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CONFIDENTIAL ＼ 23 October 1951
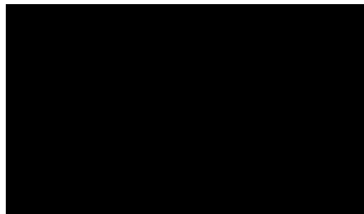
CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 1st Meeting 17 October 1951 1:30 P.M.

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Present: ███████████████████

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███████████████████ Sec./Career Service Committee

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1. ███████ selected as chairman of the Working Group.

2. ███████ gave a brief review of the organization, purpose, and policy of the Career Service Committee and discussed the relationship of this and the other five Working Groups to the Committee. The Committee's directive to the Working Group was discussed, found satisfactory, and accepted. It was agreed that to accomplish its program, the Working Group must limit discussion and confine meetings to a point by point study of the directive.

3. The legal position of CIA with respect to Public Law 873 and the position of the Civil Service Commission were discussed. The Memorandum of Conversation of 3 October outlining the steps which CIA proposed to take was read.

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4. There followed a discussion of employee ratings in general. ████████ explained the program which was in effect in the CIA Library, distributed copies of the OCD procedure, and explained briefly initial results which he had only just received. ███████ discussed the broader applications of performance ratings and pointed out the desirability of devising a system that would be adaptable to tabulation on IBM cards.

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5. It was agreed that the Working Group would immediately devise a rating system that could be integrated into the Career Service Program. It was further agreed that the technical requirements for a rating system under Public Law 873 could undoubtedly be met without difficulty even though CIA would request exemption from the Law by reason of administrative restrictions that were not compatible with security.

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6. ████████ agreed to have reproduced and distributed to the members of the Working Group the 14 June 1950 Report of the CIA Efficiency Rating Committee, which is to be discussed at the next meeting.

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7.   It was agreed that the next meeting would be held on Tuesday, 23 October at 1:30 P.M.

8.   The meeting adjourned at 2:45 P.M.

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Chairman

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Dist: ████████