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AGENDA
Career Service Panel
Office of Research and Development
8 February 1971

0900 hours
Room 607 - Conference Room

1. Review of agenda for 8 February 1971
2. Review of minutes for 11 January 1971
3. a. Promotions
b. ORD staff additions and changes
c. Advance notice of special ORD training
25X1A9a [REDACTED]
4. Agency Civil Service Retirement Policy
(Reply from DD/S&T Career Board)
25X1A9a [REDACTED]
5. Recommendation for Quality Step Increase -
[REDACTED] AP/ORD
GS-12, step 3 to GS-12, step 4
25X1A9a
6. Recommendation for Quality Step Increase -
[REDACTED] AP/ORD
GS-13, step 4 to GS-13, step 5
25X1A9a
7. Career Development Program
25X1A9a [REDACTED]
8. Suggestions for Career Development Program
a. [REDACTED]
b. [REDACTED]
25X1A9a
9. Nominees for Federal Executive Institute - 1972
10. Nominees for Education for Public Management
11. ORD Special Administrative Panel
(Secretaries and clerical workers)
25X1A9a [REDACTED]
12. New business.

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GROUP 1
Excluded from automatic
downgrading and
declassification

OFFICE OF RESEARCH AND DEVELOPMENT

DIVISION RATING ASSIGNMENTS - GS-12s
(Competitive Evaluation in March)

<u>NAME</u>	<u>DIVISION</u>	<u>DATE OF GRADE</u>
25X1A9a	An	09/07/69
	SS	05/05/68
	AP	11/16/69
	Optics	08/11/68
	RP	01/26/69
	An	07/14/68
	An	07/27/69
	RP	01/18/70
	An	06/20/65

The following GS-12s have not been included in the above list:

<u>NAME</u>	<u>DIVISION</u>	<u>REASON</u>
25X1A9a	P-C	EOD: 07/01/70
	AP	EOD: 11/29/70
	RP	EOD: 08/30/70
	RP	Transferred to RP 08/23/70
	P-C	EOD: 09/27/70
	SS	SM service designation Date of Grade: 03/08/70

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EYES ONLY

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CAREER SERVICE PANEL
Minutes of the Meeting
11 January 1971

Attendees:

Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] Recording Secretary

Absentees:

25X1A9a [REDACTED]

1. The Chairman called the meeting to order at 0905 hours.
2. There were no additions to the agenda for 11 January 1971.
3. Minutes for 7 December 1970 were approved by those CSP members present.

25X1A9a 4. [REDACTED]'s report was as follows:

PROMOTIONS:

25X1A9a [REDACTED] Phys Scien-Res - GSS-10 to GSS-11, RP - 12/27/70

25X1A9a [REDACTED] Phys Scien-Res - GS-13 to GS-14, An - 12/27/70

ADDITIONS:

25X1A9a [REDACTED] Phys Scien-Res - GS-14, AP/ORD - 12/14/70
BSEE - North Carolina State College

TERMINATIONS OR TRANSFERS

None

TRAINING

Project Officers and Contract Process Seminar cancelled for January.
Next class will be held 8 - 9 February 1971.

Executive Seminar Centers, Kings Point, N. Y. and Berkeley, Calif. - 1972.

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5. Completion of Competitive Evaluation - GS-9s - GS-11s

	<u>Name</u>	<u>Division</u>	<u>Division Rating</u>	<u>Reviewer's Rating</u>	<u>CSP Rating</u>
25X1A9a	[REDACTED]	An	C	D	D

25X1A9a

[REDACTED] Chief/An/ORD asked that his evaluation of "B" on 25X1A9a [REDACTED] made in December be changed to "C."

25X1A9a [REDACTED] the reviewer on [REDACTED] stated that he had given 25X1A9a [REDACTED] a "D" because he felt [REDACTED] had reached his plateau and 25X1A9a not because he is a technician. He felt he lacked personal motivation, 25X1A9a i.e., ambition to alter his status.

25X1A9a [REDACTED] moved that the ORD/CSP minutes for 11 January 1971 show 25X1A9a a statement that [REDACTED] rating is a matter of concern to the Panel. Further, it is requested that at the next competitive evaluation, a report 25X1A9a by the C/An/ORD be made to the Panel on what has been accomplished toward 25X1A9a motivating [REDACTED] seconded the motion because he felt it was setting a precedent for CSP to do something more on competitive 25X1A9a evaluation other than just placing people in categories. Other panel members felt that the CSP was doing more than just ranking ORD professionals 25X1A9a in A, B, C, and D categories. Four members voted in favor, four members voted against the motion. Vote was a tie. [REDACTED] stated he would 25X1A9a voluntarily report back to the committee.

6. The Chairman told the Panel that there was no action involved at this time on the paperwork distributed on "New Procedures for Evaluation of GS-14 Officers" as written for the CS. He stated he wanted the Panel members to be aware of what other Career Boards are doing.

25X1A9a 7. The Chairman then discussed the report prepared by [REDACTED] "Upward Movement" and he suggested that the Panel study this report 25X1A9a thoroughly with respect to ORD plans for the next two years. [REDACTED] 25X1A9a made the suggestion that perhaps a special group could be appointed to study the report and report back to the CSP. [REDACTED] stated that the 25X1A9a report brings out some real problems and is going to be very significant in ORD's future. He felt that DDS is attempting to come forward with a very 25X1A9a real picture of what is happening. [REDACTED] also stated that he feels he had misrepresented the fact that there is going to be a great upward 25X1A9a movement because this study shows it is not so and, as a CSP, we need to get this message out to ORD people. [REDACTED] asked the Recording Secretary to schedule a continuation of this discussion on the CSP February agenda. He asked the members to study this report and come up with suggestions as to its significance to ORD. He further stated that he would select individuals at the February meeting to serve on a special committee to study the report.

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25X1A9a

8. ██████████ moved that the CSP report, covering the period from 1 July - 31 December 1970 be approved for distribution to ORD employees.

25X1A9a

██████████ seconded the motion. Vote unanimous. Motion carried.

9. There were no ORD nominees for the Executive Program in Business Administration, Columbia University for spring and summer 1971.

25X1A9a

10. ██████████ requested an up-to-date roster of ORD personnel according to grade and time of grade.

11. Corrections will be made on ORD Personnel Transfers sheet which was distributed to the CSP members.

25X1A9a

12. ██████████ asked about the clerical policy for ORD secretaries.

25X1A9a

He stated that one of his secretaries had been approached about a vacancy in ORD and that he had not been consulted about it. ██████████ stated that the Panel had elected not to be responsible for the career, transfer or development of the secretaries, and a Special Panel had been established to handle these matters. The Special Panel will advise Division Chiefs of proposed actions as a matter of policy and information. The reply did not address the question raised.

13. The next meeting was scheduled for 8 February at 0900 hours.

14. Meeting adjourned at 1015 hours.

25X1A9a

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Executive Secretary/CSP/ORD

APPROVED:

25X1A9a

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Chairman/CSP/ORD