

CIA NOTICES

1 of 3

SECRET



SECRET
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

RECEIVED

DATE 11-7-53

NO. 5955

DISTRIBUTED

DATE 4-7-53 710

NO. 5803

STOCK 152

COURIER NO.

FROM 1671 TO 1684

1174

25 March 1953

25X1A

NOTICE

25X1A

SUBJECT : Hospitalization, Surgical and Life Insurance

REFERENCE: Agency Notice [redacted] Hospitalization and Surgical Insurance
for CIA Personnel

1. The referenced Agency Notice outlined the new hospitalization and surgical insurance program to be administered by the Employee Services Staff, Personnel Office. The Employee Services Staff is now organized to accept applications and subscriptions for hospitalization and surgical insurance from all interested employees.

2. Employees may contact either their Administrative Officers or Group Collectors (see attached list for the appropriate Group Collectors). The Employee Services Staff, Room 1020, "I" Building (Ext. 3168 or 2134), may also be contacted between the hours of 10:00 A. M. and 1:00 P. M. Employees are cautioned to make no direct contacts with Group Hospitalization, Inc.

3. Current GHI insurance policies will be automatically transferred to the new insurance group. Subscribers are required to turn in their current GHI identification cards to Group Collectors so that new cards may be issued to them.

4. Applications for GHI policies are being accepted during an initial subscription ending 30 April 1953. The following procedures will apply:

a. Mutual of Omaha (GEHA) subscribers may make application for transfer of their policies to GHI between now and 30 April 1953. If election to transfer is not made, membership with Mutual of Omaha will continue.

b. Present Agency members not possessing hospitalization and/or surgical insurance may apply for same between now and 30 April 1953.

c. Effective date of new or increased insurance coverage begins the first day of the month following payment of the initial premiums.

d. GHI premiums are collected in advance of each insured month. However, new subscribers are required to pay two months premiums and membership fees of \$1.00 for each of the hospital and surgical policies at the time of application.

e. All personal checks must be made payable to the order of Government Employees Health Association.

1
SECRET

OGC Has Reviewed


SECRET
Security Information

5. The Personnel Office will inform new employees entering on duty that they may transfer GHI, Blue Cross, and Blue Shield policies (with the exception of New Jersey, Connecticut, and Atlanta, Georgia, policies), or subscribe to GHI policies within sixty days of their entrance on duty.

6. The term life insurance policy of the War Agencies Employees' Protective Association (WAEPA) continues to be available to overseas employees and those engaged in overseas training programs. Further information may be obtained from the Employee Services Staff relative to this insurance coverage.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF
Deputy Director
(Administration)

Attachment

DISTRIBUTION NO. 5

2

SECRET

19 March 1953

MEMORANDUM FOR: Colonel White

1. The Personnel Office proposes to have issued the accompanying notice as a follow-up to CIA Notice [REDACTED] which announced the new Hospitalization, Surgical and Life Insurance Program and stated that more detailed information would be issued later. 25X1A

2. I foresee one possible question not covered by this notice: What happens to Mutual of Omaha (GEHA) subscribers who do not elect to transfer to the new Group Hospitalization, Inc., Program? The answer is that their membership in the Mutual of Omaha plan is retained. Personnel feels that this point is adequately covered in CIA Notice [REDACTED] but even there it seems to be answered by implication only, rather than a clear statement to that effect. 25X1A

3. If you believe this point is sufficiently important, I can arrange to have it covered before publication of the notice.

[REDACTED] 25X1A

*Dan - I think we'd better
clarify this point.*

[REDACTED] 25X1A

SECRET
Security Information

ER 3-8232

MAR 18 1953

MEMORANDUM TO: Deputy Director (Administration)
SUBJECT : Hospitalization, Surgical and Life Insurance

1. Pursuant to paragraph 4, Agency Notice [REDACTED] Hospitali- 25X1A
zation and Surgical Insurance for CIA Personnel, dated 16 February 1953,
the attached proposed Agency Notice will inform employees that the Em-
ployee Services Staff is now organized to accept subscriptions for Group
Hospitalization, Inc. hospitalization and surgical insurance, as well as
subscriptions for the War Agencies Employees' Protective Association
term life insurance policies.

2. It is recommended that this Notice be given the widest possible
distribution. This Office has had complaints from individual employees
and groups of employees that Agency Notice [REDACTED] was not circulated 25X1A
for their attention and information. In this instance it appears that the
distribution system broke down at division and branch levels in some com-
ponents. It is requested that efforts be made to provide a more thorough
distribution for the attached Notice.

[REDACTED] 25X1A
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachment:
Proposed Agency Notice - Hospitalization, Surgical and Life
Insurance

SECRET
Security Information

RECEIVED

DATE 3/18/53 1:15

NO. 6690

DISTRIBUTED 3/18/53 2:15

DATE 3/18/53 2:15

NO. 5801

STOCK 287

COURIER NO.

FROM Unclasp

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

12 March 1953

25X1A

SUBJECT: 1953 Easter Seal Campaign

1. The annual Easter Seal Campaign, sponsored locally by the D. C. Society for Crippled Children, is now in progress in the Washington area. There are approximately 1,600 children under the age of ten in Washington who are afflicted with cerebral palsy, and, with your help, many of these children can receive free treatment and training.

2. The Society is supported wholly by voluntary contributions, and Agency employees are urged to contribute.

3. The Personnel Relations Branch (Room 1126, I Building, or Room 227, Central Building) has been designated to receive your contributions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 5


ER-3-7754

MAR 6 1953

MEMORANDUM FOR: Deputy Director (Administration)
SUBJECT: Proposed CIA Notice on Easter Seal Campaign

Pursuant to your request, the attached CIA Notice has been prepared for the purpose of publicizing the annual Easter Seal Campaign sponsored by the D. C. Society for Crippled Children. Your approval is recommended.

25X1A


W. H. H. MORRIS, JR.
Assistant Director (Personnel)

MAR 15 3 14 PM '53

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

RECEIVED

DATE 3-14-53 9:15

NO. 5903

DISTRIBUTED

DATE 3-14-53 1:00

NO. 5803

STG 100

COURIER NO.

FROM ~~none~~ TO ~~none~~

25X1A

NOTICE

10 March 1953

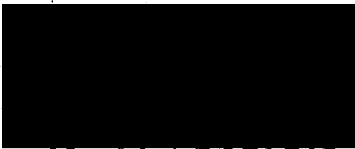
SUBJECT : Office Hours of the Acting Inspector General

25X1A

RESCISSION: CIA Notice [redacted] dated 10 January 1952

1. The Acting Inspector General will be in his office, Room 10, Administration Building, 2430 E Street, N. W., during regular Agency working hours each Monday to hear on a confidential basis complaints or constructive suggestions which have not been satisfactorily handled through normal channels.
2. Anyone in CIA, without restriction, will be welcome at those times.
3. Advance appointments may be made, if desired, by telephoning Extension 680.

25X1A



ALLEN W. DULLES
Director

DISTRIBUTION NO. 5

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

25X1A

TO : The Director

DATE: 9 March 1953

FROM : [REDACTED] *Gr*

SUBJECT: Revision of Notice re Office Hours of O/Inspector General

There is attached a copy of the current Notice - that of 10 January 1952 - on this subject.

In accordance with your approval of last Friday, I have prepared the attached revision which departs from the substance of the current Notice in two particulars: (1) visitors are received each Monday rather than every other Monday and (2) a full day rather than a half day is opened.

The reasons for these changes are that (a) in actual practice the alternate Mondays schedule has not been observed strictly and, also, I feel that a more frequent schedule is consistent with the "If you haven't been handled satisfactorily through normal channels" concept in that if a person has a complaint strong enough to cause him to call on the IG it would seem in order not to keep him waiting up to two weeks to express himself; and (b) by opening the full day a person is able to call, by appointment, during the noon hour.

I do not feel that these changes would have any effect of consequence on the volume of calls.

25X1A

Enclosures:

1. Copy of Notice [REDACTED]
2. Proposed revision

MAR 11 6 20 AM '53

1010

RECEIVED

DATE 3/5/53

NO. 6811

DISTRIBUTED

DATE 3/5/53

NO. 5803

STOCK 1008

COURIER NO.

FROM *UnClass* TO

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

28 February 1953

25X1A

SUBJECT: 1953 American Red Cross Campaign

1. The 1953 Campaign for the American Red Cross will begin on 1 March and close 31 March 1953.

2. As President Eisenhower observed in his letter to Government agencies urging support of the Campaign, "The American Red Cross is symbolic of the deep concern of our Nation for human welfare." The Red Cross is indeed a symbol, but it is more than a symbol, it is a means by which each of us can give force and effect to our concern for the welfare of others.

3. It is hoped that Agency personnel will give their wholehearted support to this worthy cause. The goal of the Campaign in the Washington Metropolitan Area is \$1,531,000. Keyworkers will be available in each Office to assist in the collection of funds.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION NO. 5

ER 3 7377

MEMORANDUM FOR: Deputy Director (Administration)

FEB 24 1953

SUBJECT: Proposed CIA Notice announcing the
Red Cross Campaign

Forwarded herewith is a CIA Notice proposed for the purpose
of publicizing the 1953 American Red Cross Campaign. This issuance
is in conformance with Agency policy relative to fund-raising
activities as set forth in CIA Notice [REDACTED] CIA Participation
in Annual Fund-raising Campaigns.

25X1A

[REDACTED]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

25X1A

Attachment

FEB 30 10 24 AM '53

RECEIVED

DATE 3-5-53 12:30

NO. 939

DISTRIBUTED

DATE 3-5-53 2:00

NO. 889

STOCK -51

COURIER NO.

FROM *me* TO *me*

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

28 February 1953


SUBJECT : Preparation of Correspondence

REFERENCE: Correspondence Manual, April 1952, Page 31

In order that the Director and the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signatures, one of the two copies of all such correspondence forwarded for retention by their Offices will bear the signature and title of the originator and each concurring officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION NO. 3

1
2/9/53

Recd 2/27/53 1:30
Recd 982
Dist 889
Dist 2-27-53 2:15
Stand-89

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

25X1A

26 February 1953

Having been duly appointed and sworn, the undersigned hereby
assumes, effective immediately, the duties and responsibilities of
Director of Central Intelligence.

25X1A

ALLEN W. DULLES
Director

DISTRIBUTION NO. 3

Rec'd 3-4-53 1:20
" 2156
Dist 3-4-53 2:00
" 1903
Stock 258
Comm # 766-795

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

27 February 1953

NOTICE

25X1A

SUBJECT: Agency Telephone Information Service

25X1A

1. The General Services Office will issue a CIA Telephone Directory during the month of April, 1953. The cutoff date for the April issue will be 15 March 1953. Additions, deletions or changes for the directory as reported on Personnel Information Cards, Form [redacted] and received in the Machine Records Branch through 15 March 1953 will be reflected in the April issue.

2. Prior to the above cutoff date, each major Agency Office will prepare and forward a new consolidated organizational directory listing to the Organization and Methods Service for publication in the classified section of the March issue.

3. The efficiency and accuracy of the CIA Telephone Directory, as well as the Telephone Information Service, is dependent upon each Office reporting required approved organizational listings as well as personnel locator information in accordance with CIA Regulation [redacted]

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]
L. K. WHITE
Acting Deputy Director
(Administration)

25X1A

DISTRIBUTION NO. 4

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6 March 1953

MEMORANDUM FOR: . Assistant Deputy Director (Administration)
SUBJECT: Information for Agency Telephone Directory
REFERENCE: CIA Notice [redacted] dtd 27 February 1953

25X1A

1. With regard to the referenced notice, it is recommended that the Regulations Control Staff be listed in the telephone directory as an integral part of the office of the Deputy Director (Administration). Similarly, it is recommended that the Administrative Planning Staff be treated in like manner in the forthcoming directory. Specifically, I suggest the following listings for the office of the Deputy Director (Administration).

| | | |
|--|-----------|-----------|
| Deputy Director (Administration) | 226 Admin | 707 |
| Assistant Deputy Director (Administration) | 226 Admin | 717 |
| Auditor-in-Chief | 308 South | 470 |
| Regulations Control Staff | 308 South | 3221 |
| Regulations Information | 308 South | 791-792 |
| Regulations Distribution | 308 South | 3222 |
| Administrative Planning Staff | 2410 K | 3902-3903 |

2. My experience with both of these adjuncts of the DDA's office is that everything possible should be done to emphasize the fact that these activities are the direct responsibility and are under the authority of the Deputy Director (Administration). Although this may appear to be a small matter, it is believed there are worthwhile psychological values in emphasizing this fact wherever possible.

25X1A

[redacted]
Special Assistant to the
Deputy Director (Admin.)

SA/DDA:EDE:mes (6 Mar 53)

SECRET
Security Information

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

27 February 1953

NOTICE

25X1A

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25X1A

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25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Deputy Director
(Administration)

DISTRIBUTION NO. 4

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Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rec'd 2-27-53 4:00
" 6 2 27
Rec'd 2-28-53 11:30
" 5803
Stock 426
Courier = 646 to 673
+ 704
+ 705
20 February 1953

NOTICE

25X1A [REDACTED]
SUBJECT: Establishment of the CIA Honor Awards Program

25X1A Reference: Regulation [REDACTED]

25X1A 1. In accordance with Regulation [REDACTED] dated 20 February 1953 the Agency may grant honor awards to CIA personnel who perform acts of valor or exemplary achievement of the highest order in the national security interest. To this end, the CIA Honor Awards Board has been created to set the standards for Agency awards, and to make recommendations to the Director for his approval.

2. The principle of recognizing individuals for deeds performed above and beyond the call of duty is traditional. Deeds requiring a high order of personal courage have been and will be performed by CIA personnel who are engaged in the support of United States intelligence activities. Similarly, CIA individuals have made and will make singularly important and highly significant contributions of a nonvalorous nature to the national intelligence effort. Although the anonymity demanded by our profession militates against overt forms of recognition, a system of CIA Honor Awards has been established which is specifically designed to meet security considerations so that deserving personnel may receive special recognition.

3. Submission of Nominations

a. Nominations for CIA Honor Awards may originate at any administrative echelon.

b. All nominations shall be forwarded to the CIA Honor Awards Board, with endorsement by the appropriate Assistant Director or Office head. Nominations affecting CIA military personnel will be coordinated by the CIA Honor Awards Board with the Military Personnel Division of the Personnel Office.

c. Each nomination shall be accompanied by supporting data, thus affording the Board sufficient information on which to base its recommendation.

FOR THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A [REDACTED]

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 5

CONFIDENTIAL

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 Security Information
 CENTRAL INTELLIGENCE AGENCY
 Washington, D. C.

Handwritten notes:
 2-27-53 400
 " 6557
 2-26-53 11:30
 # " 5805
 754
 616 to 645

NOTICE

25X1A

16 February 1953

SUBJECT: Hospitalization and Surgical Insurance for CIA Personnel

1. A hospitalization and surgical insurance program will be made available to all overt and semi-covert Agency employees effective 1 March 1953. The new health insurance program will offer the Group Hospitalization, Incorporated (GHI) hospital and surgical insurance coverage.

2. The following chart indicates the manner in which employees may, or will, be affected by the introduction of the revised health insurance program. In order to read the chart, individuals should associate their case or circumstance with the appropriate item in the first column.

| Current status of employee with regard to insurance coverage | Action Required to obtain insurance | Notes |
|--|---|--|
| GHI subscriber | Policies will be automatically transferred to the new insurance administration. New GHI identification cards will be issued. | Premiums and benefits will remain unchanged. Those with hospitalization coverage only may add surgical coverage. |
| GEHA subscriber (GEHA-"Government Employees Health Association", a CIA-sponsored insurance plan underwritten by Mutual Benefit Health & Accident Association of Omaha, Nebraska.) | New policies for GHI coverage will be issued to current GEHA subscribers <u>only upon application</u> . GHI rates are higher but provide greater coverage. See Attachment 1. (There is no present time limit within which application for GHI coverage must be made.) | GEHA policy holders may transfer to the new policy with waiver of 10 months waiting period for maternity, tonsilectomy, and pre-existing conditions, except in cases when the current GEHA policy is less than 10 months old, in which case the waiting period will be prorated appropriately. |
| No coverage | May make application for hospitalization, or hospitalization and surgical, insurance during announced periods. | The usual waiting period of ten months on maternity, tonsilectomy and pre-existing conditions with the GHI policy will prevail for <u>new</u> |

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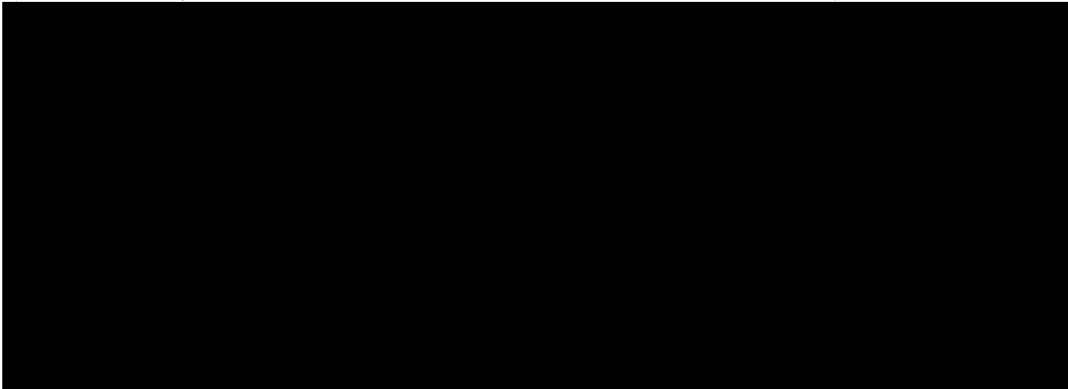
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Security Information

(New employees will be permitted to transfer their Blue Cross, or GHI policies or apply for a new policy as they enter on duty, within a 60-day period.) subscribers. (The waiting period for new employees transferring their GHI or Blue Cross policies to the CIA group is determined by the period such old policies have been in effect.)

3. The Employee Services Staff, Personnel Office, will administer the GHI hospitalization and surgical insurance policies for two groups of Agency employees:

a. Group A subscribers will consist of overt employees (those who may indicate CIA affiliation). The usual "service" features of the GHI policies will apply for this group, i.e., subscribers will be issued the regular GHI identification cards. Claims against the policies will be paid by GHI to the doctor and/or hospital. The subscriber will be billed for the balance.

25X1A



4. Within the next few weeks the Employee Services Staff will inform all Agency personnel of this insurance coverage. Posters and insurance brochures will be distributed to all parts of the Agency in the Washington area.

5. Since the Employee Services Staff is just getting organized for this large undertaking, all individuals are requested to refrain from calling members of this Staff for information, until further announcements indicate that the Staff is ready to accept subscription or alter existing coverage.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF
Deputy Director
(Administration)

25X1A

Attachment

DISTRIBUTION NO. 5

CONFIDENTIAL
Security Information

ATTACHMENT TO NOTICE

THE BENEFITS OFFERED BY GROUP HOSPITALIZATION-MEDICAL SERVICE and THE BENEFITS OFFERED BY THE PRESENT PLAN OF GROUP INSURANCE FOR THE MEMBERS OF THE GOVERNMENT EMPLOYEES HEALTH ASSOCIATION (Mutual of Omaha policy)

| GHI Hospitalization and Surgical Plan | HOSPITAL SERVICES | MUTUAL OF OMAHA* Hospitalization and Surgical Plan |
|--|--|---|
| <p>No dollar limit - These services covered in full regardless of cost for 21 days each confinement in hospital, except in maternity cases, plus 180 additional days for which the plan provides an allowance of \$5.00 per day.</p> <p style="text-align: center;"><u>Unlimited</u></p> | <p>Semi-private room (cost in Washington area \$9 to \$13.50 per day). Meals and special diets. General nursing care.</p> | <p><u>Limited</u> \$6 per day for 31 days, except in maternity cases.</p> |
| <p style="text-align: center;"><u>Unlimited</u> (These listed in official Formularies)</p> <p style="text-align: center;"><u>Unlimited</u> (Blood and blood plasma not included)</p> <p>(NOTE. For subscribers using non-participating hospital or doctor services (overseas, etc.) the GHI policy pays a total of \$274 hospital service and extras for 21 days. This averages out to \$10 a day for hospital services plus \$64 for hospital extras. The benefits for the first day are \$21. With succeeding days the amount of the benefits decline gradually to the total of \$274.</p> | <p style="text-align: center;"><u>HOSPITAL EXTRAS</u></p> <p>Medicines</p> <p>Operating room, Cystoscopic room, Sterile Tray Service, Dressings, Plaster casts, Intravenous solutions and injections, Sera, Analgesic care, Recovery room, Oxygen and use of oxygen equipment, Blood transfusions.</p> | <p><u>Limited</u> Included in \$30 total for hospital extras.</p> <p><u>Limited</u> Included in \$30 total for hospital extras. Specified as x-rays, anesthetic, laboratory fees, operating room, etc.</p> |
| <p>Limited to 1st urinalysis and blood count.</p> | <p>Laboratory Examinations</p> | <p>Included in \$30 total for hospital extras.</p> |
| <p>Limited to \$9 a day for 8 days for hospital services and hospital extras. Full service benefits for ectopic pregnancy, miscarriage. \$80 surgical benefits for normal delivery; \$150 surgical benefits for Caesarean section; plus anesthesia, x-ray, and pathology, if required.</p> | <p style="text-align: center;"><u>MATERNITY BENEFITS</u></p> | <p>\$6 a day for 14 days for hospital services plus \$30 total for hospital extras, including delivery room, anesthetic, pathology and x-ray. Surgical benefits: \$40 for miscarriage, \$50 for normal delivery, \$100 for Caesarean section.</p> |
| <p>\$10 to \$40 (for each administration of anesthesia. No limit on number of procedures.)</p> <p>\$5 to \$35 (for each x-ray. No limit on number of procedures.)</p> <p>Up to \$25 (for each laboratory examination. No limit on number of procedures.)</p> | <p style="text-align: center;"><u>SERVICES RELATED TO SURGERY</u></p> <p>Anesthetist</p> <p>X-ray</p> <p>Clinical laboratory</p> | <p>Included in \$30 total for hospital extras.</p> <p>Included in \$30 total for hospital extras.</p> <p>Included in \$30 total for hospital extras.</p> |

*Dependents must be hospitalized at least 18 hours in order to obtain benefits.

ATTACHMENT TO NOTICE

| GHI Hospitalization and Surgical Plan | SURGERY | MUTUAL OF OMAHA Hospitalization and Surgical Plan |
|--|---------|---|
| The plan offers service benefits that will cover the physician's charges in full (including charges for x-ray, anesthetics, and pathology) if the subscriber is a single participant and his income does not exceed \$3000, or a family participant and his income does not exceed \$5500. If the subscriber's income exceeds these amounts the plan offers up to \$250 (depending on the surgical procedure) to help pay the doctor bill. | | The plan provides indemnity payments for the amounts set forth in the Schedule of Operations regardless of the income of the policy holder. Benefits range from \$5 to \$150. |

EXAMPLES OF PAYMENTS OFFERED FOR SURGERY BY GHI TO SUBSCRIBERS WHOSE INCOMES EXCEED THE AMOUNT THAT ENTITLES THEM TO FULL SERVICE BENEFITS, AND OF PAYMENTS OFFERED BY THE MUTUAL OF OMAHA POLICY

| | | |
|----------------|---------------------------------|-------|
| \$ 100 | Hernia (Inguinal Unilateral) | \$ 50 |
| 140 | Hernia (Inguinal Bilateral) | 75 |
| 100 | Appendectomy | 100 |
| 125 | Fracture of Spine | 50 |
| 75 | Dislocation (Hip) | 35 |
| 200 | Prostatectomy | 150 |
| 80 | Pregnancy (Normal delivery) | 50 |
| 150 | Pregnancy (Caesarean) | 100 |
| 175 | Removal of Kidney | 100 |
| 150 (one side) | Mastoidectomy (both sides) | 100 |
| 250 | Brain tumor or abscess | 150 |
| 50 | Tonsillectomy and Adenoidectomy | 25 |
| 60 | Hemorrhoidectomy | 25 |

Neither plan covers cases involving workmen's compensation, dental services, or normal home calls by the physician.

Both plans require a waiting period of ten months for new subscribers for benefits involving obstetrical care.

For the removal of tonsils and adenoids, and pre-existing conditions, the GHI plan requires a ten month waiting period for new subscribers; there are no waiting periods for these benefits in the Mutual of Omaha plan.

| GHI Hospitalization and Surgical | | COST PER MONTH | | MUTUAL OF OMAHA Hospitalization and Surgical |
|-------------------------------------|---------|--|--|---|
| \$ 2.70 | \$ 1.70 | Single member only | | \$ 1.60 |
| 6.90 | 3.70 | Married member and spouse | | 4.75 |
| 6.90 | 3.70 | Married member, spouse and all children | | 6.00 |
| 6.90 | 3.70 | Member and all children, where there is no adult dependent | | 4.75 |
| 5.40 | 3.40 | Member and one child, where there is no adult dependent | | 4.75 |

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Recd 2-19-53 9:25
Recd 990
Dist 2-19-53
Dist 889
Course # - to -
Course picked up at 12:03.*

25X1A

NOTICE

17 February 1953

SUBJECT: CIA Correspondence System
Forms Control Program
Printing Advisory Staff

Stock-101

1. The functions listed below have been transferred from the Organization and Methods Service, Office of the Comptroller, to the Record Services Division, General Services Office:

25X1A

a. The development and maintenance of a standard Agency correspondence system.

b. The Forms Control Program as prescribed in CIA Regulation [REDACTED].

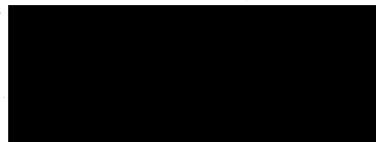
2. There has been established in the General Services Office a Printing Advisory Staff with the following functions:

a. To provide technical guidance to all Agency components on such matters as format, size, and method of printing or reproduction of publications, and

b. to review distribution requirements and advise initiating components thereon in order to insure efficiency and economical use of the Agency facilities involved.

FOR THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



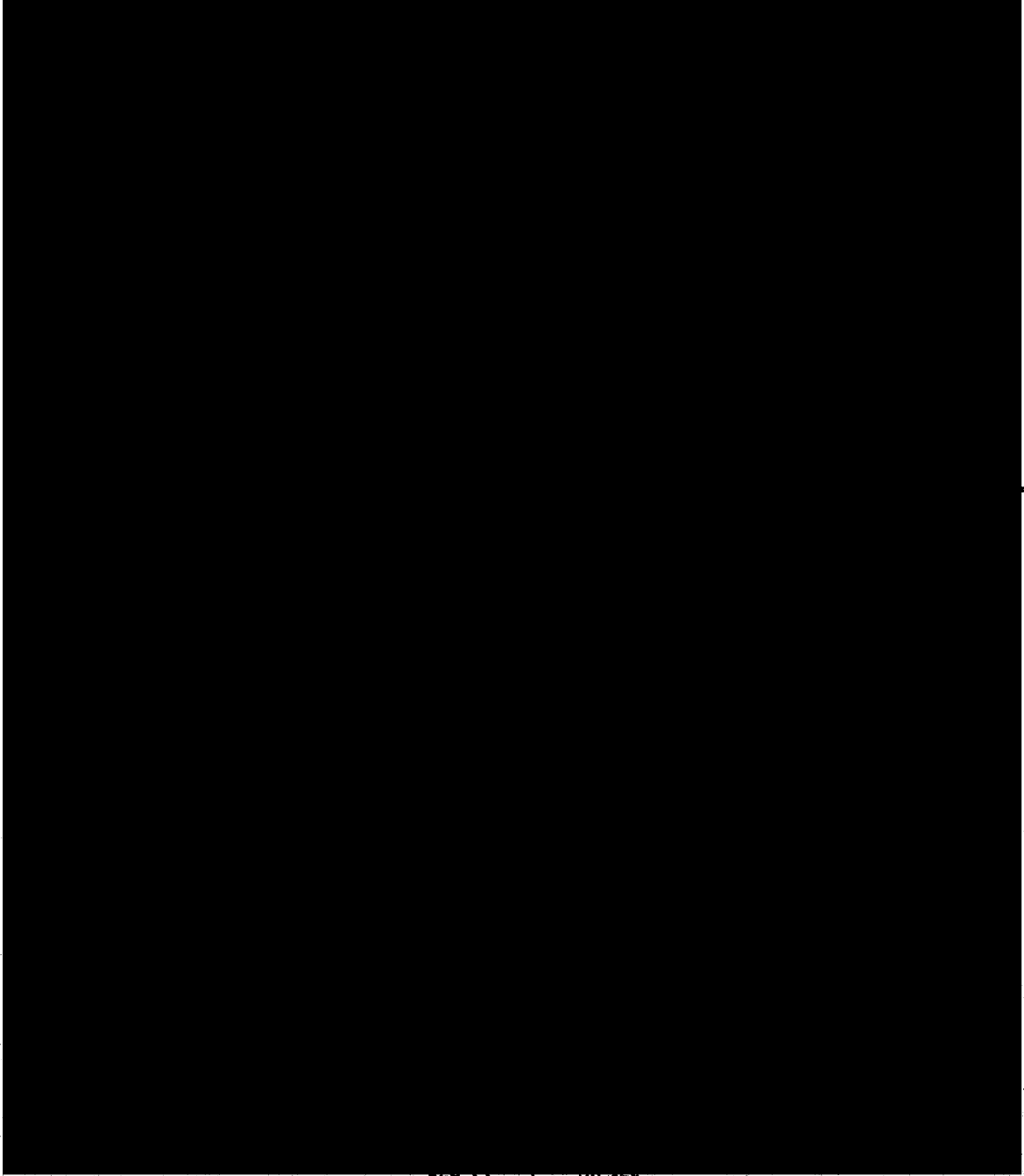
WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 3

CONFIDENTIAL
Security Information

SECRET
Security Information

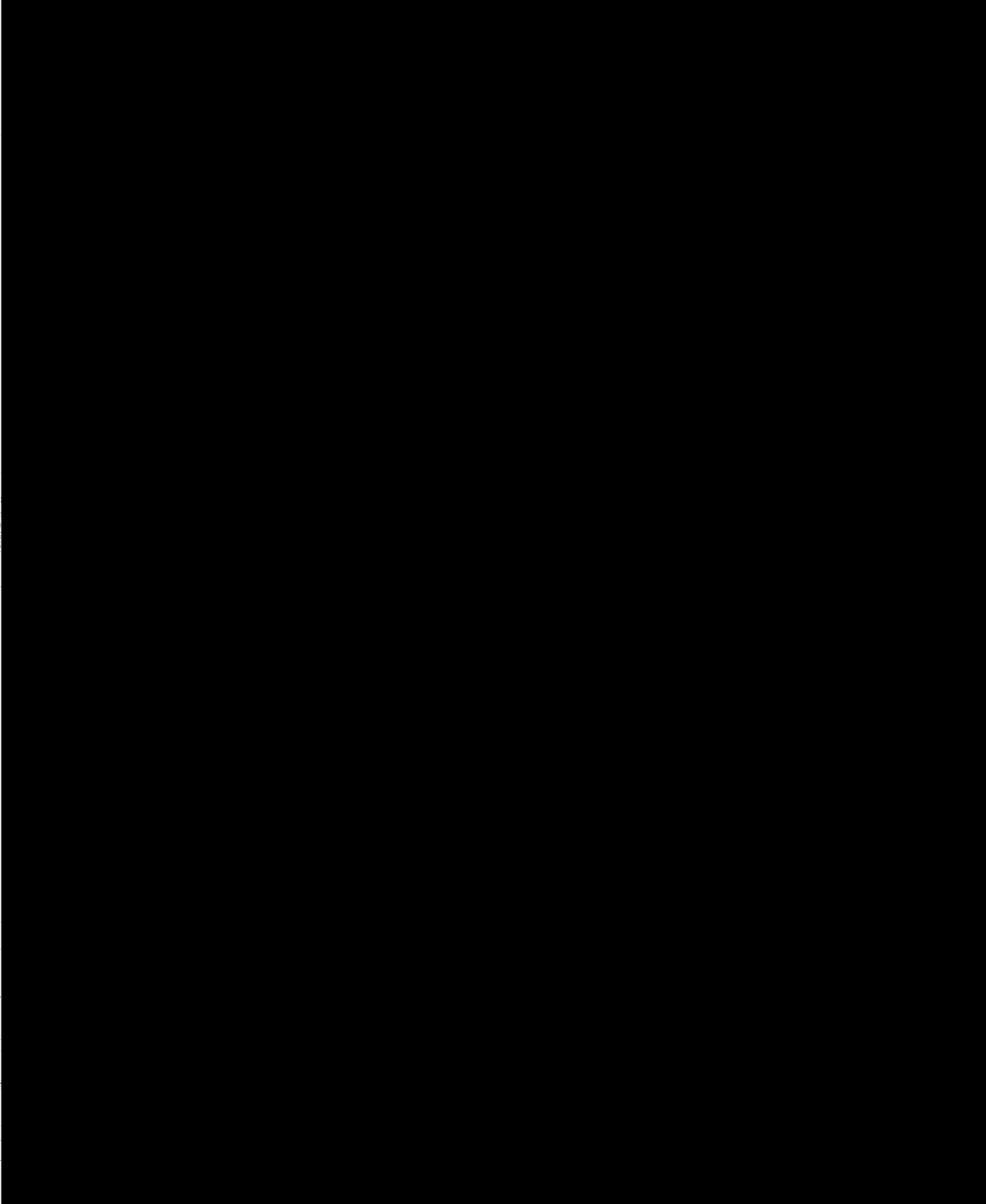
ILLEGIB



SECRET

SECRET
Security Information

ILLEGIB



(S) (Perf.)

SECRET
Security Information

COPY

~~SECRET~~
Security Information
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Security Information

18 December 1951

MEMORANDUM FOR: Each Assistant Director

SUBJECT: Examination of Intelligence Publications

1. In order to provide more systematic handling of the initiation of new intelligence publications in the Agency, the Assistant Director for Intelligence Coordination has been assigned the responsibility for insuring that:

a. The publication of information contained in the issuance is within the functional cognizance of CIA and the originating Office.

b. The publication is properly coordinated and integrated with other intelligence publications issued by both CIA and other intelligence agencies.

c. The requirements of intelligence consumers are most efficiently and economically satisfied.

2. In discharging this responsibility the AD/IC will consult with both producers of the publication and end-users on the substantive aspects of the publication in question and with the Advisor for Management on functional and other administrative aspects. He will also insure that the interests of this Agency and other agencies are reconciled.

3. In the event of disagreement the AD/IC will refer the problem, fully documented, to the DCI for decision.

4. AD/IC will be responsible for conducting periodic review of existing intelligence publications with the parties concerned and report semi-annually to the DCI on the status of the Agency's intelligence publications.

Deputy Director of Central Intelligence

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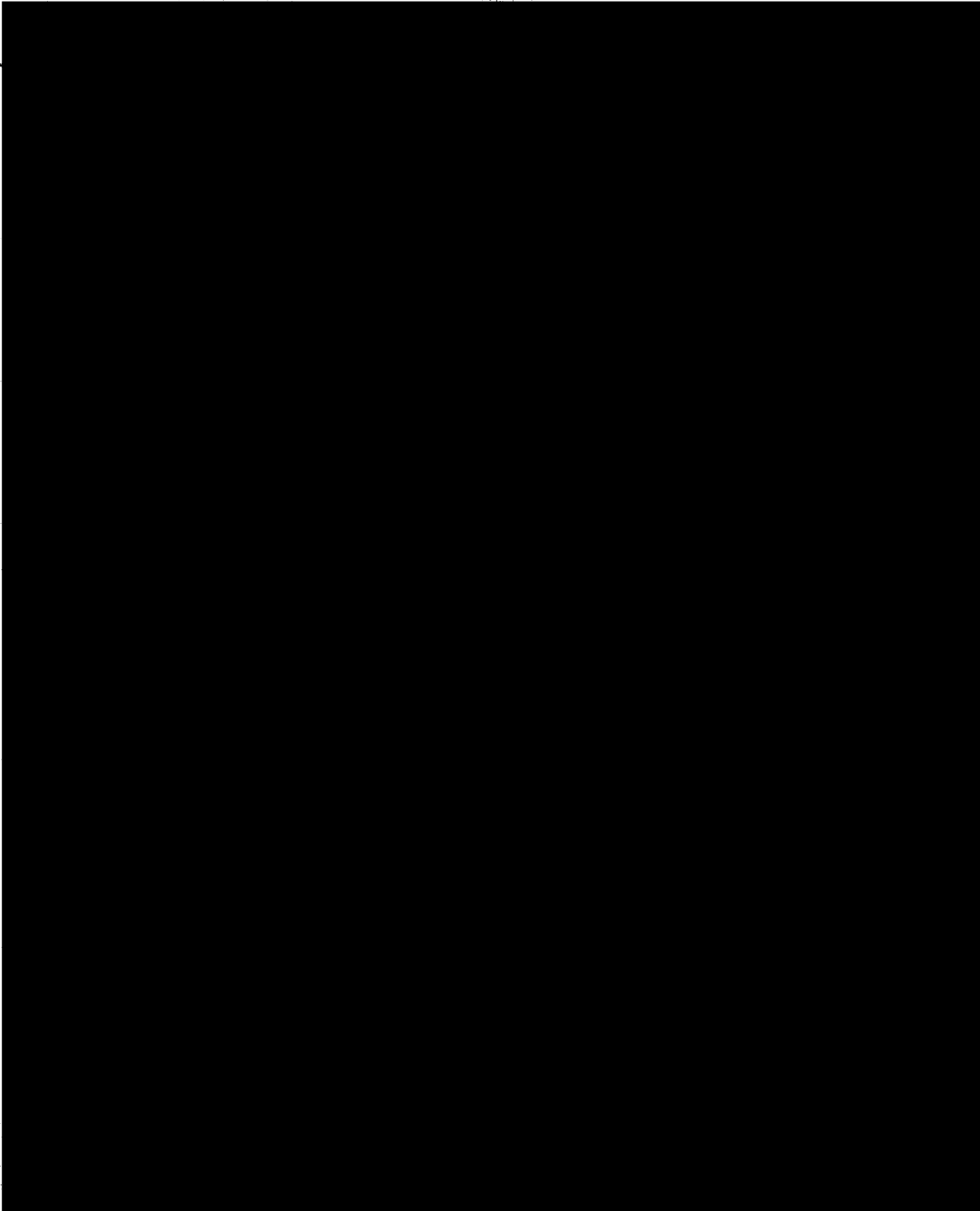
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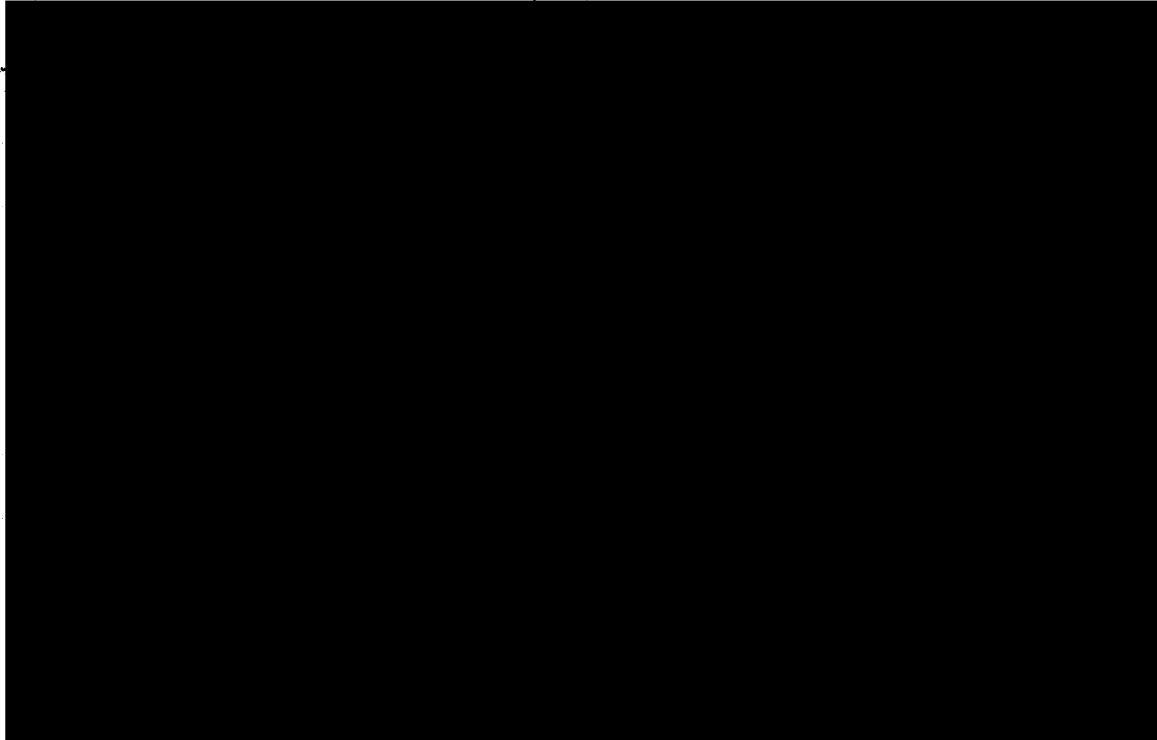
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

13 February 1953

SUBJECT: Washington's Birthday Holiday

Since Washington's Birthday is a legal holiday and falls on Sunday, 22 February 1953, the following day, Monday, 23 February 1953, will be observed as the official holiday by employees whose regular workweek is Monday through Friday. Sunday, 22 February 1953, will be observed as the official holiday by employees whose regular workweek includes Sunday. Only such employees as are necessary for the maintenance of essential operations shall be required to remain on duty.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF
Deputy Director
(Administration)

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DISTRIBUTION NO. 4

ER3-6930

FEB 10 1953

MEMORANDUM FOR: Deputy Director (Administration)
FROM: Assistant Director (Personnel)
SUBJECT: Legal Holiday on 23 February 1953

25X1A

1. CIA Regulation [REDACTED], subject: "Time, Leave and Pay", dated 6 January 1952, provides that if a Legal Holiday falls on Sunday, the following Monday will be officially observed as the holiday by employees whose regular workweek is Monday through Friday. Sunday will be observed as the holiday by employees whose regular workweek includes Sunday.

2. Since Washington's Birthday is a legal holiday and falls on Sunday 22 February, attached is a proposed Notice advising Agency personnel that Monday, 23 February 1953, will be officially observed as a legal holiday.

25X1A

[REDACTED]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachment

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

10 February 1953

25X1A

SUBJECT: Notifications of Employee Emergencies

Administrative and operating officials of the Agency are responsible for immediately advising the appropriate Personnel Relations Branch of the Personnel Office in the event of serious illness, injury, or death of Agency personnel. All pertinent information relating to the nature and circumstances attendant to the emergency which is obtained initially and/or subsequently will be supplied. Each member of the Agency shares in responsibility for informing appropriate officials of such occurrences.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF
Deputy Director
(Administration)

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NOTICE

SUBJECT: Composition of CIA Career Service Board

25X1A

RESCISSION: Paragraph I A of Tab B, and Schedule A of CIA Notice
dated 19 June 1952

1. The CIA Career Service Board will be composed of the following members:

Permanent Members:

- Deputy Director (Plans) or Deputy
- Deputy Director (Intelligence) or Deputy
- Deputy Director (Administration) or Deputy
- Director of Training or Deputy
- Assistant Director (Personnel) or Deputy
- Assistant Director for Communications or Deputy

Rotating Members (two at any one time for terms of six months each):

- Assistant Director for Current Intelligence
- Assistant Director for Collection and Dissemination
- Assistant Director for Operations
- Assistant Director for Scientific Intelligence
- Assistant Director for Research and Reports
- Assistant Director for National Estimates
- Assistant Director for Intelligence Coordination
- Chief, Foreign Intelligence Staff

25X1A

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Chief, Technical Services Staff
Chief of Administration, DD/P

Executive Secretary - Nonvoting

2. Four members of the Board will constitute a quorum. If a member can not be present, he may be represented by his Deputy. The Board will hold scheduled monthly meetings, and agenda and minutes of meetings will be distributed to all persons listed above.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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WALTER REID WOLF
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

16 January 1953

NOTICE

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1. [REDACTED] Assistant Director for Communications, is appointed a permanent member of the CIA Career Service Board.

2. Mr. Sherman Kent, Assistant Director for National Estimates, is appointed a member of the CIA Career Service Board for the period ending 30 June 1953, vice Mr. James M. Andrews, Assistant Director for Collection and Dissemination, whose term expired 31 December 1952.

3. The above appointments are effective with the issuance of this Notice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]

WALTER REID WOZF
Deputy Director
(Administration)

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE


9 February 1953

General Walter Bedell Smith having assumed his duties as Undersecretary of State, the undersigned hereby assumes the duties and responsibilities of Acting Director of Central Intelligence, effective immediately.



ALLEN W. DULLES
✓

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9 February 1953*

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NOTICE

SUBJECT: Personnel Evaluations in Cases of Reassignment

1. Simultaneously with the granting of a statement of availability of any Agency employee grade GS-7 or above, a narrative evaluation shall be prepared by the immediate supervisor for inclusion in the official personnel folder. This narrative will be used as a guide by any interested office in determining the employee's suitability for any proposed action. This evaluation should include specific comments on at least the following points:

- a. Knowledge of the job being performed
- b. Judgment in arriving at logical and workable solutions
- c. Dependability, not only in being on the job, but in accomplishment of assigned tasks within reasonable deadlines
- d. Stability under pressure and ability to adjust to changing conditions or circumstances
- e. Imagination, initiative, and originality
- f. Security consciousness
- g. Tact and diplomacy in dealing with others

2. The narrative evaluation must be signed by either the Chief or a designated senior official of the gaining unit to confirm his understanding of the evaluation material. The Personnel Office will not approve the official transfer action unless the signed narrative evaluation is included in the official file or attached to Standard Form 52 requesting the transfer.

3. In addition to submitting narrative evaluations with the statement of availability of any Agency employee grade GS-7 or above, an evaluation will be prepared and similarly handled in the case of any employee, regardless of grade, where there has been any evidence of unsatisfactory performance or derogatory information.

4. This action is required only in cases of interoffice, staff, or DD/P area division transfers; intradivision or intrastaff transfers require no narrative evaluation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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WALTER REID WOLF
Deputy Director
(Administration)

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OC-1348
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6 February 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Personnel Evaluations in Cases of Re-assignment

REFERENCE: Memorandum, same subject, dated 5 February 1953, from the AD(Personnel)

While concurring in the principle of proposed CIA [REDACTED] I recommend that the following comments be considered prior to issuance:

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a. The proposed notice should be considered by the CIA Career Service Board if such consideration has not already been effected.

b. With reference to paragraph 2, first sentence, I suggest the addition of the following "*** to confirm his understanding of the evaluation material."

c. The narrative evaluation covered by the proposed [REDACTED] might well be keyed to the present Agency Personnel Evaluation Report and represent a supplement thereto.

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[REDACTED]
Assistant Director for Communications

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5 February 1953


MEMORANDUM FOR: ✓ Deputy Director (Intelligence)
Assistant Director (Communications)
Director of Training

SUBJECT: Personnel Evaluations in Cases of Reassignment.

1. As a result of recent conversations between the DDCI and CAO/DD/P, the CAO has developed a proposed Agency Notice, subject as above, copy of which is attached hereto. The DDCI has expressed the desire of having a procedure initiated immediately.

2. The DD/A has requested that you review the proposed Notice and submit your comments and/or concurrence to him not later than Monday, 9 February 1953.

25X1A


for W. H. H. MORRIS, JR.
Assistant Director (Personnel)

1 attachment
Cy proposed Notice.

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- 5 FEB 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Personnel Evaluations in Cases of Reassignment

1. The attached proposed Notice was developed by CAO-DD/P at the request of the D/DCI. Mr. Dulles has expressed the desire of having the procedure initiated immediately.

2. Copies of the proposed Notice have been transmitted to DD/I, AD/C, and Director of Training for comments and/or concurrence to you not later than Monday, 9 February 1953. Copy of my memorandum to each of them is attached for your information.

[Redacted Signature]

25X1A

for W. H. H. MORRIS, JR.
Assistant Director (Personnel)

2 attachments

- 1 - Proposed Notice
- 2 - Cy memo to DD/I, AD/C and D/TR

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Serial # 41 Jan 77

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

4 February 1953

SUBJECT: Review of the Agency's 1954 Budget

1. For the information of all concerned, there is attached a copy of a letter which was sent to the Secretaries of the Departments of the Government by the Director of the Bureau of the Budget requesting a review of the 1954 budget.
2. The provisions of this letter will be the subject of discussion at the meeting of Assistant Directors with the Director on Monday morning, 9 February 1953.
3. It will be noted that the following over-all policies have been emphasized:
 - a. With respect to personnel: To reduce the number of Government employees by restricting the hiring of additional personnel.
 - b. With respect to construction: To proceed only with those projects which are deemed clearly essential in terms of the objectives of this Administration, and on such projects to employ the strictest standards of economy.
 - c. With respect to all programs: To operate at a minimum level of cost and expenditures by questioning the necessity for all work and eliminating unnecessary programs and holding the remainder to minimum levels.
4. The attachment referred to in paragraph 10 of the attachment was not duplicated as it applies to the Agency as a whole and not to individual offices.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



L. K. WHITE
Acting Deputy Director
(Administration)

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1 Att

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EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington 25, D. C.

February 3, 1953

My dear Mr. Secretary:

One of the first and most important tasks of our new administration is to review the 1954 Budget and to proceed toward the accomplishment of a balanced budget.

This review will take the initial steps toward that goal; will establish in definitive form how far we can go in that direction in the fiscal year 1954; and set the stage for the fiscal year 1955. It should help to identify issues that will be significant in the formulation of the budget for that year.

The problem is complicated by inheritance of the costs of a Federal debt of more than \$265 billion; indicated deficits for the fiscal years 1953-1954 totaling \$15.8 billion; and accumulated unexpended balances of appropriations in excess of the total new obligational authority requested for fiscal year 1954.

It is clear that this situation will not be brought under control without action to reduce budgetary obligational authority, reduce the level of expenditures, critically examine existing programs, restrain commitments for new programs, and generally to drive for greater efficiency and reduced costs.

In this review the policies shall be as follows:

With respect to personnel: It is the policy to reduce the number of Government employees. Each department or agency head shall immediately restrict the hiring of additional personnel. No vacancies shall be filled until the department or agency head shall have determined to his satisfaction that:

- a. The positions represented by vacancies cannot be eliminated.
- b. Existing employees cannot be shifted to cover the vacancies.
- c. Increased efficiency, better utilization of personnel, or changes in standards and policies of department or agency operation will not make possible the attainment of a and b above.

- 2 -

It is the policy to achieve a progressive reduction of personnel for the remainder of the fiscal year 1953 and for the 1954 Budget. Variations from this policy, as applied to individual departments and agencies, will be granted by the President in his review of the 1954 Budget only upon specific request and adequate justification by the department or agency head.

With respect to construction: It is the policy to proceed only with those projects which are deemed clearly essential in terms of the objectives of this administration and on such projects to employ the strictest standards of economy. Each department and agency head is therefore directed to:

- a. Review all proposed or authorized construction projects on which work has not yet begun, and to propose initiation of construction during the remainder of the fiscal year 1953 and the fiscal year 1954 only on those projects which he determines meet the above criteria.
- b. Review all going construction projects in the light of the above criteria and take such action as he may deem appropriate, including action to stop the work.

With respect to all programs: It is the policy to operate at a minimum level of cost and expenditures. This policy requires that the necessity for all work be questioned and that action be taken to eliminate unnecessary programs and to hold the remainder to minimum levels. Each department and agency head is therefore directed to:

- a. Permit no increases over the January rate of obligations except on complete justification and specific approval, unless such increases are clearly necessary to meet requirements fixed by law.
- b. Initiate an immediate review within his department or agency calling for recommendations on the downward adjustment of program levels and for information as to the probable effect of such adjustments on Government services.

The results of these reviews should be used wherever possible in the 1954 Budget revision procedure and in the preparation of submissions for the 1955 Budget.

- 3 -

You are expected to translate these guides into proposals for specific revisions of the budget figures for your department or agency and to transmit them to this office in the form indicated in the attachment. Your proposals should be received by this office on or before March 2, 1953.

Pending the receipt of your recommendations and the President's decisions on proposed revisions of the 1954 Budget, any significant deviation from these policies and criteria shall be reported to the Bureau of the Budget.

Your recommendations pertaining to the 1954 Budget also should indicate the possibilities of making further changes in subsequent budgets where you propose that legislation now in effect be amended or repealed. Where your budget review indicates the desirability of a change in legislation, a draft bill or other proposal for action should be submitted for appropriate clearance as promptly as possible.

Legislative proposals, originating either in Congress or in your department or agency, which would affect financial requirements of your department or agency, should be reviewed in the light of the budget policies set forth above.

The recommendations which you make in response to this letter, like all other budget estimates, are in the nature of advice for the President, and are highly confidential prior to the time that the President formally has acted thereon.

Sincerely yours,

(Signed) Jos. M. Dodge

Director

The Honorable

The Secretary of _____

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NOTICE

2 February 1953

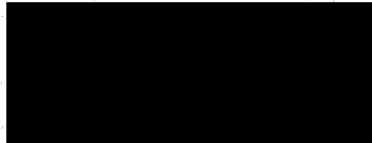
SUBJECT: Changes in CIA Regulations

For your guidance in maintaining manuals of CIA Regulations, the following list gives the Regulations published during the period 1 January through 31 January 1953.

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| <u>CIA REG.</u> | <u>TITLE</u> | <u>PAGE NOS.</u> | <u>DATE</u> |
|-----------------|--------------|------------------|-------------|
| | Index | 1 - 11 | 1 Jan. 1953 |
| | [REDACTED] | 2 | 7 Jan. 1953 |

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WALTER REID WOLF
Deputy Director
(Administration)

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Washington, D. C.

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27 January 1953

NOTICE

25X1A

SUBJECT: Reinstatement of Notice [redacted] dated 1 August 1952,
subject, Personnel Evaluation.

25X1A

The above Notice cancelled by Notice [redacted] dated 5 Janu-
ary 1953, is hereby reinstated until further advice. A copy of
Notice No. [redacted] is attached hereto.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[redacted signature block]

LAWRENCE R. HOUSTON
Acting Deputy Director
(Administration)

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Attachment: [redacted]

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

1 August 1952

SUBJECT: Personnel Evaluation

25X1A

REFERENCE: CIA Regulation [REDACTED] (Revised), effective 1 August 1952

1. Purpose

This Notice provides guidance and outlines detailed responsibilities for personnel evaluation.

2. Definition of Personnel Evaluation

a. Personnel evaluation as used in the Central Intelligence Agency is the supervisor's considered and judicious appraisal of the performance and capabilities of each individual for whom he is immediately responsible. This evaluation is in terms of the requirements of the individual's current position and his potential for long-term service with the Agency. It is not a performance or an efficiency rating in the sense that individuals are compared on the basis of a predetermined adjectival or numerical scale.

b. The significance of a personnel evaluation lies in the constructive action which will be taken to develop and use each individual's abilities and potentialities most effectively.

3. Need for Evaluation

a. Continuing Day-by-Day Evaluation

A supervisor must be continually aware of the abilities and performance of each person in his organization if he is actively to aid him to develop his skills and abilities. The insight gained from continuing appraisals will enable the supervisor to stimulate the productiveness and job confidence of his people and to develop teamwork and pride in the organization.

b. Recording Evaluations

In addition to day-by-day guidance, it is necessary that periodic written reports be prepared as an essential element in

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each individual's career plan. The preparation of these reports will serve periodically to focus the supervisor's attention on the actual and potential contributions of each individual. Through this process the supervisor acquires a systematic inventory of the human resources within his unit.

4. Specific Uses of Personnel Evaluation

The uses of personnel evaluation include the following:

- a. Identifying each person's aptitudes, knowledges, skills, and interests;
- b. Promoting discussions between supervisors and those supervised concerning work performance and career development;
- c. Increasing individual efficiency by spotting and correcting specific problems and deficiencies and helping in the development of desirable traits;
- d. Serving as a basis for individual plans for career development;
- e. Identifying outstanding service;
- f. Identifying individuals who fail to perform as effective members of the organization; and
- g. Identifying the need for training, reassignment, rotation, promotion, demotion, separation and other formal personnel actions.

5. Responsibilities for Personnel Evaluation

a. Responsibilities of Individuals

Each individual must understand the responsibilities and requirements of his position. This is an inherent condition of employment and imposes a responsibility upon the individual to discuss with his immediate supervisor any problem or uncertainty which obscures his comprehension of his work. This does not minimize the responsibility of the supervisor for ensuring that those whom he supervises are provided with full information as to their jobs. A clear understanding between the supervisor and the individual is the result of a reciprocal relationship, and effective performance by and development of the individual proceed from the two-way communication between them.

- 2 -

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b. Responsibilities of Supervisors

(1) Immediate Supervisor

The immediate supervisor who assigns and reviews the work of others bears primary responsibility for evaluating, guiding and developing the potentialities and capabilities of those whom he supervises. In order to record his evaluations and recommendations, he will prepare Personnel Evaluation Reports as required.

(2) Reviewing Official

The supervisor next in line of authority above the immediate supervisor is responsible for reviewing Personnel Evaluation Reports. He will determine whether they conform to pertinent Agency policy and regulations and will assist in the effective use of the recorded information. He has the additional responsibility of ensuring that supervisors under his authority are effective in directing, leading, evaluating and developing their personnel.

c. Responsibilities of Office Career Service Boards

It is the responsibility of each Office Career Service Board to review plans contained in the Personnel Evaluation Report for the training, assignment, advancement, rotation or promotion of each individual falling within its jurisdiction and to recommend to the Assistant Director or Office head the action that should be taken.

6. Types of Reports

a. Initial Reports

The supervisor will prepare a Personnel Evaluation Report for each individual at the end of his first nine months of service with the Agency, exclusive of time that may have been spent in provisional status pending full security clearance. Such a report will be made regardless of the length of time that the individual has been under his immediate supervision.

b. Annual Reports

The supervisor will prepare a Personnel Evaluation Report annually for each individual on the anniversary of his entrance on duty unless a report has been made within the three months prior

- 3 -

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to the anniversary date. When necessary the due date of an annual report will be deferred until the individual has been under the supervisor's jurisdiction for 90 days.

c. Special Reports

The supervisor will prepare a Personnel Evaluation Report when an individual leaves the Agency. This report will include the supervisor's recommendation concerning his suitability for re-employment. Such special reports shall be attached to the Personnel Action Request form when it is forwarded to the Personnel Office. Special reports also may be made whenever they are administratively required.

d. Reassignment Reports

A Personnel Evaluation Report will be prepared for an individual whenever his supervisor is to be permanently changed. Supervisors who are to be reassigned will prepare reports for all persons under their immediate jurisdiction. Supervisors will prepare reports for individuals who are to be reassigned from their units. In case the immediate supervisor is not available, such reassignment reports will be prepared by the person next in line who has direct knowledge of the individual's work. The Assistant Director (Personnel) or his designated representative may grant temporary exemption from this requirement to specific organizational components of the Agency.

7. Preparation of Reports (See Flow Chart attached)

a. Prior to the date an initial or annual Personnel Evaluation Report is due, the Personnel Office will notify the Office concerned through the official designated by the Office to serve as its Evaluations Officer, with responsibility for administrative activities connected with the personnel evaluation program. The Evaluations Officer will initiate action on Form 37-151 by entering the identifying data in Items 1 through 6 on the form and forwarding it in duplicate to the appropriate supervisor. Special reports may be initiated either by the Personnel Office or by the Office concerned. Reassignment reports will be initiated by the Office concerned.

b. The supervisor will furnish the form in duplicate to the individual concerned who will complete Items 7 through 10. At the time the supervisor transmits the form to the individual, he will offer his assistance and cooperation.

- 4 -

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c. The supervisor will complete Items 11 through 18 and will exercise considered judgment in appraising the adequacy of the work performed, the qualifications of the individual for his position and his potentialities for greater service to the Agency. Upon completion of the evaluation, he will forward the form to the appropriate reviewing official.

d. Item 17 of the form provides a means for formalizing warnings to individuals concerning ineffective performance. If it is the supervisor's considered opinion that the individual's work contribution has been sufficiently ineffective to require adverse action, he will attach to each of the copies of the Personnel Evaluation Report a copy of a warning memorandum. If the supervisor has not already given the individual such a memorandum, he will prepare one at the time the Report is made. Warning memoranda will be coordinated with the Personnel Office before they are given to the individual. When attached to Personnel Evaluation Reports, they will serve to alert the Personnel Office and appropriate Career Service Boards to situations requiring special attention.

e. The reviewing official will discuss the report with the supervisor in order to analyze the results of the evaluation and to determine whether additional action should be recommended to improve or better utilize the individual's skills. The reviewing official also should discuss with the immediate supervisor any recommendations which would assist the supervisor in carrying out his responsibilities in the personnel evaluation process and in taking appropriate action based on the evaluation. Upon the conclusion of his review and after discussion with the supervisor, the reviewing official will sign the form in duplicate and will forward both copies to the supervisor.

8. The Interview

a. Within one week after a Personnel Evaluation Report has been reviewed by the reviewing official, or as soon thereafter as practicable the supervisor will interview the individual concerned to apprise him of the evaluation and to use the Report as a basis for constructive discussion and planning.

b. The interview will have an important influence on the relationship between the supervisor and the individual. Therefore, the supervisor should adapt his approach specifically to each individual and plan the content and sequence of the discussion according to the personal relationship existing between them.

- 5 -

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c. During the interview, the supervisor will discuss each item of the Report. He should encourage the individual to discuss his understanding of his duties and responsibilities in order to resolve any misunderstanding of what is expected of him. He should express recognition of the individual's strengths and work achievements. Discussion of specific shortcomings should be coupled with constructive suggestions of means by which the individual can improve himself with assistance through supervision, rotation and training. In this connection, he should encourage the individual to analyze any work, personal or other situational factors which may have affected his performance. Before closing the interview, the supervisor should summarize the results of the discussion emphasizing the course of mutual action which has been developed to advance the individual's effectiveness with the Agency.

9. Routing of Reports

a. Upon completion of the discussion with the individual, the supervisor will sign both copies of the Report and submit them to the Evaluations Officer. He will retain the duplicate copy and forward the original to the Personnel Division, overt or covert, within thirty days of the due date (the last date covered by the evaluation period) except that trial period Reports will be submitted within fifteen days of the due date. The duplicate copy, which is retained by the Evaluations Officer, will be made available to the Office Career Service Board.

b. The Personnel Office will review the Personnel Evaluation Report and will consult the Office concerned with respect to any action which appears to be necessary or desirable. The original copy of the Personnel Evaluation Report will be filed in the individual's official personnel folder.

c. If an individual's performance is described as unsatisfactory by the attachment of a warning memorandum to his annual Personnel Evaluation Report, the fact will be posted to his service record card by the Transactions and Records Branch of the appropriate Personnel Division. This will make the individual ineligible for a periodic pay increase until his next annual report is made. Advisory Appeal Boards appointed and convened in accordance with CIA Regulation No. 20-8 will, at the individual's request, re-examine official warning memoranda and recommend action to the appropriate officials.

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10. Personnel Evaluation Reports for Field Personnel

Personnel Evaluation Reports for individuals who are serving in the field will be prepared and submitted in conformance with the principles of this Notice. Procedures adapting this Notice to field situations will be established through appropriate [REDACTED] instructions.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]
L. K. WHITE
Acting Deputy Director
(Administration)

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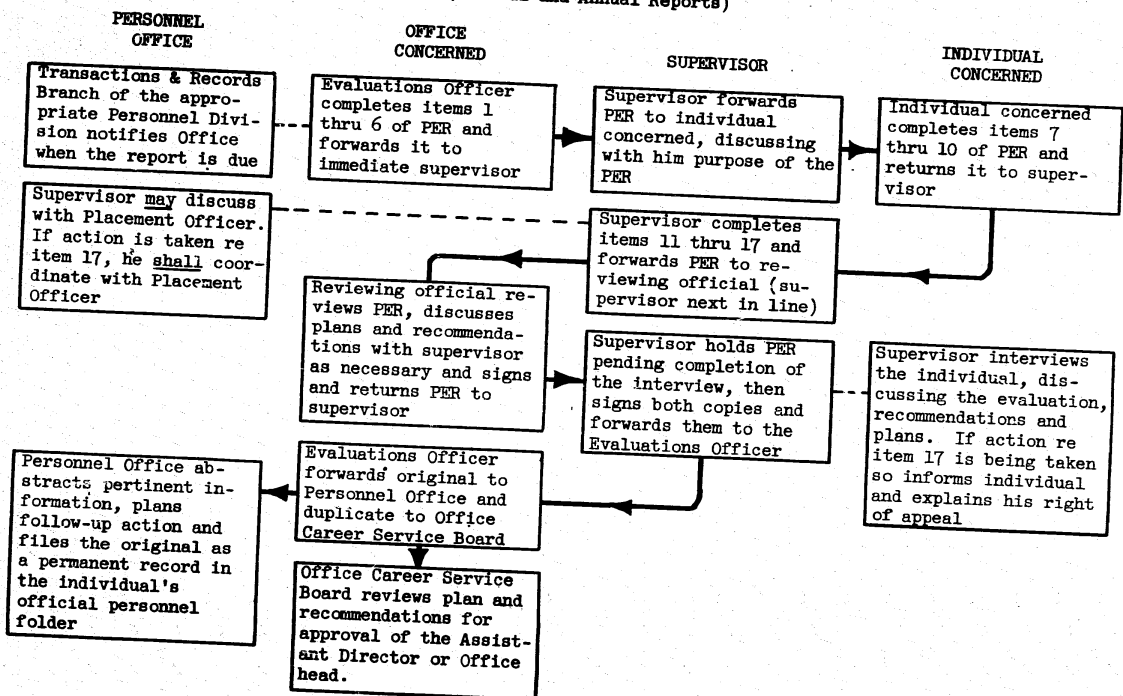
Attachments: Flow Chart

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PERSONNEL EVALUATION REPORT
Flow Chart
(Initial and Annual Reports)



→ routing of PER
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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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NOTICE

30 January 1953

SUBJECT: Employment Commitments

1. Unauthorized and premature comments made to applicants by Agency personnel interested in their employment have occasionally been interpreted by the applicants as commitments. As a result of these misunderstandings the applicants have sometimes incurred personal expenses or made personal changes which were not subsequently supported by Agency clearances and employment.

25X1A

2. CIA Regulation [redacted] specifies that employment or salary commitments will be made only by CIA officials who have been delegated the authority to make such commitments. In order that the Agency will not be embarrassed by its inability to fulfill ill-advised or unfounded commitments, considerable discretion must be exercised in dealing with applicants. Not only must unauthorized commitments be avoided, but great care must be taken to insure that casual comments are not misunderstood and taken as commitments.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted signature block]

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

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Security Information

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*Received 2/3/53
Sent 2/3/53
Copies Dist - 1961
Copies Extra 370*

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

30 January 1953

25X1A

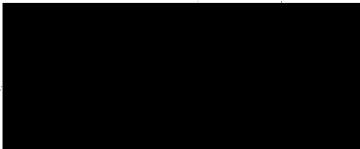
SUBJECT: 1953 Heart Fund Campaign

1. The Heart Fund Campaign for this Agency will be conducted 1 February through 28 February 1953.

2. The Heart Fund Campaign is the organized effort to combat diseases of the heart which are the leading causes of death in the United States. Contributions are used for research into the diagnosis, treatment, and prevention of heart disease. Education, both lay and professional, in methods of combatting this disease, and community service, such as cardiac clinics, job placement of industrial workers with heart disease, and coordination of medical, nursing, welfare, and other services, are assisted by these funds. Agency members are urged to contribute to this worthy Campaign.

3. Contributions may be placed in the plastic hearts distributed throughout the Agency. The Personnel Relations Branches, Personnel Office, have been designated to collect and forward your contributions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

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Executive Registry
3-6542

JAN 28 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed CIA Notice announcing the Heart Fund Campaign

Forwarded herewith is a CIA Notice proposed for the purpose of publicizing the 1953 Heart Fund Campaign. This issuance is in conformance with Agency policy relative to fund-raising activities as set forth in CIA Notice [REDACTED] CIA Participation in Annual Fund-raising Campaigns. Funds will not be solicited from Agency members, but contributions may be placed in plastic "hearts" which will be available in Agency offices.

25X1A

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[REDACTED]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachment

JAN 30 2 43 PM '53

RECORD COPY

1901 DIST
140 SUR

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Rec'd Dist. 30 Jan/53

25X1A

NOTICE

28 January 1953

SUBJECT: Employee Record Files

1. In the interest of sound personnel administration, uniform Employee Record Files should be established by all components of the Agency. It is proposed that each component which has not already done so, establish visible card files which will make it possible to have readily available information necessary for initiating personnel action requests; for recording personnel actions, training and qualifications data; and for noting other matters pertinent to the employment of the individual which are desired by the operating office. A standard form Employee Record Card (Form OF 4b) is available for this purpose. To the extent that presently maintained records are considered adequate to meet this objective, present forms may be used. It is recommended that the Employee Record File be maintained at the administrative level responsible for the preparation of personnel action requests, and that only one such record be maintained for each staff employee.

2. To facilitate the maintenance of accurate records, operating offices should check their records at least annually against the Position Inventory Control File in the appropriate Personnel Division. Beginning 2 February 1953, the appropriate Personnel Division (Overt or Covert) will prepare the Form OF 4b on all new employees entering on duty and transmit it to the appropriate operating office for filing.

3. The Personnel Office will prepare and distribute detailed instructions for establishing and maintaining Employee Record Files, and will advise and assist operating officials in the development of these files.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

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Security Information

ER3-6002

CONFIDENTIAL
Security Information

JAN 12 1953

MEMORANDUM FOR: Deputy Director (Administration)
 SUBJECT: Employee Record File


1. In order to provide operating offices with a basic record for effective personnel administration, the installation of a system of Employee Record Files is proposed. These are visible card files containing information necessary for the initiation of personnel action requests. They are also used in recording personnel actions, training and qualifications data, and for noting other matters pertinent to individual employees.

2. A recent survey revealed that practically all offices have some sort of employee record. With a few exceptions, however, existing records are of a make-shift nature. Besides being inadequate, in many cases they are cumbersome and expensive to maintain. Conversion to the standard form Employee Record Card (Form OF 4b, attached) will not only standardize operating office record-keeping, but will provide such offices with concise records which will facilitate the carrying out of their personnel responsibilities.

3. The attached proposal has been discussed with representatives of the Office of Training, the Office of Communications, the Special Assistant (Administration), DD/I, the CAO, DD/P and the O&M Service, and has their approval. Some offices are already establishing this system on a voluntary basis.

4. Approval of the attached proposed Agency Notice is recommended.

25X1A


 W. H. H. MORRIS, JR.
 Assistant Director (Personnel)

Attachments:

Proposed CIA Notice - Installation of Employee Record Files
 Form OF-4b (Employee Record Card)
 Standard Form 7d (Position Identification Strip)

CONFIDENTIAL
Security Information

| | | |
|--|-------------------|------------------------------|
| 1. LAST NAME—FIRST NAME—MIDDLE INITIAL | 2. POSITION TITLE | 3. GRADE AND SALARY OR GROUP |
|--|-------------------|------------------------------|

17. REMARKS

| | | |
|------------------------|--------|-------|
| POSITION TITLE AND NO. | SERIES | GRADE |
|------------------------|--------|-------|

STANDARD FORM 7D
 PRESCRIBED JULY 1949
 BY CIVIL SERVICE COMMISSION,
 FEDERAL PERSONNEL MANUAL
 CHAPTER R1

POSITION IDENTIFICATION STRIP

16-50352-1 GPO

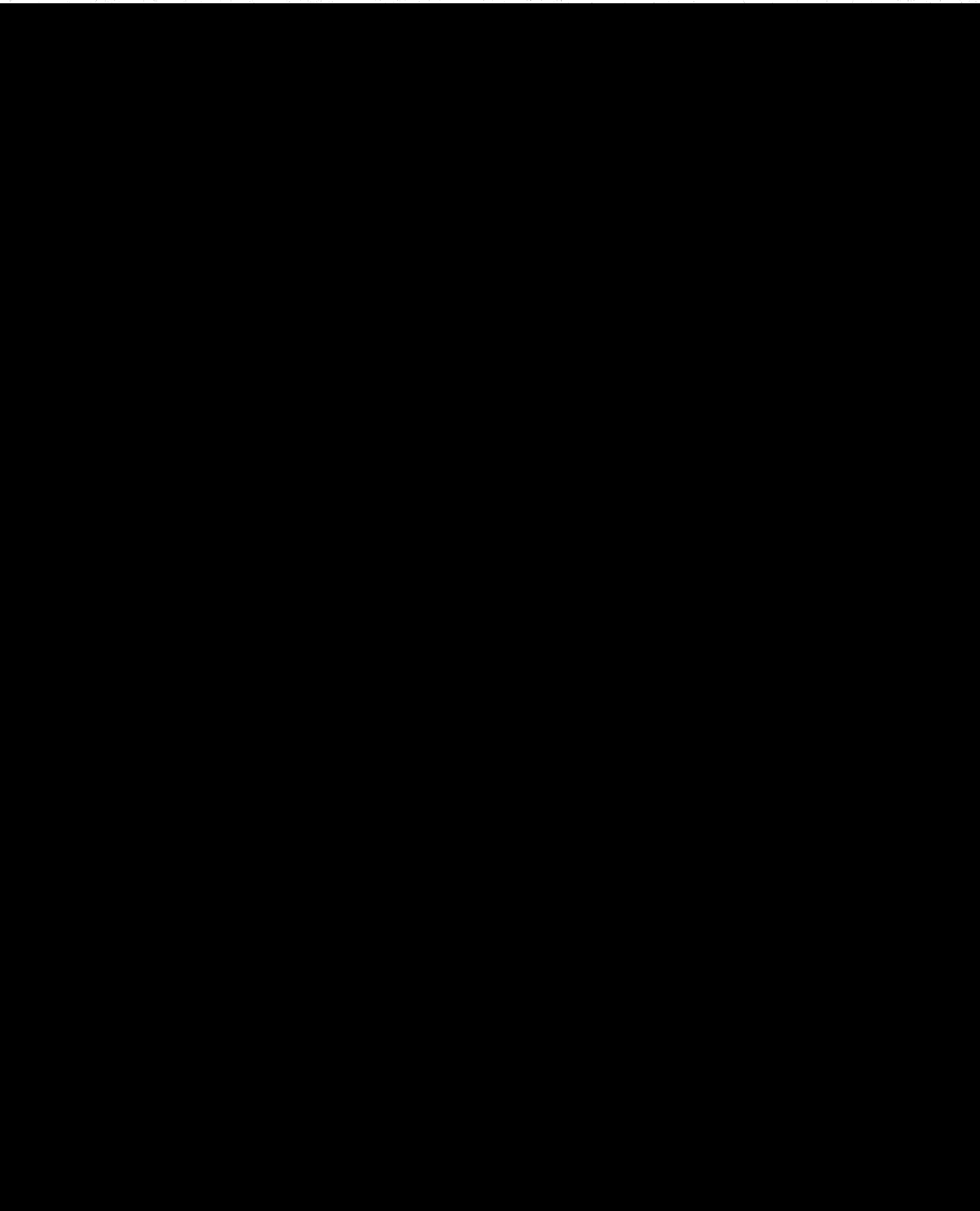
| 17 NATURE OF ACTION | 18 EFFECTIVE DATE | 19 POSITION TITLE AND NUMBER | 20 GRADE AND SALARY OR GROUP | 21 ORGANIZATIONAL DESIGNATION AND OFFICIAL STATION |
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OF-4b
 U. S. CIVIL SERVICE COMMISSION
 July 1947

EMPLOYEE RECORD CARD

16-52035-1 U.S. GOVERNMENT PRINTING OFFICE

SECRET



17. REMARKS

POSITION TITLE AND NO.

SERIES

GRADE

STANDARD FORM 7D
PRESCRIBED JULY 1949
BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL
CHAPTER RI

POSITION IDENTIFICATION STRIP

10-50352-1 GPO

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| Approved For Release 2001/09/03 : CIA-RDP81-00728R000100110001-1 | | | | |
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16. REMARKS (ADDITIONAL REMARKS ON REVERSE SIDE OF CARD)

15. TRAINING, SKILLS, AND EDUCATION

| 13. EFFICIENCY RATINGS | | | | | | 14. IN-SERVICE TRAINING | | |
|------------------------|------|--------|------|------|--------|-------------------------|--------|---------|
| DATE | TYPE | RATING | DATE | TYPE | RATING | DATE | COURSE | REMARKS |
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11. PHYSICAL IMPAIRMENT

12. RACE

10. EMERGENCY ADDRESSEE (NAME, ADDRESS, TELEPHONE NO.)

7. ADDRESS CHANGE

TEL. CHANGE

6. MARITAL STATUS

8. CSC STATUS

4. HOME ADDRESS

TEL. NO.

5. DATE OF BIRTH

6. VETERAN'S PREFERENCE

1. LAST NAME—FIRST NAME—MIDDLE INITIAL

2. POSITION TITLE

3. GRADE AND SALARY OR GROUP

(THIS TAB FOR TYPING: CAN BE TORN OFF, FOLDED UNDER, OR FOLDED UP TO RENEW NAME LINE)

16-52826-1

Next 16 Page(s) In Document Exempt

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

*Received 1-14-53.
1901-1-15-53
Stock 50.*

25X1A

NOTICE

RECORD COPY

15 January 1953

SUBJECT: 1953 March of Dimes Campaign

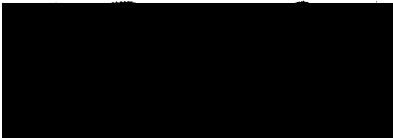
1. The 1953 March of Dimes Campaign will be conducted 19 through 30 January 1953.

2. The March of Dimes is the organized fight against Infantile Paralysis. Contributions are used for the treatment and rehabilitation of those afflicted with this disease and for research into the cause and transmission of it. Agency members are urged to contribute to this worthy Campaign.

3. Contributions may be placed in the miniature iron lungs distributed throughout the Agency. The Personnel Relations Branches, Personnel Office, have been designated to collect and forward your contributions.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

9 January 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed CIA Notice announcing the March of
Dimes Campaign

Forwarded herewith is a CIA Notice proposed for the purpose of publicizing the 1953 March of Dimes Campaign. This issuance is in conformance with Agency policy relative to fund raising activities as set forth in CIA Notice [REDACTED] CIA Participation in Annual Fund-raising Campaigns. Funds will not be solicited from Agency members, but contributions may be placed in miniature iron lungs which will be available in Agency offices.

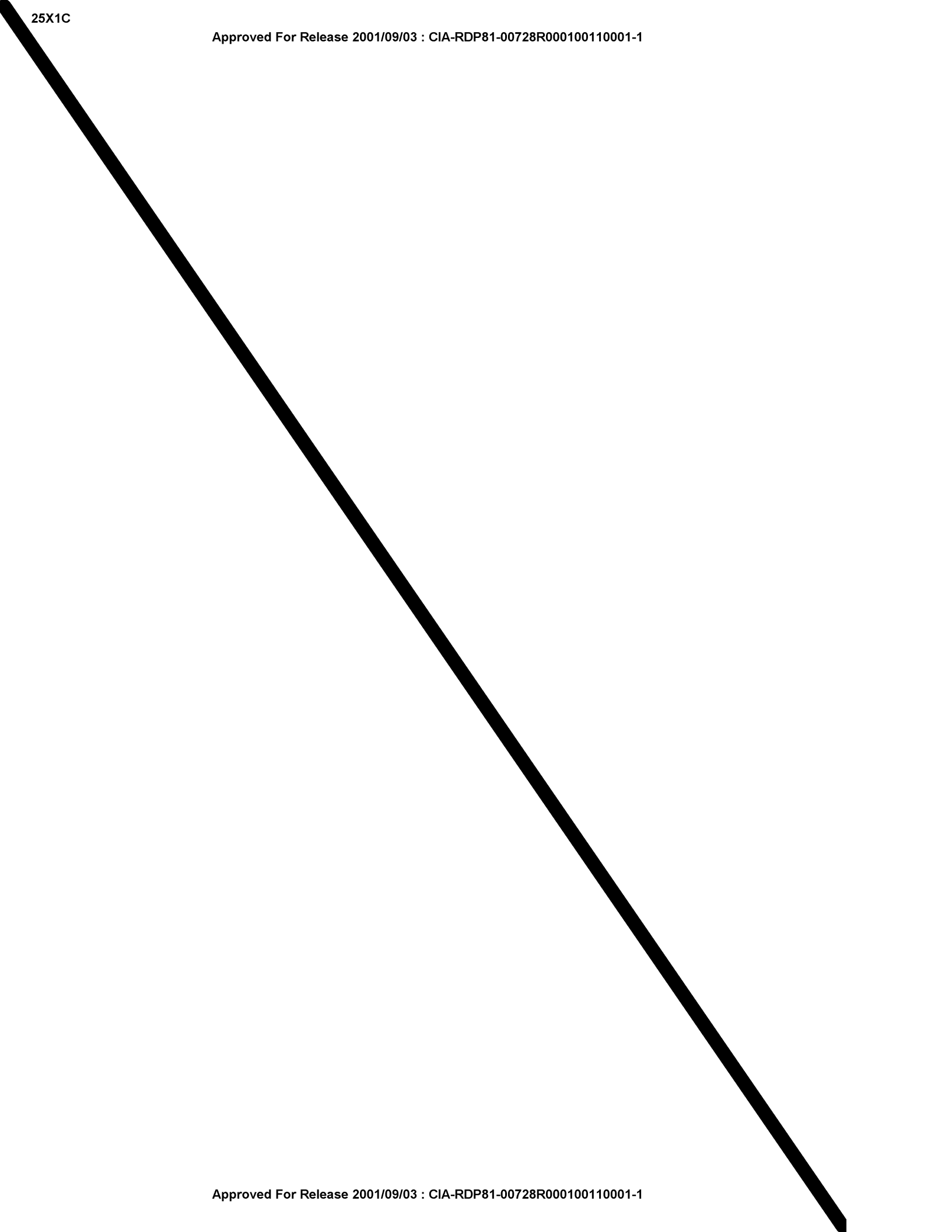
25X1A

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[REDACTED]
W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachment

RESTRICTED



RECORD COPY

*received 1-13-53
sent 1901-1-14-53
Stock 50*

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

RECORD COPY

25X1A

NOTICE

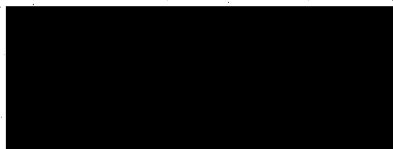
14 January 1953

SUBJECT: Inauguration Holiday

Inauguration Day, 20 January 1953, is designated by existing legislation as a legal holiday for Federal employees in the District of Columbia and surrounding counties. Accordingly, headquarters personnel in the Washington area will be excused from duty on Tuesday, 20 January, without charge to annual leave. Only such employees as are necessary for the maintenance of essential operations shall be required to remain on duty.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

*Received 1-16
1901-1-19
S-101 90.*

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

NOTICE

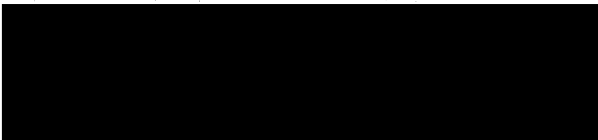
RECORD COPY

14 January 1953

SUBJECT: Red Cross Blood Donations

1. The wholehearted participation of Agency personnel in the Red Cross Blood Campaigns over the past two years reflects great credit on them as well as upon the entire Agency. It is appropriate that CIA, an Agency vital to national defense, should maintain a fine record in this activity.

2. The need for blood is critical. The Red Cross Bloodmobile has been invited to visit us as often as possible during the coming year, and publicity will be given to the visits so that all who wish to do so may participate. I also urge those of you who can do so to make arrangements with the Red Cross for other blood contributions.



25X1A

WALTER B. SMITH
Director

DISTRIBUTION NO. 4

ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

Personnel Director *ga*

NO.

DATE

31 Dec 52

| TO— | ROOM NO. | DATE | | OFFICER'S INITIALS | COMMENTS |
|---------------|-----------|----------|-----------|--------------------|---|
| | | RECEIVED | FORWARDED | | |
| 1. AD/P | | 31-12-52 | | <i>MMW</i> | <p>1-2 - The blood donor campaign was discussed with the DCI during my recent interview. At that time he indicated that he'd be pleased to issue a notice to all employees on the subject. <i>Milom</i></p> <p>2. A few small changes in the grammar of this memorandum have been made. Recommend the rewritten memo be forwarded to Director for signature. [REDACTED]</p> <p>3: For information.</p> <p>4: For publication.</p> |
| 2. A-DD/A | 226 Adm | | 1/2/53 | <i>PK</i> | |
| 3. AD/P | 115 North | 12-1-53 | | <i>br</i> | |
| 4. Chief, O&M | 2210 EAC. | | | | |
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31 DEC 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Red Cross Blood Donations

Recommend the attached CIA Notice be published as a means of conveying the Director's interest in the Red Cross blood campaign. We anticipate a visit by the Bloodmobile during February. We shall prepare a suggested Notice sufficiently in advance for all to be informed.

25X1A


W. H. H. MORRIS, JR.
Assistant Director (Personnel)

1 attachment

Notice

received 1-16-53
Serial 1901-1-19-53
Stock 184

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

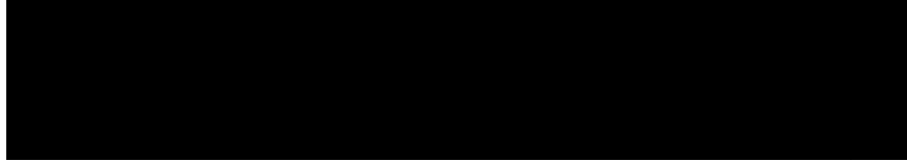
NOTICE

13 January 1953

SUBJECT: Advances to Employees for Personal Expenditures

1. The advance of Agency funds to employees to meet personal obligations is prohibited by law. Funds are appropriated or made available to CIA only for official expenditures necessary to the accomplishment of CIA missions. Officers or employees permitting improper use of Agency funds may be held personally liable.

25X1A



3. Personal loans may be obtained by officers and employees located in the United States, and on a limited basis by officers and employees at overseas locations, by application to the Credit Union. Procedures are being initiated to extend complete facilities of the Credit Union to all overseas installations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 4

SECRET
Security Information

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

| TO | | INITIALS | DATE |
|------|-------------|------------|----------|
| 1 | Comptroller | | |
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| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
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REMARKS: The original draft of the attached notice, (██████████, dated 26 November 1952), has been rewritten by General Counsel. General Counsel's draft is attached for your concurrence and return. An ADD/A memo, dated 5 November 1952, and ██████████ directed preparation of this draft.

25X1A

25X1A

Next 1 Page(s) In Document Exempt

Security Information

4. The contents of paragraphs 5 ~~and 6~~ of the submitted draft are already spelled out in Section 11.0 of the Confidential Funds Regulations. We believe the notice should not do more than to call attention to the fact that advances are to be authorized only in strict accordance with the provisions of that regulation.

5. We have no comments with respect to paragraph 6 of the submitted draft.



25X1A

Attachment - Draft Notice

OGC/GHK:imm

Distribution -

Orig - Addressee

2 - OGC

-2-

SECRET
Security Information

Next 6 Page(s) In Document Exempt

referred-1553
sent 1-16-53 5:52 p.m.
File 200

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A NOTICE

13 January 1953

SUBJECT: Ninth Agency Orientation Course

25X1A REFERENCE: CIA Regulation [REDACTED]

1. The Office of Training will conduct the Ninth Agency Orientation Course on Tuesday, Wednesday, Thursday, and Friday, 10 through 13 February 1953, from 0900 to 1200 hours each morning. The Course will be held in the Department of Agriculture Auditorium (Fifth Wing, South Agriculture Building, Independence Avenue near 14th Street). CIA badges must be shown to gain entrance to the Auditorium. Printed programs of the Course will be sent to each Office for distribution to personnel nominated to attend.

2. In accordance with CIA Regulation [REDACTED] (5 September 1952), 25X1A the following policy governs attendance at the Agency Orientation Courses:

a. All CIA personnel, Grades GS-5 and above, who have not attended any previous Agency Orientation Course, are required to attend one of these quarterly courses.

b. The priority in filling quotas will be determined by length of service with the Agency. Office heads are directed to make their personnel available for one of the Orientation Courses within two years of their entrance on duty.

c. The Office of Training will assign a quota to each Office. Scheduling of personnel will be carried out by the Training Liaison Officers designated by the various Office heads, with the help of the Chief, Orientation and Briefing Division, Office of Training, acting for the Director of Training.

3. No arrangements can be made for those attending the Course to park in the vicinity of the South Agriculture Building. Special Capital Transit chartered busses, therefore, will leave at 0830 hours each morning from:

a. The "loop" at the north end of "M" Building to transport those persons whose offices are located in North, Central, South, Administration, "M", "Q", Riverside, and adjacent buildings.

-1-
CONFIDENTIAL
Security Information

CONFIDENTIAL
Security Information

b. Gate 9 in the rear of "K" Building to transport those persons whose offices are located in "I", "J", "K", "L", and adjacent buildings.

c. Quarters "I" to transport those persons whose offices are located in that general area.

The busses will make a return trip to these three points at noontime.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

WALTER REID WOLF
Deputy Director
(Administration)

DISTRIBUTION NO. 2

-2-

CONFIDENTIAL
Security Information

RESTRICTED

Security Information

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

REGRD COPY

NOTICE

12 January 1953

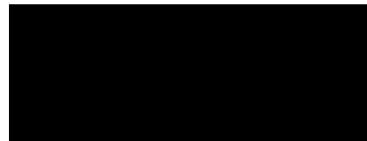
25X1A

SUBJECT: Indebtedness of Agency Personnel

1. The personal affairs of personnel are private and of no concern to the Agency unless of such a nature or conducted in such a manner as to affect their general reputation and suitability for employment. Although the Agency can not and will not act as a collection agent for any creditor outside of the Government, excessive claims or inquiries in connection with personal debts must necessarily reflect on the individual concerned. Such claims or inquiries are sent to the Personnel Office, which, in turn, informs the individual concerned through his supervisor. The Agency will take action where there is indication of indebtedness to the Federal Government and will cooperate with State and Local Governments which assert claims against Agency personnel.

2. Although supervisors or employees may call on the Personnel Office for advice or assistance in connection with personal indebtedness or other affairs, it is assumed that each employee will so conduct his private life and personal affairs as to insure that they never come to the official attention of the Agency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



WALTER REID WOLF
Deputy Director
(Administration)

25X1A

DISTRIBUTION NO. 5

RESTRICTED
Security Information

RESTRICTED

Executive Registry

3-4223

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100110001-1

NOV 26 1952

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Proposed Notice on Indebtedness of Agency Personnel

1. The attached Agency Notice is proposed to standardize procedures in respect to handling cases of employee indebtedness. It is considered that the Agency should avoid participating in collection procedures on debts. At the same time employees should be made aware that this Agency, especially, cannot countenance continued refusal to pay just debts.

2. Approval of the proposed Agency Notice is recommended.

[REDACTED]

25X1A

W. H. H. MORRIS, JR.

Attachment

RESTRICTED
Security Information

Approved For Release 2001/09/03 : CIA-RDP81-00728R000100110001-1

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | | INITIALS | DATE |
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| 1 | General Counsel | | |
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- APPROVAL
- ACTION
- COMMENT
- CONCURRENCE
- INFORMATION
- DIRECT REPLY
- PREPARATION OF REPLY
- RECOMMENDATION
- SIGNATURE
- RETURN
- DISPATCH
- FILE

REMARKS: Red, attached is my draft of a notice I mentioned to you on the phone. Personnel's draft will reach you soon. Either one is suitable under law. /RH.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

DRAFT

MEMORANDUM FOR:

SUBJECT: Proposed Notice on Indebtedness of Agency
Personnel [REDACTED]

25X1A

1. An employee's personal or business debts are his own business unless they are of such nature or number as to effect his general reputation and his suitability for employment. The Agency cannot and will not act as a collection agent for any creditor outside the Government. Claims or inquiries in connection with such debts will be sent to the Personnel Office, which, in turn, will inform the individual concerned through his supervisor. Also supervisors or employees may call on the Personnel Office for advice or assistance in connection with their personal indebtedness.

2. The Agency will take action where there is indication of indebtedness to the Federal Government and it will cooperate with state and local governments which assert claims against Agency employees.

~~BRUCE B. HOUSTON~~
~~General Counsel~~

OGC/LRH:kr

Next 21 Page(s) In Document Exempt

| <u>FORM NO.</u> | <u>TITLE</u> |
|-----------------|---|
| SF2 | Real Estate Lease |
| SF3A | Schedule of Obligations (Green) |
| SF7 | Service Record Card |
| SF7D | Position Identification Strip |
| SF14 | Telegram, Size 8 x 7 |
| SF14 | Telegram, Size 8 x 10 $\frac{1}{2}$ |
| SF19 | Bond of Indemnity - Advance |
| SF22 | Instructions to Bidders |
| SF23 | Construction Contract |
| SF24 | Bid Bond |
| SF25 | Performance Bond |
| SF25A | Payment Bond |
| SF26 | Award (Supply Contract) |
| SF27 | Performance Bond - Corporate Co-Surety |
| SF27A | Payment Bond - Corporate Co-Surety |
| SF27E | Corporate Co-Surety Continuation Sheet |
| SF28 | Affidavit of Individual Surety |
| SF30 | Invitation & Bid (Supply Contract) |
| SF31 | Schedule (Supply Contract) |
| SF32 | General Provisions |
| SF33 | Invitation, Bid & Award |
| SF34 | Annual Bid Bond |
| SF35 | Annual Performance Bond |
| SF36 | Supply Contract Continuation Sheet |
| SF39 | Request for Certification |
| SF40 | Contract for Telephone Service |
| SF44 | U. S. Government Purchase Order, Invoice and Voucher |
| SF50 | Notification of Personnel Action |
| SF52 | Request for Personnel Action, Blue |
| SF57 | Application for Federal Employment |
| SF58 | Experience & Qualification Sheet |
| SF61 | Appointments Affidavits |
| SF63 | Memorandum of Call |
| SF64 | Office Memorandum (White) |
| SF64 | Office Memorandum (Blue) |
| SF66 | Inquiry Regarding Status, Veteran Preference &/or Service |
| SF71 | Application for Leave |
| SF75 | Position Description |
| SF75A | Guide for Writing Position Descriptions |
| SF78 | Certificate of Medical Examination |
| SF88 | Report of Medical Examination |
| SF89 | Report of Medical History |
| SF91 | Operators Report of Motor Vehicle Accident |
| SF93 | Report of Investigating Officer |
| SF103 | Application for Service Credit |
| SF105 | Certificate of Membership in the U. S. Civil Service Retirement System |
| SF113 | Monthly Report of Federal Civilian Employment |
| SF113A | Quarterly Report of Federal Civilian Employment |

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| <u>FORM NO.</u> | <u>TITLE</u> |
|-----------------|--|
| SF119 | Contractor's Statement of Contingent or other Fees for Soliciting or Securing Contract |
| SF126A | Bond Issuance Schedule - Continuation Sheet |
| SF144 | Statement of Previous Federal & Military Service |
| SF150 | Standardized Government Travel Regulations |
| SF514A | Urinalysis, 2 Part, Yellow |
| SF514B | Hematology, 2 Part, Cherry |
| SF514C | Serology, 2 Part, Printed Brown Ink on Pink Bond |
| SF514D | Serology, 2 Part, Carbon Interleaved |
| SF514E | Blood Chemistry, Cherry |
| SF519A | Radiographic Reports 2-Part |
| SF1012 | Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel |
| SF1012A | Voucher for Per Diem, Memo |
| SF1012B | Voucher for Per Diem, Continuation Sheet |
| SF1012C | Voucher for Per Diem, Memo of Continuation Sheet |
| SF1012D | Receipt for Cash - Subvoucher |
| SF1014A | General Ledger |
| SF1015A | Allotment Ledger, White |
| SF1015B | Allotment Ledger, White |
| SF1016 | Distribution Ledger |
| SF1017C | Journal Voucher |
| SF1034 | Public Voucher for Purchase and Service |
| SF1034A | Public Voucher, Yellow |
| SF1035 | Public Voucher, Continuation Sheet |
| SF1036 | Statement and Certificate of Award |
| SF1038 | Application & Account for Advance of Funds |
| SF1044 | Schedule of Collections |
| SF1046 | Schedule of Transfers - Special Deposits |
| SF1048 | Vouchers for Refunds, Memo, Yellow |
| SF1049 | Voucher for Refunds, White |
| SF1050 | Voucher for Refunds Copy Memo |
| SF1055 | Claim Against the U. S. for Amounts Due in the Case of a Decedent |
| SF1067 | Public Voucher for Transportation of Passengers |
| SF1067A | Public Voucher, Yellow |
| SF1067B | Public Voucher |
| SF1067C | Public Voucher, Memo, Yellow |
| SF1069 | Voucher for Allowances at Foreign Posts of Duty |
| SF1069A | Voucher for Allowances, Memo, Yellow |
| SF1070 | Schedule of Retirement and Disability Fund Credits |
| SF1080 | Voucher for Transfers |
| SF1080A | Voucher for Transfers Memo, Yellow |
| SF1080B | Voucher for Transfers, (Collection), Blue |
| SF1080C | Voucher for Transfers, (Collection), Green |
| SF1081 | Schedule of Voucher of Withdrawals and Credits |
| SF1096 | Schedule of Voucher Deductions |
| SF1097 | Adjustment Voucher to Effect Correction of Errors |
| SF1097A | Adjustment Voucher, Memo, Yellow |
| SF1098 | Schedule of Cancelled Checks |
| SF1103A | U. S. Government Bill of Lading, Yellow |
| SF1104 | U. S. Government Bill of Lading, Shipping Order |

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| <u>FORM NO.</u> | <u>TITLE</u> |
|-----------------|---|
| SF1105 | U. S. Government Way-Bill |
| SF1106 | U. S. Government Way-Bill Carrier's Copy |
| SF1108 | Certificate in Lieu of Lost U. S. Government Bill of Lading - Original |
| SF1108A | Certificate in Lieu of Lost U. S. Government Bill of Lading, Memo Yellow |
| SF1113 | Public Voucher for Transportation Charges |
| SF1113A | Public Voucher for Transportation Charges, Memo, Yellow |
| SF1116 | Statement of General Accounts Balance |
| SF1117 | Schedule of Balances Showing Status of Appropriations |
| SF1125A | Pay Roll Certification Control |
| SF1126 | Pay Roll Change Slip, Payroll Copy |
| SF1126 | Pay Roll Change Slip - 5 Part |
| SF1126 | Pay Roll Change Slip - 5 Part (CIA) |
| SF1128 | Pay Roll for Personal Services |
| SF1128A | Pay Roll for Personal Services, Memo, Yellow |
| SF1129 | Voucher for Petty Purchases |
| SF1129A | Voucher for Petty Purchases, Memo |
| SF1130 | Time and Attendance Report |
| SF1136 | Time and Attendance Report (Long Form) |
| SF1137 | Leave Record |
| SF1150 | Record of Leave Data Transferred |
| SF1152 | Designation of Beneficiary |
| SF1153 | Claim of Designated Beneficiary and/or Surviving Spouse - Unpaid Compensation of Deceased Civilian Employee |
| SF1154 | Public Voucher - Unpaid Compensation Due a Deceased Civilian Employee |
| SF1154A | Public Voucher - Memo of the SF1154 |
| SF1155 | Claim for Unpaid Compensation of Deceased Civilian Employee - No Designated Beneficiary or Surviving Spouse |
| SF1164 | Claim for Reimbursement for Taxicab Expenses |
| SF1165 | Receipt for Cash Sunvoucher |
| SF1166 | Voucher and Schedule of Payments - Original |
| SF1166A | Voucher & Schedule of Payment, Memo, Yellow |
| SF1167 | Voucher & Schedule of Payments - Continuation Sheet, White |
| SF1167A | Voucher & Schedule of Payment - Continuation Sheet, Yellow |
| SF2802 | Application for Refund of Retirement Deductions |
| SF2805 | Request for Recovery of Debt Due the United States - Civil Service Retirement System |
| SF2806 | Individual Retirement Record |
| SF2807 | Register of Separations and Transfers |
| SF2807-2 | Annual Summary of Retirement Fund Transactions |
| SF2808 | Designation of Beneficiary, Change, Revocation of Beneficiary |

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CIVIL SERVICE FORMS STOCKED IN CIA

CS12 Proof of Residence
 CS2390 Fingerprint Card
 CS2806-3 Notice of Correction of Individual Retirement Record
 CS2807-1 Register of Adjustments

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-2 Withholding Statement
 W-4 Employee's Withholding Exemption Certificate
 TD-1737 Bond Issuance Schedule - United States Savings Bonds - Series E
 TD-2254 Individual Authorization Card and Record of Pay Roll Allotments
 TD-6569 Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of Defense Forms

DD-278 Mail Control Record
 WD-43 Individual Earnings Record
 WD-44 Pay Roll for Personal Services (Civilian Employees)
 WD-44a Pay Roll for Personal Services - Continuation Sheet
 WD-AGO-17 Requisition for Publications and Blank Forms
 WD-AGO-445 Requisition
 WD-AGO-445a Requisition, Continuation Sheet
 WD-AGO-450-44 Army Shipping Document
 WD-AGO-450-44a Army Shipping Document - Continuation Sheet
 WD-AGO-450-44F Army Shipping Document
 WD-AGO-450-44F Army Shipping Document - Continuation Sheet

General Services Administration Forms

OF-44B Employee Record Card
 OF-7 Property Pass - General Services Administration - Pad

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

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Bureau of Employees' Compensation Forms

CA-1 Employees' Notice of Injury or Occupational Disease
CA-16 Request for Treatment of Injury under the U. S.
Employee's Compensation Act when Cause of Injury
is in Doubt
CA-17 Request for Treatment of Injury under the U. S.
Employee's Compensation Act when Cause of Injury
is in Doubt

Public Health Service Forms

PHS-731 International Certificate of Inoculation and
Vaccination

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CENTRAL INTELLIGENCE AGENCY
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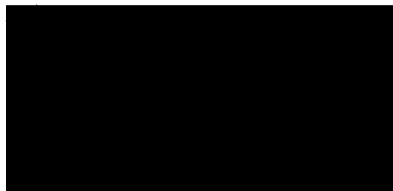

SUBJECT: Changes in CIA Regulations

For your guidance in maintaining manuals of CIA Regulations, the following list gives the Regulations published during the period 1 December 1952 through 31 December 1952.

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