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AMENDED

AGENDA

Career Service Panel
Office of Research and Development
7 December 1970

0900 hours
Room 607 - Conference Room

1. Review of agenda for 7 December 1970
2. Review of minutes for 2 November 1970
3. a. Promotions
b. ORD staff additions and changes
c. Advance notice of special ORD training
4. Competitive Evaluation
GS-9s - GS-11s
5. Proposed Career Development Program
6. Recommendation for Promotion -
GSS-10 to GSS-11
7. Recommendation for Promotion -
GS-13 to GS-14
8. Career Service Panel Report
1 July 1970 - 31 December 1970
9. Nominees for Educational Program in Systems Analysis -
1971 - 1972
10. Nominees for Midcareer Executive Development Course,
No. 27 - 17 January to 26 February 1971
11. Nominees for Executive Development Program -
Cornell University
12. New business

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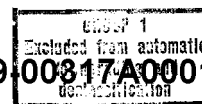
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ATTACHMENT:

Reviewer Assignments
GS-9s - GS-11s
(See Agenda #1)

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CAREER SERVICE PANEL
Minutes of the Meeting
2 November 1970

Attendees:

25X1A9a [redacted] Acting Chairman

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[redacted] Recording Secretary

Absentees:

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[redacted] Chairman

1. The Acting Chairman called the meeting to order at 0906 hours.

2. Discussion on the agenda followed:

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a. [redacted] stated that he will not go forward with the promotion recommendation for [redacted] from GS-12 to GS-13 at this time.

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b. The promotion recommendation for [redacted] /RP/ORD from GS-10 to GS-11 will be submitted for consideration in December.

3. The following additions to the agenda were made:

a. Request for ORD nominees for Foreign Service Economic Studies Program.

b. Request for ORD nominees for Program for Executives, Carnegie-Mellon University.

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4. [redacted] raised the question as to the legality of the Career Service Panel meeting on 5 October 1970 because a quorum was not present. [redacted] stated it was really an information meeting to take care of minor items of business. There was no official business conducted at that time.

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GROUP 1
Excluded from automatic
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5. [REDACTED] moved that the minutes of 5 October 1970 be approved.

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[REDACTED] seconded the motion. Five voted in favor and one member opposed the motion. The member's opposition was not to content but how the minutes were generated.

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6. The report from [REDACTED] was as follows:

PROMOTIONS:

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[REDACTED] Secretary Steno, D/ORD from GS-7 to GS-8

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[REDACTED] Secretary Steno, RP/ORD from GS-5 to GS-6

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[REDACTED] Clerk Stenographer, B&F/ORD from GS-4 to GS-5

[REDACTED] Clerk Stenographer, SO/ORD from GS-4 to GS-5

ADDITIONS:

None

TRANSFERS - TERMINATIONS:

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[REDACTED] Phys Scien-Res. - GS-13 transferred from RP/ORD to TSD/DDP.

TRAINING:

None

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7. Competitive Evaluation - [REDACTED]

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[REDACTED] informed the Panel that there has been a great deal of discussion and exchange of memoranda between D/ORD and [REDACTED] regarding a task assignment. At present [REDACTED] has accepted the task of summarizing information and activities in microtechnology but is slow in getting underway. 25X1A9a
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The problems with [REDACTED] were discussed at great length until [REDACTED] moved that the CSP, with its present state of knowledge, make it the resolution of the Panel that a rating of "W" be given to complete the competitive evaluation on [REDACTED]

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[REDACTED] seconded the motion. Five members favored and one member opposed the motion. Motion carried.

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8. [REDACTED] stated that he felt the missing members of the Panel should be required to vote on the above motion. [REDACTED] stated that an official meeting was in process and that a quorum was present. 25X1A9a

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9. There were no ORD nominees for the following:

- a. Illinois Executive Development Program - 1971
- b. The Management Development Seminar, University of Chicago, 1971
- c. Foreign Service Economic Studies Program
- d. Program for Executives, Carnegie-Mellon University

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10. Under new business, [REDACTED] stated that he felt the number one job for the Panel should be to define a career development program for ORD personnel. The Panel should ascertain whether there is a career development program or not --if not, try to develop one.

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[REDACTED] stated that [REDACTED] has been assigned the job of developing a career training program for ORD employees. [REDACTED] felt that the CSP should consider the future of ORD professionals with respect to the office, directorate and Agency; training, he felt, was only part of it. Also, [REDACTED] felt it was essential to base a career development program for office personnel based on an officially approved charter or a mission.

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11. [REDACTED] on behalf of the CSP members, bade farewell to [REDACTED] who plans to retire on 30 November 1970, and who was attending his last CSP meeting, and extended to [REDACTED] the sincere appreciation of the Panel for the contribution he has made since its formation in March 1964.

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12. [REDACTED] stated to the Acting Chairman that he felt the CSP members should take a look at the attendance record of the CSP meetings.

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13. [REDACTED] urged the Acting Chairman to ensure that AP/ORD is represented at the next CSP meeting.

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14. [REDACTED] was requested to prepare the semi-annual CSP report to ORD employees, in draft form, to CSP members in order that they might prepare their comments for the next meeting in December.

15. Competitive evaluation of GS-9s to GS-11s will be considered at the CSP meeting in December.

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16. [REDACTED] made a statement of intent to promote [REDACTED] from GS-13 to GS-14 in December.

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17. The next meeting for the CSP meeting will be on 7 December 1970 at 0900 hours.

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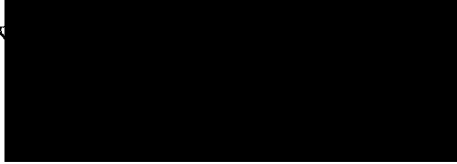
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18. The meeting adjourned at 1010 hours.

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Executive Secretary/CSP

APPROVED:

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Acting Chairman/CSP/ORD

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT