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MEMORANDUM FOR : Deputy Director (Support)
VIA : Inspector General
SUBJECT : Personnel files - Circulation of

1. It has recently been brought to my attention that personnel files of DD/P personnel available for assignment are in some cases given extensive circulation within the DD/P area and in some instances in other areas of the Agency.
2. The necessity for a review by Personnel Officers of certain information contained in these files for the purpose of selecting and assigning personnel is recognized. However, I do believe that circulation of these complete files causes them to become available to many individuals (possibly even to the employee himself) who have no need for access to their contents.
3. A curriculum vitae plus a record of an employee's past performance in CIA assignments should be sufficient information to enable Personnel Officers to determine if the employee is worthy of further consideration. A standard form for this purpose would have to be developed by the Office of Personnel.
4. It is suggested that a system be inaugurated wherein only a curriculum vitae and a record of performances in CIA assignments regarding individuals being considered for placement is circulated in the initial stages of such personnel processing. This would not apply, however, to Career Service Boards and Panels above the divisional level. It is further suggested that this system include the restriction that complete personnel files be routed only to specific authorized individuals within a component in a

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sealed envelope at the time that the component decides that it has a definite interest in placing the employee. Further circulation within the component (i. e., Personnel Officer to Branch Chief) should be made in the same manner.

5. Such a system should protect the contents of these most important files from loss and from the eyes of unauthorized personnel thereby serving not only the interests of the Agency, but the interests of the individual as well.



FRANK G. WISNER
Deputy Director (Plans)

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