

MINUTES

OFFICE OF MEDICAL SERVICES
CAREER SERVICE BOARD MEETING

Thursday, 12 May 1966

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Present: Dr. Tietjen (D/MS), Chairman
[REDACTED] (DD/MS)
[REDACTED] (DD/ORD/DDS&T)
[REDACTED] (C/LSD/OSI/DDS&T)
[REDACTED] (C/PS)
[REDACTED] (C/CD)
[REDACTED] (C/FSS)
[REDACTED] (C/AES)
[REDACTED] (KO)
[REDACTED] (C/SD)
[REDACTED] (D/OMS), Executive Secretary
[REDACTED], Recording Secretary

1. Review of Minutes of Previous Meeting

The Minutes of the Office of Medical Services Career Service Board Meeting of 10 March 1966 were approved by the Members without comment.

2. Announcements by Executive Secretary

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a. The following personnel have been promoted since the last Career Service Board Meeting:

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[REDACTED] p GS-6
[REDACTED] r to GS-5
[REDACTED] B-5
[REDACTED] p GS-4
[REDACTED] n to GS-8

b. [REDACTED], Medical Officer, has been converted from contract to staff status.

c. Dr. Tietjen commented on the number of promotions which have been approved in the stenographic and clerical categories and stated he hoped that due consideration is given to the qualifications of those promoted in addition to the time-in-grade considerations.

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3. Report from Panel A

[REDACTED] reported Panel A has completed the competitive ranking of Medical Officers in grades GS-14, 15, and 16. The Panel will competitively rank GS-13 Medical Officers when [REDACTED] returns from TDY.

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4. Report from Panel B

Dr. [REDACTED] stated training plans, including the IOC and on-the-job training in test interpretation, have been firmed up for two psychometrists. In addition, the training and assignment plans for Dr. [REDACTED], a psychologist who is due to report for duty on 6 December 1966, have been discussed.

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5. Report from Panel C

Mr. [REDACTED] stated the competitive evaluation of GS-9 personnel has been completed and Panel C will begin its competitive ranking of GS-10 personnel shortly.

6. Competitive Evaluation System

Although not a scheduled item on the Agenda, Dr. Tietjen asked that the Competitive Evaluation System be discussed. He requested reassurance from the three Panel Chairmen that time-in-grade is not an overriding consideration in the performance of the rankings, but rather is balanced with other factors to be sure that incompetency is not promoted. Dr. [REDACTED] all stated that time-in-grade is just one point among several others that is considered in the over-all competitive evaluation.

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On request of Dr. Tietjen, [REDACTED] described the procedure utilized by the Army in which it is possible for junior officers to be promoted over personnel in more senior positions. There is also a procedure within the military in which the lowest 1 per cent of a group competitively ranked is required to give reason once a year why they should not be separated. Another procedure permits an officer to "live down" an unfavorable action or fitness report after a 5-year period. In this connection, [REDACTED] stated a study by the Surgeon General's Office indicates the second largest reason for resignation of Air Force physicians is the lack of promotion.

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7. Discussion - "Designation of Alternates"

As requested at the last meeting, Mr. [REDACTED] polled the Members on the question of the desirability of alternates attending the Career Service Board Meetings in their absence. The results of the poll are as follows: Four Members [REDACTED] were not in favor of alternates; five Members [REDACTED] were in favor of representation in their absence; and one Member [REDACTED] abstained. In general, those opposed did not feel they had appropriate alternates, while those in favor felt that their alternates would provide continuity in addition to assuring that the interests of all three Panels would be represented. Since the discussion elicited no objections to the attendance at the meetings of alternates, the majority opinion was adopted as principle with the understanding that

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the subject may be discussed in the future if any Member felt a change in the principle should be made. It was further decided that an alternate would attend only when a Member was unable to be present, in which case the Executive Secretary would be informed as far in advance of a scheduled meeting as possible. The alternate would be the individual who would normally act on other matters in the absence of the Member.

8. Discussion - "Coordination of Submission of Fitness Reports and Promotion Recommendations"

25X1A9a ExO opened the discussion by stating that Dr. Tietjen has approved promotion recommendations recently only to receive Fitness Reports a short time later on these same employees in which weaknesses were noted which needed correction. In order to prevent this from happening again, Mr. ██████████ as Personnel Officer, was instructed to review carefully the files of all employees on whom promotion is recommended and to return any of them to the originator if the file indicates there is a variance between past performance and the recommendation. Mr. ██████████ is also to assure that the Panel having responsibility for the employee has an opportunity to review the recommendation before it is forwarded to Dr. Tietjen for approval. 25X1A9a

25X1A9a Dr. ██████████ raised the question of action which should be taken when promotion recommendations are recorded on the Fitness Reports. Several of the Members felt that such a recommendation should be considered a request for official action particularly if the employee is serving overseas, while others felt a separate paper should be submitted pertaining to the promotion. Due to the complexity of this subject, Dr. Tietjen asked that further discussion be deferred until a later date at which time the Panel Chairmen may be prepared to reflect the opinion of their members.

9. Discussion - "Office of Medical Services Personnel who do not come under the Purview of the Established Panels"

At the last Career Service Board Meeting, ██████████ proposed the formation of two groups, one composed of nurses and the other of clerical personnel, which would meet to formulate career concepts to be submitted to the Career Service Board for consideration and advice. Also, at that meeting, Dr. Tietjen indicated he would present his views on this subject at the ensuing meeting. 25X1A

Dr. Tietjen stated our system of organization has the basic responsibility to be interested in the career development and proper assignment of all employees, including the Members of the Board. The Career Service Board was formed for the purpose of improving and augmenting the present structure. Dr. Tietjen would like to be assured that those individuals who are not covered by a Panel receive proper recognition and consideration.

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Dr. [redacted] pointed out that the nurses are a specialized group and are under the supervision of one person who is capable of evaluating their performance and making recommendations regarding their future. He, therefore, felt that a Panel for nurses would be unnecessary. Dr. Tietjen stated that the Board would be guided by this statement.

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The Members voted unanimously to accept Dr. [redacted] proposal that an ad hoc group composed of representatives of the stenographic and clerical categories be formed. It was further agreed that the group would consist of a member from each of the Medical Office components and the qualifications for membership would be based on such factors as length of service, grade, etc. Dr. Tietjen asked that Mr. [redacted] prepare a paper which would structure this group and submit the paper to him for his approval before it is finalized.

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10. [redacted] - "Proposed Change in Office of Medical Services Regulation 20-5"

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At the last meeting of the Career Service Board, discussion of Dr. [redacted] memorandum of 15 February 1966 (attached) was deferred because of his absence. However, at that meeting, the Members had voted to publish the regulation with the understanding that it could be amended if the need arose. At this meeting, Dr. [redacted] stated his memorandum was prepared in response to the draft regulation and did not reflect any substantive changes. Therefore, the Members took cognizance of Dr. [redacted] s comments.

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11. Additional Item

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[redacted] recommended that Office of Medical Services Regulation 20-5, entitled "Medical Career Program" be disseminated to all Headquarters employees of the Medical Office so that they would be aware of its existence and content. [redacted] proposed that, rather than distributing a copy of the regulation to all personnel, the Division and Staff Chiefs be requested to see that their employees are familiar with it. The Board voted to accept Mr. [redacted] proposal. [redacted] also recommended that the regulation be sent to the Medical Office field personnel and it was decided to discuss this matter at the next meeting of the Career Service Board.

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Attachment:

Dr. [redacted] Memorandum
(w/orig only)

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OMS/mam

Distribution:

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Orig - Dr. Tietjen

- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]
- 1 - [redacted]