty by the Personnel Division, following security clearance. Each individual (including detailed IAC personnel) reporting for duty will present to the appropriate Assistant Director or Staff Chief a written notice from the Personnel Division stating that he has been fully cleared and assigned for duty. A copy of this notice will be furnished the Inspection and Security Staff by the Personnel

Division. In extraordinary circumstances the Executive *Personnel Director* may give verbal authorization for entrance on duty after assuring ~~himself~~ that all required processing has been completed. No individual will be accepted for duty unless one of the above provisions has been met.

(6) Status of security clearance of prospective employees will be obtained from the Inspection and Security Staff only by the Personnel Division.

*Repetition
183
(Par 5h)
(Page 4)*

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(1) Promotion Policies and Procedures

a. An employee may be promoted to a higher grade subject to:

- (1) Existence of a suitable vacancy.
- (2) Complete qualifications of the individual for the vacancy.
- (3) Completion of 90 day detail period to position GS-7, or above. Incumbents of positions lower than GS-7 must have assumed the duties of the position to which they are being promoted. Prior to the time of detail they must meet testing requirements and qualification standards for the recommended position. No employee shall be detailed to a position allocated higher than one grade above the position which he currently occupies. These stipulations do not constitute a barrier to promotion of an individual whose position has been reclassified to a higher grade.
- (4) Submission of a Personnel Action Request to the Personnel Division indicating the exact position and the date the employee is detailed in order that he may receive credit for the detail period. The form must indicate the allocated position that will be occupied.
- (5) Evidence of an efficiency rating as follows:
 - (A) GS-4, equivalent, and below - Good or better for six months preceding promotion

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(b) GS-5 through GS-13 or equivalent - Very Good or Excellent for six months preceding promotion

(c) GS-14 and above - Excellent for one year preceding promotion

b. Promotions are limited to one grade except in cases where no intermediate grades have been recognized.

c. After considering all the factors indicated above, the recommending and approving authorities will use the following table as a guide in determining appropriate time in grade for promotion purposes:

GS	CPC	Time in Grade
1	1	3 months
2	2	
3	3	
	4	
4	5	6 months
5	6	
6	7	9 months
7	8	
8	9	
	10	
9		12 months
10		
11		15 months
12		18 months
13		21 months
14		24 months

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d. Assistant Directors and Staff Chiefs shall forward to the Personnel Division a Personnel Action Request containing sufficient information to indicate compliance with the policies defined in paragraph ⁷ above.

e. A request from a field station for a promotion must be accompanied by a Position Description (~~Standard Form 75~~) prepared by the employee, which outlines the duties and responsibilities being performed, together with remarks and certification of the immediate superior. In the case of a proposed position in the field service the description will be prepared by the individual who is most familiar with the duties and responsibilities to be performed. The description must include:

- (1) Factual description of the work being ^{en}performed.
- (2) A statement of degree of difficulty and responsibility inherent in the position.
- (3) An account of the nature and extent of supervision, independent judgment and decisions exercised by the incumbent.

f. Upon receipt of a request for a promotion in the departmental service the Personnel Division will audit the position involved in order to determine the level of difficulty, responsibility, and grade at which the individual is performing to ascertain whether he should receive a promotion.

g. An employee occupying a classified position will be advanced to the next higher step within his grade, providing that he has ^{5 weeks} ~~twelve months~~ of service without an equivalent increase in pay for grades GS-10 and below or ^{7.8 weeks} ~~eighteen months~~ service for grades GS-11 and above. In addition the

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employee must have a current efficiency rating of Good or better and a satisfactory conduct report.

17. Intra-Agency Transfer Policy

X A Personnel Action Request for intra-agency transfer will be prepared by the office to which the employee is being transferred. *The Personnel Division will coordinate with the subject's staff when appropriate.*

18. Assignment of IAC Personnel

a. It shall be the responsibility of the receiving office to initiate a completed Personnel Action Request on all IAC personnel (including citation of the allocated position).

b. The Personnel Division will initiate a request for security clearance.

c. Upon receipt of security clearance the individual will be called to duty by the Personnel Division and will be assigned to the requesting office.

d. IAC personnel will not be allowed to work in restricted buildings until they are given a statement by the Personnel Division certifying that all provisions for assignment have been met.

e. Separations and intra-agency transfers shall be reported to the Personnel Division on Personnel Action Request in triplicate, initiated by the appropriate office. *+ 5 staff will coordinate with the Personnel Division on separations. The Personnel Division will coordinate with the staff when appropriate.*

19. Salary Administration

a. Regular full-time employees and temporary employees of the Agency with a regular tour of duty compensated on a per annum basis will be paid in accordance with the following policy:

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(1) Entrance on Duty Salary

(a) New appointments will be made at the base salary of the grade. (Transfers, promotions, demotions, re-employment, and reinstatements are not new appointments within the meaning of the requirement.)

(b). Employees appointed by transfer, reinstatement or re-employment to a position of the same grade will be permitted to retain periodic pay increases previously received.

(c) Employees appointed by transfer, reinstatement, or re-employment to a position in a lower grade than last held will receive salaries fixed to allow credit toward within-grade promotions for all service in appointment grade and higher grades.

(2) Determining Salary in Case of Promotion

(a) When an employee is promoted to a higher grade position he will be compensated at the lowest rate of such higher grade which exceeds his existing rate of compensation by not less than one-step increase of the grade from which promoted.

(b) When an employee who has previously received a change to a lower grade is promoted, his salary will be fixed so as to allow credit toward within-grade promotion for all previous service in the grade to which he is being promoted or for service in any higher grades.

(3) Determining Salary in Case of Change to Lower Grade

(a) To determine salary in case of a change to lower grade, the employee may be given credit for all service previously performed in the lower grade and in any higher grades previously held. If the employee's salary in the lower grade is within a one-step range of his former rate he will be compensated at the step in the lower grade which is nearest his present salary.

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~~grade and in any higher grades previously held.~~

(b) Exceptions: The policy outlined above does not apply in the following types of cases:

1. Employees who have earned meritorious pay increases. An employee who has been given a within-grade pay increase because of especially meritorious service or as a reward for superior accomplishment will be permitted at the time he is demoted to retain one step for each such advancement.

2. Employees who change to lower grades to accept probational appointment. If the change to a lower grade is due to employee's desire to accept probational appointment, he will be compensated at the step in the lower grade which is nearest (but not in excess of) the present salary in the higher grade.

3. Employees who were changed to lower grades for disciplinary reasons. If the employee is changed to a lower grade for disciplinary reasons, his salary rate will be set at the base of the grade to which he is demoted in the absence of specific provision to the contrary.

b. The salary policy now in effect for classified employees also will apply to ungraded ^{employee} with respect to: (1) entrance on duty, (2) promotion, (3) change to lower grade, (4) probational

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appointment, and (5) disciplinary action. The term "step increase" will be used for ungraded positions in lieu of "periodic pay increase" for classified positions.

(1) An employee transferring from a classified position to an ungraded position will do so without loss in salary unless his classified salary was above the top step of the ungraded job to which he is being assigned.

(2) An ungraded employee who receives a conduct and efficiency report of Satisfactory or higher will receive a step increase after the first six months of ungraded service and annually thereafter until the top step has been reached. The salary for employees transferring between graded and ungraded positions will be determined after considering the waiting period elapsed and whether or not an equivalent increase is involved.

(3) An employee in an ungraded position will have an opportunity to earn step increases as a result of meritorious service and superior accomplishments.

15 14. Career Management

a. The career management program of the Agency is designed to provide from within:

(1) A source of well qualified individuals to fill vacancies as they occur.

(2) A system whereby individuals may qualify and be promoted to more responsible positions through training and development within the Agency.

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b. It is Agency policy that vacancies will be filled by the best qualified employee available within the Agency. The basic considerations for promotion will be proven ability and merit.

16²⁵. Personnel Status Reports

a. Assistant Directors and Staff Chiefs shall submit to the Personnel Division a Personnel Information ^{Report} (Form No. 37-6) ^{with copy to 145 Staff} when an employee:

(1) Changes his name, home or office address, or home or office telephone number.

(2) Is separated from the Agency by transfer, resignation, or enters the military service from civilian employment.

b. In addition to the above a Personnel Status Report (Form No. 36-7) shall be submitted following any change in an employee's marital status. The original of the form will be routed to the Personnel Division and a copy to the Chief, Inspection and Security ^{Staff}.

17²⁶. Termination and Final Clearance

a. Each employee will obtain clearance prior to final payment. Clearance will be obtained on a Final Payment Clearance Sheet (Form No. 34-30) when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or being transferred to or from ~~an un~~ ^{confidential} funded fund status.

b. The Personnel Division will be notified by Personnel Action Request at least one week prior to the effective date

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of the request. Upon receipt of the Personnel Action Request Divisions the Personnel ~~will~~ make necessary arrangements for an exit interview and for final clearance, will direct the employee to the Inspection and Security Staff for security clearance, and will then obtain the additional required clearance by telephone, obtain the employee's signature, and direct the employee to deliver the form to the applicable payroll office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

c. The Chief of a field office will:

- (1) De-brief the employee *and secure all identification or credentials issued by CIA.*
- (2) On the Final Payment Clearance Sheet complete

certification blocks "office to which assigned" and "Security Branch".

- (3) Obtain employee's signature and forwarding address.

- (4) Forward the form to the Personnel Division through established channels.

18. These regulations will govern generally all personnel actions of this Agency, both overt and covert, and will be applied to the fullest possible extent in carrying out specific provisions of Confidential Funds Regulations covering covert personnel actions.

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

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PERSONNEL DIRECTOR ok DATE _____
I do (not) concur

BUDGET OFFICER ok with exception. DATE _____
I do (not) concur

CHIEF, SPECIAL SUPPORT STAFF ok DATE _____
I do (not) concur

CHIEF, ADMINISTRATIVE STAFF ok DATE _____
I do (not) concur

CHIEF, PERSONNEL, SSS ok DATE _____
I do (not) concur

CHIEF, PERSONNEL, ADMIN. STAFF ok DATE _____
I do (not) concur

GENERAL COUNSEL ok DATE _____
I do (not) concur

Chief, I + S Staff ok _____

CONFIDENTIAL

9 May 1950

TO: Chief, Administrative Staff
Chief, Special Support Staff

FROM: Management Officer

SUBJECT: Operational Liaison Termination Clearances

25X1A

REFERENCE: Administrative Instruction [redacted] paragraph 17, Termination on Final Clearance [redacted]

ILLEGIB

1. AD/OCD brought to my attention the need for a procedure whereby operational liaison contacts established for CIA employees will be terminated when the employee leaves CIA.

2. Inclusion of clearance with Liaison Division, OCD, by your offices as an additional step in termination clearances appears logical. Provisions for showing this action on Form No. 34-30, Final Payment Clearance Sheet, will be included in the next revision of the form.

25X1A

3. A member of my Staff has arranged with [redacted] of Personnel Division, Administrative Staff, and [redacted] of Employees Division, Special Support Staff, for establishing clearance procedures with Liaison Division, OCD, in those cases where contact termination clearance is required.

25X1A

4. A directive for inclusion of operational liaison termination under the provisions of paragraph 17, Administrative Instruction [redacted] is being issued to you by the Acting Executive.

25X1A



MAR/pl

cc: Subject File ✓

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21 April 1950

MEMORANDUM FOR: MANAGEMENT OFFICER

FROM: Assistant Director, OCD

SUBJECT: Termination clearances

1. Attached draft, which I shall not use, does point up a situation which should be straightened out.

2. It is easy for Offices to neglect to inform Liaison of individuals who resign, (and it is for that reason that I am not going to send this proposed complaint to OSI), but it is a fact that if Liaison does not receive such advice it cannot cross a man off the liaison lists. It would be easy for such an individual to continue his liaison activities, still being accepted as a CIA employee, long after he had left us. This would be bad.

12944
3. I suggest that the form which must be filled out for termination clearance have added to it a check with Liaison Division. In this way Liaison would be advised, could cross John Doe off the list, and would promptly inform the opposite numbers in the other agencies that he was no longer a CIA employee.

25X1A



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APR 24 1950

STANDARD FORM NO. 64

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D R A F T

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director, OSI

DATE: 20 April 1950

FROM : Assistant Director, OCD

SUBJECT: Operational Liaison

Reference: CIA Administrative Instruction [REDACTED]

25X1A 1. As you know OCD is charged with responsibility for the administration of operational liaison as set forth in the reference instruction. Paragraph 6 of reference states, among other things, "OCD will be informed of personnel changes within or outside CIA which affect operational liaison contacts".

25X1A 2. In the course of recent inquiries, in fulfillment of its function under the reference, Liaison Division of OCD learned (by chance), that [REDACTED] for whom several continuing and ad hoc clearances had been requested by OSI and established by OCD, is no longer associated with OSI.

25X1A 3. It is requested that the present official status, within OSI, of [REDACTED] be clarified so that the records which OCD is obliged to maintain, in this connection, may be accurate. It is also requested that OCD be *promptly* advised of future OSI personnel changes, insofar as they affect operational liaison, as required by the reference.

25X1A [REDACTED]

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C O N F I D E N T I A L

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

21 December 1949

SUBJECT: Personnel Policies and Procedures

25X1A

Administrative Instruction [REDACTED] dated 9 December 1949 is amended as indicated below:

1. General Policy

* * * * *

b. There is no objection to officials of the Agency not listed in paragraph 1.a discussing with prospective applicants the possibility of their availability for employment by CIA. Such discussions will in no case include commitments of any nature for actual employment or salary level. A violation of the policy relative to commitments for employment or salary level may result in immediate dismissal of the individual committing the violation.

* * * * *

2. Proselyting

a. Except as indicated in paragraphs 1.b and 2.d, officials and employees of this Agency, including those listed in paragraph 1.a above, are prohibited from discussing employment possibilities with any employee of any other government agency or employees of the Congress without the presentation of a written release for such discussion from the employing agency of the individual concerned.

5. General Responsibilities of Personnel Divisions

* * * * *

h. Exclusive liaison with the I&S Staff (except by the Executive or Personnel Director) relative to personnel security checks and clearances in connection with initial employment by CIA. All requests for initiation of and information relative to status of such personnel security checks and clearances, will be channeled through the Personnel Divisions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Captain, USN /
Executive

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C O N F I D E N T I A L

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CENTRAL INTELLIGENCE AGENCY
Washington, D.C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

26 October 1950

SUBJECT: Personnel Policies and Procedures

25X1A

[REDACTED] Pending revision of Administrative Instruction [REDACTED] as amended by the following instructions will govern:

25X1A

a. (1) Requests for entry on duty of individuals prior to completion of full security clearance procedures will be submitted through the Personnel Director to the Chief, Inspection and Security Staff by Assistant Directors and Staff Chiefs, including essential details of operational justification and urgent need for the services of the individuals concerned.

(2) The Chief, Inspection and Security Staff, will forward the requests with his recommendations to the Executive who will obtain the Director's action.

b. The Chief, Special Support Staff, and the Personnel Director are authorized to act for the Director on recommended personnel actions involving grades GS-13 through GS-15. Unresolved differences of opinion between the Chief, Special Support Staff, and Assistant Directors and Staff Chiefs will be referred to the Personnel Director. Similar differences involving the Personnel Director will be referred to the Executive.

c. The Executive is authorized to act for the Director on recommended personnel actions involving grades GS-16 and GS-17.

d. Personnel actions involving grades GS-18 and the three special grades authorized by Section 9, Public Law 110, as amended, will be referred through the Executive to the Director for final action.

25X1A

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[REDACTED]
WALTER B. SMITH
Director

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