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A G E N D A

Career Service Panel

11 January 1967

0900

Room 607 - Conference Room

1. Review of minutes of 7 December 1966.
2. Promotion Actions
25X1A9a [REDACTED]
- 25X1A9a 3. Initiate promotion action on [REDACTED] from GS-14 to GS-15.
4. ORD Training Hours and Cost.
5. Policy Discussion on Release of ORD Career Service Panel Procedural Information to the Staff.
6. Policy on Training - Chapman's Report.

Notification of the following requests for training at Non-Agency facility:

- 25X1A9a (a) [REDACTED]
George Washington University - Jan - May 1967
(Part Time) -- Gas Dynamics - \$162.00
Theory of gas dynamics including combustion, shock phenomena, dynamics of flow, and heat transfer for high temperature gases.
- 25X1A9a (b) [REDACTED]
American University - Feb. 1, 1967 - June 4, 1967
(Part Time) - Quantum Electronics - \$154.00
Quantum mechanical analysis of the latest electronic devices, i. e., lasers, masers, and other atomic level functional processes.
- 25X1A9a (c) [REDACTED]
George Washington University - Feb. - June 1967
(Part Time) - Mathematical Methods in Applied Science I - \$162.00
Methods and theory of functions of complex variables and partial differential equations and their application.
- 25X1A9a (d) [REDACTED]
George Washington University - Jan 30 - May 17 1967
(Night) - Theory of Structural Stability - \$162.00
Development and application of fundamental concepts dealing with the elastic, plastic, and viscoelastic stability of engineering materials and structures.

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AGENDA - CSP (Cont'd)

(d) continued

25X1A9a

[REDACTED]
George Washington University - Jan 30 - May 17 1967
(Night) - Partial Differential Equations - \$162.00
Development and application of fundamental concepts dealing
with partial differential equations.

25X1A9a(e)

[REDACTED]
American Management Association - 9 Jan - 10 Jan 1967
(Full Time) - Optical Character Recognition Seminar- \$100.00
A state-of-the-art discussion of Optical Character Recognition
with the focus on current and future applications areas,
advantages and what can and cannot be expected.

25X1A9a (f)

[REDACTED]
National Institute of Health - 6 Feb. 1967 - 26 May 1967
(Part Time) - College Physics - \$68.00
Lectures and lab work on basic concepts in electricity, light, etc.

25X1A9a (g)

[REDACTED]
George Washington University - 26 Jan 1967 - 28 May 1967
(Part Time) - Engineering Administration I - \$160.00
Planning and Scientific Method in Administration.

25X1A9a (h)

[REDACTED]
George Washington University - 30 January 1967 - 27 May 1967
(Part Time) - Field Analysis and Potential Theory - \$162.00
A general study of theory of potentials including those used to
facilitate the solution of problems in electromagnetic theory,
mechanics, thermodynamics, and gravitation. It is a graduate
electrical engineering course.

25X1A9a

[REDACTED]
George Washington University - 30 January 1967 - 27 May 1967
(Part Time) - Electrodynamics - \$162.00
Presence of moving matter in electromagnetic fields, force and energy
in moving systems, relativistic concepts, tensors. It is a
graduate electrical engineering course.

25X1A9a (i)

[REDACTED]
George Washington University - 26 January 1967 - 28 May 1967
(Part Time) - Principles and Procedures of Automatic Data Processing
Systems - \$162.00
A survey of principles of digital computer systems.

-2-

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AGENDA - CSP (Cont'd)

Requests for Internal Training are:

1. ADP Orientation - 17 Jan - 19 Jan 1967

25X1A9a

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]

2. Introduction to Communism - 3 Jan - 13 Jan 1967

25X1A9a

- a. [REDACTED]

25X1A9a

3. Introduction to Intelligence - 16 Jan - 27 Jan 1967

- a. [REDACTED]

Requests - Miscellaneous

1. National War College & Industrial College of the Armed Forces

25X1A9a

- a. [REDACTED]

- (1) U. S. Security Interests in Sub-Sahara Africa - 16 Jan 67
- (2) U. S. Security Interests in the Near and Middle East - 23 Jan 67
- (3) A Foreign View of U. S. Security Policies - 31 Jan 67
- (4) Trends and Prospects of U. S.-CHI COM Relations - 26 Jan 67

25X1A9a

- b. [REDACTED]

- (1) The Alliance for Progress and U. S. Security - 17 Jan 67

25X1A9a

- c. [REDACTED]

- (1) U. S. Security Interests in the Near and Middle East - 23 Jan 67

25X1A9a

- d. [REDACTED]

- (1) U. S. Security Interests in Sub-Sahara Africa - 16 Jan 67

25X1A9a

- e. [REDACTED]

- (1) U. S. Security Interests in South Asia - 24 Jan 67

-3-

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CAREER SERVICE PANEL
Minutes of the Meeting
11 January 1967

Attendees:

25X1A9a [REDACTED] Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] (on sick leave)
(Excused from the meeting at 0931 hours)

25X1A9a [REDACTED]

25X1A9a [REDACTED] Excused from the meeting at 0910 hours)
Recording Secretary

25X1A9a 1. [REDACTED] Chairman called the meeting to order at 0904 hours.

2. The Chairman announced to the Panel that since three of the regular members of the Panel would not be able to participate in the full session of the CSP meeting this date, Item 5 on the Agenda for the 11 January 1967 meeting, Policy Discussion on Release of ORD Career Service Panel Procedural Information to the Staff, would be deferred until the February meeting when all members would be present.

3. The following changes were requested on the minutes for 7 December 1966:

25X1A9a a. Item 5 (c). Change to read: [REDACTED] asked for a general opinion from the CSP on guidelines for training.

25X1A9a b. Item 5 (e). Change to read: [REDACTED] stated there is an unwritten policy, not a definite Agency policy, that 10% of the Agency should be in training at any given time. This would vary from office to office.

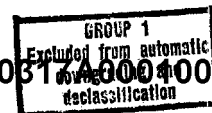
25X1A9a c. Item 5 (f). Change to read: [REDACTED] pointed out that if our educational level is 2,448 man hours, 2.4% man hours were devoted to training in ORD.

25X1A9a d. Item 8 - Sentence 2. Change to read: [REDACTED] stated that all promotion actions submitted after 1 January 1967 would be reviewed under the requirements set up by the

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3 d. (Continued)

Competitive Evaluation and Promotion Action Report approved by the D/ORD on 9 November 1966. Promotion action on 25X1A9a [REDACTED] would be considered under the old system since it was submitted before 1 January 1967.

25X1A9a 4. The Chairman asked for a report from [REDACTED] on ORD promotion actions. [REDACTED] reported as follows:

25X1A9a

- a. Promotion action [REDACTED] from GS-14 to GS-15 has been forwarded to DD/S&T Personnel.
- b. DD/S&T concurs that GS-14 and GS-15 promotion actions need not go to DD/S&T Career Service Board. The ultimate approval will come from the D/ORD and this policy will become effective 15 January 1967.

25X1A9a

- c. Promotion action on [REDACTED] from GS-5 to GS-6 had been approved by the Special Panel/ORD and DD/S&T Personnel and would become effective 1 January 1967.

25X1A9a
25X1A9a

25X1A9a 5. [REDACTED] moved that [REDACTED] be recommended for promotion from GS-14 to GS-15. Motion was seconded by [REDACTED]. Motion carried unanimously.

6. The Chairman explained to the CSP members that promotion actions sent forward to the D/ORD would contain a statement explaining the reasons for dissenting votes, if any, but would not list the names of the dissenters.

25X1A9a

25X1A9a 7. A discussion followed, lead by [REDACTED] concerning a 100% vote on all actions by the CSP. He suggested that the Chairman might be approached and informed of a member's feelings on a specific action. The Chairman explained that the Charter permitted an official meeting if a quorum were present, and that members should attend all meetings. He further advised that, if informed in time of the absence of a member, he would defer an action. [REDACTED] then suggested a change in the by-laws. 25X1A9a [REDACTED] stated that it was his understanding that members were told "You will schedule your time so you will be available for the meetings and you will be at the meeting unless you are on sick leave." The Chairman agreed that this was correct but that there were occasions when a member cannot attend.

25X1A9a 8. The Chairman then took up Item 4 on the Agenda, ORD Training Hours and Costs. Review of list of internal and external training broken down into government and non-government training which ORD personnel 25X1A9a availed themselves during FY 1966, as distributed by [REDACTED] with 25X1A9a information provided by [REDACTED] was then taken up by the CSP.

-2-

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9. Comments on various phases of training were made as follows:

- 25X1A9a a. [REDACTED] Review of training every six months or one year on total ORD training should be made.
- 25X1A9a b. [REDACTED] Impressed with the nature of the training and the number of people in ORD taking the courses.
- 25X1A9a c. [REDACTED] raised a question concerning internal training. He quoted [REDACTED] statement that all new EODs should take the Intelligence course. He stated that there was quite a division of opinion as to the value of the Communism course. [REDACTED] stated that he had not been scheduling his new people for the Communism course. He asked: Is there a policy that these people must take this course? [REDACTED] answered that there is an Agency regulation (HR-18-2.c.) that all EODs must take these two courses. [REDACTED] pointed out that the Communism course deals with past Communism history but does not go into the present day situation. He stated that he would consider this course a definitive exercise.
- 25X1A9a d. [REDACTED] asked the following question of [REDACTED] What value do you think the Intelligence Course was to the people in your Division who took it? [REDACTED] stated that (1) a great deal of the material was useful and well presented and they thought it would be useful to them for a long time to come; (2) the DD/S&T portion of the presentation was extremely poor; (3) the amount of material that went into the course was too much and they felt that the course could be cut down to a week.
- 25X1A9a e. [REDACTED] May be worth our reviewing the problem of whether and EOD should take these courses as soon as they report on board or wait a year when they might get more out of it.
- 25X1A9a f. [REDACTED] reported on the attendance of the China course. He stated that about 30 had registered for the course but that the week after Christmas the attendance was down to 7. Norm attendance of this course was about 15 or 16. He felt that the course had not been supported by the personnel who had registered to attend.
- 25X1A9a g. [REDACTED] He would look into this. He felt periodic speakers may be more advisable rather than a long run course.

-3-

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- 25X1A9a h. [REDACTED] Would like to have more courses of interest to the people of ORD.
- 25X1A9a
25X1A9a i. [REDACTED] Some members of ORD have expressed interest in having seminar discussions within ORD. He felt the front office should initiate something like this. [REDACTED] suggested that ORD might start a Science Club, as some private industries have initiated. He felt that ORD would have a fair attendance and could draw from DD/S&T and other Divisions. [REDACTED] said it would be possible to arrange a time and speakers to cover any area at high level if there was a sincere interest. [REDACTED] suggested seminars on Viet Nam; [REDACTED] on Overhead Photography; [REDACTED] on Pattern Recognition. [REDACTED] informed the Panel that the Division Chief should discuss this with his staff and see what topics would be of interest and on what level. If there was enough interest, they should bring it up for discussion at the Staff Meeting.

10. The Chairman reported that the study on Career Training had gone forward to the D/ORD. He stated that he had added a note to this report reading as follows:

"This is the third of the three "policy studies" done by the Career Board and is forwarded to you for your comments and/or approval as policy.

The only hooker in it is paragraph 5 which recommends a complement of training slots equal to 5% of the office strength. I think it is extremely unlikely that we could obtain slots for this purpose at this time and recommend that we not go forward with that request but that we do maintain a close watch on the extent of training undertaken in ORD."

The Chairman reported that the D/ORD had approved the report with the exception of Paragraph 5.

Discussion followed on problems of the Division Chiefs sending employees into training when the employee is needed on the job.

- 25X1A9a 11. [REDACTED] notified the Panel that in line of training, there would be a Mid Career Course in April, July and October of this year. He asked that a list of nominees be prepared for the July and October training.

25X1A9a [REDACTED] went on to state that the Agency criteria for this course is that the employee be a GS-13 with 5 years experience in the Agency, and range between the age of 35-45. The DD/S&T has waived this and will approve GS-12s, 13s, 14s and possibly 15s, with three years in the Agency ranging from 29 to 45 years old.

-4-

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25X1A6a The course will last six weeks. The first two weeks will be in
isolation. This part of the course will be handled by Management Grid;
25X1A9a Brookings no longer handles this. The speakers will be senior Agency officers.
Two weeks of training will be held at [REDACTED] and the speakers will be from
25X1A9a outside the Agency and from other Government agencies. [REDACTED] stated
that this course is not in lieu of the Agency Mid Career Course given by DD/S&T.
The quota on this course is three employees for each of the runnings this year.

25X1A9a [REDACTED] said he would like to send [REDACTED]
25X1A9a would like to send [REDACTED]
25X1A9a would like to send [REDACTED]

25X1A9a The Chairman asked that a list be prepared on potential candidates
for all GS-12s, 13s, and 14s with two years Agency experience ranging between
ages of 29 to 45. He wanted this list to incorporate all employees who are
eligible, not only the employees chosen by the Division Chief. The Chairman
25X1A9a asked that this list be prepared by [REDACTED] and circulated to all CSP
members before the March CSP meeting. He asked that this matter be put on
the March Agenda for discussion.

12. The Chairman scheduled the next meeting of the CSP for 6 February
at 0900 hours.

13. The Chairman asked that the Competitive Evaluation of GS-12s be
put on the February Agenda of the CSP. He also scheduled the Competitive
Evaluation of GS-13s on the CSP March Agenda.

25X1A9a 14. [REDACTED] raised the question whether the CSP would accept out of
phase promotion actions for GS-9s, 10s, and 11s until July. The Chairman
answered "No" unless there is a strong justification for doing so and then
it should be brought to the DD/ORD and he will decide what should be done.

25X1A9a 15. [REDACTED] informed the Chairman that due to a commitment made
to the Recruiting Division, he would be in Texas on 6 March 1967, and
asked if the CSP meeting in March could be scheduled for 8 March instead
of 6 March. The Chairman asked that this be taken up at the February meeting.

16. Meeting adjourned at 1029 hours.

25X1A9a [REDACTED]
Executive Secretary, CSP

APPROVED:

25X1A9a [REDACTED]

Chairman

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