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A G E N D A

Career Service Panel
Office of Research and Development
3 February 1969

0900 hours
Room 607 - Conference Room

1. Review of agenda for 3 February 1969.
2. Review of minutes for 6 January 1969.
3. a. Promotion actions.
b. ORD staff changes or additions.
25X1A9a [REDACTED]
- 25X1A9a 4. Consider promotion action for [REDACTED]
from GS-14 to GS-15.
25X1A9a [REDACTED]
25X1A9a
- 25X1A9a 5. Consider promotion action for [REDACTED]
from GS-14 to GS-15.
([REDACTED])
6. Further consideration of ORD CSP members
meeting with Mr. Carl E. Duckett/DD/S&T.
7. New business.

Attachment:
GS-12's - Division Rating Assignments
(February 1969)

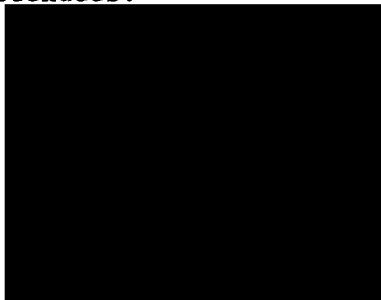
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GROUP 1
Excluded from automatic
downgrading and
declassification

CAREER SERVICE PANEL
Minutes of the Meeting
3 February 1969

Attendees:



Chairman

25X1A9a

25X1A9a

Recording Secretary

Absentees:



25X1A9a

1. The meeting was called to order at 0904 hours by the Chairman.
2. There were no additions to the agenda for 3 February 1969.
3. [REDACTED] moved that the minutes for 6 January 1969 and 14 January 1969 be approved as written. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

25X1A9a

25X1A9a

25X1A9a

4. [REDACTED] reported on the following:

AWARDS

25X1A9a

[REDACTED] - Certification of Distinction - to be presented on 17 February. (PC/ORD)

25X1A9a

PROMOTIONS

25X1A9a

[REDACTED] from GS-13, Step 10 to GS-14, Step 6 (RP/ORD)

25X1A9a

[REDACTED] - GSS-11 to GSS-12 (RP/ORD)

25X1A9a

[REDACTED] - GSS-11 to GSS-12 (An/ORD)

25X1A9a

[REDACTED] - GS-4 to GS-5 (MBSD/ORD)

25X1A9a

[REDACTED] - GS-3 to GS-4 (An/ORD)

QUALITY STEP INCREASES

25X1A9a

[REDACTED] from GS-13, Step 2 - GS-13, Step 3. (PC/ORD)

TERMINATIONS

25X1A9a

[REDACTED] resigned 24 January 1969 from An/ORD - Physical Scientist-Research - GS-14. Reason: Personal matters.

25X1A9a

[REDACTED] - LWOP NTE 6 months - Secretary-Steno - GS-5. Reason: Return to school.

4. (Continued)

ADDITIONS

25X1A9a [REDACTED] - Physical Scientist-Research - GS-13.
Reemployed from Military (Optics/ORD)

25X1A9a 5. [REDACTED] moved that the CSP recommend approval for promotion
25X1A9a of [REDACTED] from GS-14 to GS-15. [REDACTED] seconded the motion.
25X1A9a Three members voted for and four members opposed the recommendation.
Motion was not carried.

6. CSP members opposing the above recommendation stated their reasons
as follows:

25X1A9a [REDACTED] Did not feel [REDACTED] is GS-15 stature.

25X1A9a [REDACTED] has not caught "hold" as a
25X1A9a consistent valuable asset to the division
at this grade level. There has always
been a question of whether he is going to
stay or leave ORD.

25X1A9a [REDACTED] has not demonstrated the per-
formance that would warrant a promotion to
GS-15 as compared to people on the GS-14
list. His performance is not sufficiently
outstanding to merit the promotion.

25X1A9a Agreed with [REDACTED] that [REDACTED] has
not sufficiently demonstrated superior
performance in comparison to others.
Consideration must be given to the shortage
of headroom for GS-15's.

25X1A9a 7. [REDACTED] stated that the Career Service Panel only recommends
approval for promotion to D/ORD and does not make a final decision. The
division chief has the right to present his case to D/ORD.

25X1A9a 8. [REDACTED] moved that the CSP recommend approval for promotion
25X1A9a of [REDACTED] from GS-14 to GS-15. [REDACTED] seconded the motion. Three
25X1A9a members voted for and four members opposed the recommendation. Motion was
not carried.

9. CSP members opposing the above recommendation stated their reasons
as follows:

25X1A9a [REDACTED] Timing is too fast on [REDACTED] promotions.
25X1A9a Suggest we review six months from now.

[REDACTED] Agree that timing is too fast.

9. (Continued)

25X1A9a [REDACTED] : Suggest we review recommendation a year
25X1A9a from now. [REDACTED] has brought out his
accomplishments but not the things that
25X1A9a he has not accomplished. The work that
[REDACTED] is doing now is what he has been
doing as a GS-14. He has not gone to
GS-15 level.

25X1A9a [REDACTED] I accept the fact that [REDACTED] is a
25X1A9a competent person and is certainly going
to move up; however, I think it would in
order to suggest that his promotion
recommendation be reviewed a year from now.
It is a matter of timing.

25X1A9a 10. [REDACTED] requested that the CSP allow him to review [REDACTED]
25X1A9a [REDACTED] who has been a GS-14 longer than any of the others on the GS-14
25X1A9a list, with the exception of [REDACTED] asked for CSP
25X1A9a opinions as he has been trying to make a decision on whether to submit
25X1A9a a promotion recommendation for [REDACTED] for some time and has wondered
25X1A9a if it was a wise thing to do, or was he doing [REDACTED] an injustice
25X1A9a by not doing so when he has compared him with other GS-14's. After
25X1A9a discussion with the CSP, [REDACTED] stated that no action will be taken
on [REDACTED] at this time.

25X1A9a 11. The CSP then discussed the matter of having the CSP members meet
with Mr. Carl Duckett/DD/S&T. The CSP unanimously decided that such a
meeting should be scheduled. The Chairman asked that each division submit
a list of questions which they might want Mr. Duckett to discuss at the
25X1A9a meeting to [REDACTED] by 17 February 1969. He, in turn, will correlate
these questions and circulate a list to each member of the CSP prior to the
next CSP meeting.

25X1A9a 12. The Chairman then assigned reviewer assignments on competitive
25X1A9a evaluations for GS-12's. Since [REDACTED] will come under consideration
25X1A9a at this time, [REDACTED] requested that he ask [REDACTED] to
attend the next meeting in his place.

13. Competitive Evaluation assignments were made by the Chairman.
(SEE ATTACHMENT)

25X1A9a 14. [REDACTED] reported on the following training to be reviewed
within the next two months:

- a. Fellowships in Congressional Operations
(Nominations needed last year by 15 March 1968)
- b. Executive Seminar Centers
Kings Point, N. Y. and Berkeley, California
(Nominations needed last year by 12 April 1968)

14. (Continued)

c. Mid-Career Development Course
(Scheduled usually for April)

25X1A9a
25X1A9a

15. [REDACTED] submitted [REDACTED] as nominee for Mid-Career Development Course, if a request for nominations is received.

25X1A9a

16. After the CSP meeting, [REDACTED] called AO/ORD and requested that [REDACTED] be considered for the running of the April Mid-Career Development Course. The April timing is important for it appears to be compatible with a relative down-time in demands to be made upon [REDACTED] by the [REDACTED] program.

25X1A9a
25X1A9a

25X1A2d1

17. Discussion followed on consideration of promotion actions where there is no headroom available. In the past, CSP has considered these actions and then forwarded to D/ORD for solution. Majority of CSP members felt that this procedure should be continued.

25X1A9a

18. CSP inquired about headroom figures for 1969. [REDACTED] told the members they could get the current TO pertaining to their division from [REDACTED]

25X1A9a

25X1A9a

25X1A9a

19. [REDACTED] felt that it would be a good mechanism if, when evaluating a man for promotion, a division chief could inquire about the employee's performance from named in-house references. [REDACTED] stated that the names of divisional personnel and others who might be contacted could be included in the promotion letter. It was also stated that no member of the Panel would contact another division (other than the Chief) without first receiving the permission of the "recommending" division chief. He also stated that the use of references should take place prior to a CSP meeting considering the promotion action.

20. The Chairman scheduled the next meeting for the CSP for 3 March 1969 at 0900 hours.

21. Meeting adjourned at 1115 hours.

25X1A9a

[REDACTED]
Executive Secretary
Career Service Panel/ORD

APPROVED:

25X1A9a

[REDACTED]
Chairman
Career Service Panel/ORD