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CAREER SERVICE PANEL
Minutes of the Meeting
2 August 1971

Attendees:

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[Redacted]

Chairman (Joined the meeting at 0915 hours)

[Redacted]

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[Redacted]

Recording Secretary

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1. The meeting was called to order at 0905 hours by [Redacted]

2. One item was added to the agenda for 2 August 1971 under new business:

Distribution of CSP minutes

3. Minutes for 12 and 13 July 1971 were discussed:

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a. [Redacted] commented that (1) he felt the very informal comments in the minutes for 13 July 1971 should not be circulated because of sensitivity; and (2) the summary, as done in Item 8, of the 13 July 1971 minutes was the function of the CSP; and it should be done when the final competitive evaluation of GS-14s is completed.

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b. [Redacted] moved that Item 8 in the CSP minutes of 13 July 1971 be deleted. [Redacted] seconded the motion. Vote unanimous. Motion carried.

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c. [Redacted] asked that the following sentence in Item 7 in the CSP minutes of 13 July 1971 be modified: [Redacted].....
.....on board." After discussion, the Recording Secretary was requested to delete the sentence.

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d. There was no motion made to approve the minutes for 12 and 13 July 1971.

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[Redacted]

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GROUP 1
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downgrading and
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4. [] reported the following:

PROMOTIONS:

None

ADDITIONS:

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[] for Support Staff/ORD handling Logistics and CIS. He transferred from Office of Logistics.

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[] Secretary Steno, GS-5 to Support Staff/ORD on 26 July 1971.

LWOP - One Year:

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[] Phys Scientist - GS-13, P-C/ORD

RESIGNATIONS:

None

TRAINING:

None

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5. [] reported to the Panel on Career Development:

a. New summaries of the answers received to the questions presented to CSP members and ORD personnel on career development had been circulated to the Panel members on 30 July 1971.

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b. [] reviewed the results of the summaries.

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c. [] stated that during the following months his committee would work on preparing a statement which, when approved, would be issued by D/ORD as the Career Development Program used by ORD.

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d. [] instructed the Recording Secretary to continue to include a report from [] on the agenda until the Career Development Committee had prepared the final program.

6.

CSP completed the Competitive Evaluation on GS-14s listed on the following page.

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6. (Continued)

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Name	Division	Division Rating	Reviewer's Rating	CSP Rating	Months in Grade As of 6/71)
[Redacted]	SPG	C	C	C	28.3
[Redacted]	SPG	C	C	C	82.0
[Redacted]	P-C	B	B	B	48.8
[Redacted]	O	B	B	B	36.2
[Redacted]	AN	C	C	C	63.1
[Redacted]	AN	B	B	B	5.9
[Redacted]	RP	B	B	B	11.0
[Redacted]	AN	D	D	W	48.8
[Redacted]	BSD	B	B	B	56.8
[Redacted]	AP	B	B	B	12.4
[Redacted]	AN	C	C	C	59.3
[Redacted]	O	A	A	A	24.6
[Redacted]	RP	C	C	C	45.8
[Redacted]	P-C	B	B	C	36.2
[Redacted]	AN	B	B	B	24.6
[Redacted]	BSD	C	C	C	17.1
[Redacted]	SPG	C	B	C	50.2
[Redacted]	P-C	B	B	B	12.4
[Redacted]	O	B	B	B	10.8

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7. [Redacted] reviewed his employees as follows:

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[Redacted]

He is an outstanding man with the ability to get things done. This capability is recognized especially within DDP and DOD circles because of the R&D support he has provided in the past. These groups show continuous confidence in him by continually asking for additional support. Examples of such support are TFR operational development and aircraft installation, radio-controlled aircraft, drone activity, and operational use of the variety of IR sensors available. He does seem to have a problem, however, because at times he seems to alienate people. In [Redacted] judgment, this is caused primarily by his enthusiasm to get the job done which could have an adverse effect on the thoroughness of coordination. He should plan his activity so that everyone knows specifically what particular role is expected of them. [Redacted] stated he will help [Redacted] with his planning difficulty. [Redacted] also stated the majority of [Redacted] training has been in the technical area. He has attended the DD/S&T Career Development course. [Redacted] is planning training for [Redacted] which might include the Managerial Grid or the Advanced Management (Planning) course.

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7. (Continued)

[REDACTED]

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[REDACTED] is managing 15 active projects. He is strong technically and on a fast track. He needs additional training to enhance career development. He hasn't had any managerial training; training has been principally in the technical area. He has not had the Midcareer Development Course or the DD/S&T Career Development course. The GSP members felt [REDACTED] should be removed from his projects and given more opportunity for training. It was felt that it was the Division Chief's responsibility on how best to accomplish this.

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[REDACTED]

He has been with Optics three years: two years as an Air Force Colonel and, for the past year, he has been an Agency reserve employee. He is an efficient worker and has great tenacity in promoting his project. He interfaces well with people and has demonstrated a capability to get an R&D major program underway in the face of extensive interoffice coordination requirements. Additional training should be considered for career development.

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[REDACTED] recommended that [REDACTED] training should be primarily in the area of R&D planning and implementation techniques relating to large operational systems. This is due to his contemplated involvement with OSP type systems.

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8. [REDACTED] submitted a written summary on [REDACTED] as

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follows:

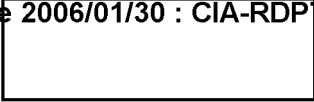
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[REDACTED] should be rated a "B." He has been doing a very creditable job in the area of audio countermeasures. He is the project officer for 80% of the endeavors AP is carrying out in the countermeasures area and, further, he has been actively participating in the TSCC which is the interagency countermeasures coordinating group. In addition to his very high performance, he works well with others and is regarded with high esteem by the staffers in TECH Division for whom a majority of his countermeasures activity is being carried out. No training is scheduled at this time. [REDACTED] did attend the DD/S&T Development Course in 1969.

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8. (Continued)

[Redacted] (Continued)

It was felt by [Redacted] that [Redacted] was limited by his project. [Redacted] suggested that [Redacted] be prepared to enter the security computer area. He felt [Redacted] had the right kind of qualifications. [Redacted] said he would talk further with [Redacted] about this.

9. [Redacted] comments on his employees were as follows:

[Redacted]

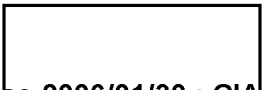
Doing a very commendable job. There has been improvement in [Redacted] general performance. Two years ago, his performance reviews reflected a lack of initiative, and it was felt he was not performing as a GS-14. During this last year, his contribution on digital imaging processes hold a great deal of promise. Analysis wants to train him in this area and enhance his technical background. He is capable of being a GS-15, but it will take a little time. He does interface well not only with people in the division and Office, but has good relations with NPIC, TSD and OCS. He is not one of the most aggressive people in Analysis but he has been doing a solid job. He has taken a two weeks course in Image Enhancement, Coding and Recognition at MIT in 1970.

[Redacted]

[Redacted] is ORD's newest GS-14. He is engaged in [Redacted] processes and doing a highly competent job. He is working closely with OSI and works well with OCS. He has performed well. He is an expert in the [Redacted] area and is known throughout the country as the designer of [Redacted] synthesizer. He shows every sign of going to GS-15 and supergrade levels. He received a QSI last summer. He is going to be committed to the technical area for some time. He is on a fast track. He should make more briefings and write more reports.

[Redacted]

Contributions are very positive and worthwhile. He is a good candidate for FBIS which has a GS-15 slot available. There is a question of whether he should stay in Analysis, and there has been some preliminary discussions about this situation. [Redacted] felt a change would be good for [Redacted] [Redacted] background implies much broader capability but possibilities do not exist for him in Analysis. [Redacted] felt he should get into something along the lines of his background. At the present time, he doesn't seem enthusiastic about what he is doing, and his supervisor doesn't seem enthusiastic about [Redacted] performance.



9. (Continued)

[Redacted]

[Redacted] area is the digital systems processing branch. He is doing an extremely excellent job. His major area of interest is concerned with digital operating systems. He is highly knowledgeable in this area. He is considered an expert in this field and is consulted by others in the Agency for guidance. [Redacted] is broadening his horizon and aiming towards a degree in Business Administration. He is a very excellent supervisor of his project. He has been working with NSA and is well respected. He is growing and should have a very important career in the Agency. He shows good judgment. He has to show more growth before Analysis can promote him. [Redacted] has had too little exposure and does not articulate well. He has had a great deal of exposure outside of the Agency but not in the Agency.

10. [Redacted] suggested that when doing the competitive evaluation the division chief submit a short paragraph on his employees to be reviewed in order to quicken the process. [Redacted] felt the extemporaneous summaries take time. He felt a list of the employee's faults should be submitted by the division chief or reviewer. He also felt the CSP should obtain points of view from the employee and the supervisor.

[Redacted] stated that an individual is going to be hesitant in writing a paragraph and giving it to the supervisor. As guidance to division chiefs, [Redacted] requested that they put out a short report on their employee's rating, and the reviewer elicit any other information from the employee. [Redacted] felt this should be a requirement placed on the reviewer.

11. Discussion followed on the competitive evaluation assignments for one year. [Redacted] stated this incorporates the following:

- (a) Do we want to do this?
(b) If we do, what mechanism will accomplish this?

[Redacted] reported he had received one written note from [Redacted] and talked with other members of the Panel on the above questions. General agreement was that the annual system would be worthwhile to undertake, but they had reservations as to implementation.

12. [Redacted] moved that assignment of raters for purposes of competitive evaluation will be made on an annual basis so the assignments are known to the raters which will enable them to monitor the employee's activities and make a more effective competitive evaluation. [Redacted] seconded the motion. Motion tabled until the next meeting by [Redacted] requested that each member put into writing his views on this matter and his idea of what mechanism could be used to carry out this program. [Redacted] asked the CSP members to send this information [Redacted]

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CORRECTED SHEET - Page 7

Minutes - 2 August 1971

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13. [redacted] recommended [redacted] for promotion to GS-15. [redacted] moved that the CSP recommend [redacted] BSD/ORD for promotion from GS-14 to GS-15. [redacted] seconded the motion. It was noted that a GS-15 slot was not available in BSD. Vote was unanimous. Motion carried.

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14. Discussion on [redacted] followed. [redacted] stated that here was a case where the employee had been rated a "C" by the CSP and whose fitness reports generally have been overall in the "S" category. [redacted] has stated that because of project changes,

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[redacted] is not suited to carry out these programs. [redacted] stated that before ORD takes action outside of ORD, he felt it should be brought to the attention of the CSP to see if there are other opportunities for him. [redacted] informed the Panel that [redacted] work deals with radio circuitry and he cannot do analytical work.

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[redacted] has declined to take a position with COMMO; doesn't want to go to TECH Division. [redacted] also declined a position with Office of Logistics that [redacted] had arranged for with [redacted] during the summer of 1970. [redacted] asked to talk with [redacted] stating there might be a suitable position in OEL. [redacted] stated he could serve as a full-time consultant on three MBSD projects.

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[redacted] cautioned the CSP members that in cases where the division chief can anticipate some kind of problem with their personnel, they should bring it to the attention of the Panel. If ORD does not have a place to use the employee, it will have to make every possible effort to place him in another position.

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[redacted] stated since [redacted] cannot carry the work, and if another assignment cannot be obtained, the only other solution would be to get [redacted] additional training.

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[redacted] instructed the Panel that if they had any ideas where [redacted] could be useful, they should get in touch with AP.

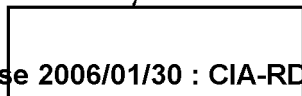
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15. Discussion followed on the importance of security on the CSP minutes of the meetings. [redacted] brought to the attention of the Panel that some secretaries are reading the minutes and official personnel folders. The minutes and files are being sent out "EYES ONLY" and also "TO BE OPENED BY ADDRESSEE ONLY." [redacted] also expressed concern about the contents of the minutes being known to other than just CSP members. [redacted] stated that material for the division chief should come under their discretion and they are responsible to see the material information does not get out. He asked them to instruct their secretaries as to how they want this material handled.

16. The next meeting of the Career Service Panel was scheduled for 13 September 1971 at 0900 hours. (THIS HAS BEEN CHANGED TO 0930 hours)



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17. Meeting adjourned at 1215 hours.

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Executive Secretary
CSP/ORD

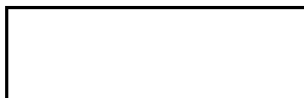
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Chairman, CSP/ORD

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