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CAREER SERVICE PANEL
Minutes of the Meeting
1 November 1971

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Attendees:

Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] Recording Secretary

Absentees:

25X1A9a [REDACTED]

1. The meeting was called to order at 0908 hours by the Chairman.

25X1A9a 2. [REDACTED] informed the Panel of the following:

- a. The next CSP meeting was scheduled for 6 December 1971 at 0900 hours.
- b. The competitive evaluation of GS-9s - GS-11s was scheduled for the December CSP meeting.

3. There were no additions to the agenda for 1 November 1971.

4. The minutes for 4 October 1971 were approved by the CSP members who were present.

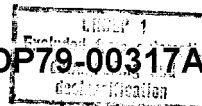
25X1A9a 5. [REDACTED] reported on the following:

25X1A9a There were no additions, promotions, resignations or retirements
25X1A9a to report. [REDACTED] did inform the CSP that [REDACTED] was
25X1A9a being brought on board for AP/ORD on 15 November 1971 as a Contract Type A
employee.

25X1A9a TDY ASSIGNMENTS:

[REDACTED], GS-15, Phys Scien-Res., Development Complement/ORD to
CRS on 12 October 1971 for a three months assignment.

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TDY ASSIGNMENTS: (Cont'd)

25X1A9a [redacted] from OCS to Analysis/ORD on 18 October 1971 for a one year TDY assignment. This is an exchange which involves [redacted] GS-14, who went to OCS for one year on 27 September 1971.

SPECIAL ITEMS:

25X1A9a Appointment of [redacted], Phys Scien-Res., GS-14, Optics/ORD to the Fine Arts Commission - Agency per memorandum request from Colonel White.

TRAINING:

Nominees for DD/S&T Career Development Course #6 starting 3 January 1972 were made as follows:

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[redacted], Optics/ORD - Principal
[redacted] BSD/ORD - Alternate

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[redacted] Administrative Officer, GS-13 has gone into training and is now attending Intelligence and World Affairs.

NOTES FOR NEXT MEETING - 6 December 1971:

Statement of Intent to Promote any GS-9s - GS-11s should be made in December for promotion recommendation to be taken up in January.

Any promotion recommendations for GS-13s should be taken up in December.

CO-OP Student Program:

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[redacted] explained to the CSP members that the CO-OP Program is a contract type arrangement for a period of five years. ORD can bring two people on board for one slot. Generally, a student comes on board for six months, followed by another student for the next six months. At present, ORD has only one contract slot to cover such a program and any other Type A needs but [redacted] stated he would investigate DD/S&T ceiling availability.

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OVERSEAS SLOTS FOR "R" CAREERISTS:

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[redacted] told the CSP members that qualified ORD employees may be interested in an overseas assignment. He mentioned that he thought these openings were formally circulated but stated he had not seen any come through ORD. He stated he would try to find out more about this from

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[redacted] C/AS/DD/S&T and make a report to [redacted] 25X1A9a
[redacted] added that DD/S&T has very few slots. When an opening becomes available, the Senior Board usually makes the decision with discussions with the Office Chiefs. He felt that it might be worthwhile to talk to [redacted] 25X1A9a
and tell him that ORD would like to be considered at the time overseas positions become available.

CONTRACT TYPE A EMPLOYEE:

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[redacted] asked [redacted] to explain the status of a Contract Type A employee. [redacted] advised that this type of employee receives, generally, the same benefits as a staff employee and they do have staff access. However, this employee is on a limited contract basis and can be terminated in

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25X1A9a 30 days with notice from either party so this type of employee does not have the protection of a staff employee. A Contract Type A slot will accommodate any GS grade. [REDACTED] further stated that about a year ago a ceiling had been put on Contract Type A employees identical to the ceiling placed on staff employees. At the time of notification, it was stated that present component ceilings would be equal to the number of Contract Type A employees actually on board at that time. ORD had two Contract Type A employees which thereby established two as the ORD ceiling. DD/S&T has promised that ORD can get more slots on a need basis.

CONTRACT TYPE B EMPLOYEE:

This type of employee does not have staff employee status and must be escorted in an Agency building. This employee may or may not perform a 40 hour job function.

RESERVE EMPLOYEE:

This type of appointment is used to meet requirements for personnel which are believed to be of less than five years duration or to employ specialists or other individuals possessing special qualifications which are urgently needed by the Agency. Although they serve in a noncareer status they do have staff access and benefits. They serve for a period of more than one year but not to exceed five years. Appointments can be terminated at the end of the prescribed period or upon the expiration of the need for the employees' services, whichever is earlier. These appointments may be renewed for additional periods of five years or less upon recommendation of Deputy Director or Head of the Career Service concerned. Reserve Employees who demonstrate potential for an interest in a career in CIA may be selected as Career Employees, if eligible, upon proper recommendation.

25X1A9a 6. [REDACTED] then reported on the activities of his committee for Career Development and discussed Guidelines for Preparation of Career Development Plan. He stated he felt the plan (a draft was circulated to the CSP members at the meeting) should be more feasible, less definitive so that the employee in consultation with the Division Chief can carry out a discussion to surface what the employee's hopes are for his career. [REDACTED] felt that if the program was too well structured there would be too little communication between Division Chief and employee. The initiative must be that of the employee, not that of the Division Chief. He stated that this was his view which was also shared by one other member of the Panel. The Division Chief should serve as an implementer and counselor. [REDACTED] said that his committee 25X1A9a had tried to lay out the broad guidelines and the means in which these guidelines may be fulfilled such as what is available to the employee. He stated that his committee was not going to tell the employee how he should plan his career or what should go into his career plan. The two things specified by the committee are training and career goals. He felt ORD cannot specify what the goals will be. He felt his committee could not say here is the criteria of successes. He felt that if ORD

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set the goals too high no one will achieve; if ORD sets the goals too low, employees will just go that far. [redacted] also stated that in the guidelines, his committee did not bring out [redacted] suggestion of a two-track system. The committee felt that they didn't want to confine ORD to two systems --ORD might find it wants a three-track system, etc.

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Discussion followed on grade criteria versus goal requirements.

25X1A9a [redacted] brought the discussion to an end by requesting that each CSP member put his comments in writing and send them to the Recording Secretary by 15 November 1971. He requested the Recording Secretary to distribute to all members on an "EYES ONLY" basis and then send original copy to [redacted]. The Chairman requested [redacted] to collate these comments and include in the preparation of a second draft on Career Development. [redacted] also stated that he didn't care how long it took the Panel to come up with a Career Development Plan as long as it was completed at some time. He felt the CSP members should give D/ORD their views on how Career Development can best be defined; the second paper prepared by [redacted] committee should show how ORD can evaluate its personnel.

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25X1A9a 7. On 3 May 1971 the CSP recommended that the promotion recommendation for [redacted] from GS-13, step 4 to GS-14, step 1 be reconsidered in six months, or sooner, depending on a report from C/SPG/ORD. At this meeting [redacted] moved that the CSP act on this recommendation. [redacted] seconded the motion. Four members voted in favor of the motion; three members were not in favor of the action. Motion carried.

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25X1A9a [redacted] opposed the motion because he didn't consider [redacted] GS-14 material from any point of view.

25X1A9a [redacted] felt that he didn't have that much opportunity to judge [redacted] capabilities. But more important, although it might be unfair to [redacted] felt he could not vote for promotion of [redacted] in the face of a very uncertain future into a non-job of very uncertain increased responsibilities. In fact, ORD may be doing him a disservice if he tries to relocate at the higher grade.

25X1A9a [redacted] felt that [redacted] hasn't shown evidence of technical capabilities or performance that would be the equivalent of a GS-14.

25X1A9a 8. [redacted] moved that [redacted] be recommended for promotion from GS-12 to GS-13. [redacted] seconded the motion. Vote was unanimous of those members present.

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25X1A9a 9. [redacted] moved that [redacted] be recommended for promotion from GS-12 to GS-13. [redacted] seconded the motion. Vote was unanimous of those members present.

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25X1A9a 10. There were no nominees for the Executive Development Program sponsored by Temple University (Winter and Summer Program 1972) from ORD. [redacted] was instructed to inform DD/S&T of this decision.

25X1A9a 11. Discussion followed on the CIA/NSA Career Development Exchange Program as stated in DD/S&T-3002-71, dated 12 October 1971 from [redacted] C/AS/DD/S&T. [redacted] stated three or four people in Analysis would be interested. [redacted] stated that [redacted] Deputy Chief/P-C/ORD might have some thoughts on this and that he would request [redacted] to talk to [redacted]

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25X1A9a [redacted] requested that [redacted] call [redacted] and tell him that ORD is interested in this program if the specific kinds of exchanges, length of time, and technical areas are more firmly established. He further stated that ORD would be disinclined to make the exchange without knowing what would be involved. He further instructed [redacted] to ask [redacted] if he would be favorably inclined to come to the 6 December 1971 CSP meeting and give the Panel a short resume of what is entailed in this program. He asked [redacted] to tell him that this item would be placed first on the 6 December 1971 Agenda. [redacted] also suggested that [redacted] might give the CSP/ORD some information about DD/S&T career development concepts.

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25X1A9a The possibility of rotation of ORD employees to TSD was discussed. [redacted] informed the Panel that ORD has discussed temporary assignments to TSD. TSD is in favor of it, but they want to hand select the people. [redacted] stated there is also a cover problem since our people are overt. TSD also wants it mapped out as to where their people could work. These discussions with TSD, stated [redacted] are on a person-to-person basis rather than a formal discussion. [redacted] stated he would have further discussion on this with TSD.

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25X1A9a 12. [redacted] discussed the list of ORD employees who have transferred to other components of the Agency. The Panel discussed how much of these transfers were the work of the Panel, supervisor or the individual. [redacted] pointed out that the administrative mechanism as to how people are rotated is not the responsibility of the Panel. He stated that the Panel should not try to manage the exchange of individuals. The Panel can only present a policy of exchange for Mr. Chapman. It was stated that only a small part of the Agency is technically oriented and rotation would be a problem. The possibility of 100 job openings in OSP was discussed. [redacted] stated that there had been a recent briefing on this program. He told the Panel that the program was very much "on the fence" against a competitive program. He stated as far as he knew there was no set hard program.

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25X1A9a 13. [redacted] informed the Panel that [redacted] was going to take [redacted] place as Executive Secretary, CSP/ORD. He stated that [redacted] had gone into extensive training according to the Panel's recommendation.

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14. [REDACTED] requested that a criteria be established to have some instructional courses for the ORD working people on preparing requests for bids. It was felt that this discussion would be more appropriate for discussion at the Staff Meeting.

15. Meeting adjourned at 1215 hours.

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[REDACTED]

Executive Secretary
CSP/ORD

25X1A9a APPROVED:

[REDACTED]

Chairman
CSP/ORD

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