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AGENDA

Career Service Panel
Office of Research and Development
6 November 1972

0900 hours
Room 607 - Conference Room

1. Review of agenda for 6 November 1972
2. Review of minutes for 10 October 1972
3.
 - a. Staff changes
 - b. Promotions
 - c. Training notes [REDACTED] 25X1A9a
4. Report on CSP requests and recommendations sent to D/ORD [REDACTED] 25X1A9a
5. ORD Career Development Plan [REDACTED] 25X1A9a
6. Nominee for the 1973 Program for Executives at Carnegie-Mellon University
21 Jan - 23 March 1973
7. New business
Comp. Co. - 85-4-11a

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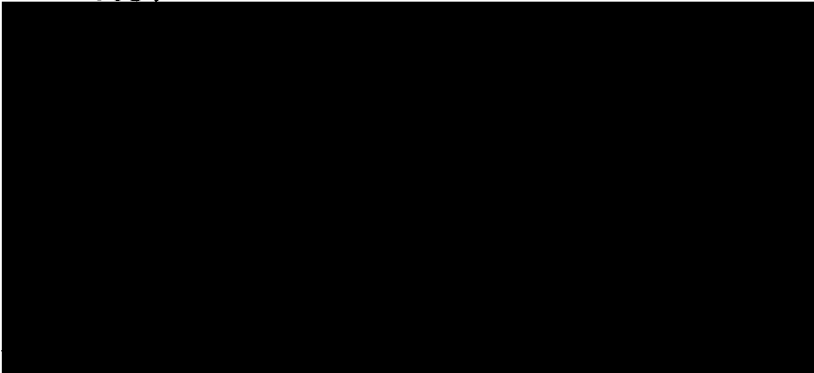
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CAREER SERVICE PANEL
Minutes of the Meeting
6 November 1972

Attendees:



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1. The meeting was called to order by the Chairman at 0938 hours. He declared a quorum was present.

2. There were no changes or additions to the agenda for 6 November 1972. 25X1A9a

3. [redacted] moved to approve the minutes for 10 October 1972 as written. [redacted] seconded the motion. Vote was unanimous of those members present. 25X1A9a

25X1A9a

4. [redacted] reported that there had been no promotions, additions, resignations, retirements or quality step increases. He reported that there had been one reassignment: Clerk Typist, GS-5, transferred from Data Sensing and Processing Division/ORD to FMSAC on 29 October 1972. [redacted] also reported that [redacted] had been approved for the DD/S&T Career Development Course starting 8 January 1973 through 31 May 1973. 25X1A9a

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5. [redacted] reported that he had discussed the revised ORD/CSP Charter with Dr. Stevens, and he has requested that one change be made in 2. ORGANIZATION a. (4). Dr. Stevens stated he preferred to have younger members on the Panel. He informed [redacted] that if the CSP members feel strongly about having Deputy Division Chiefs serve in a rotating membership position that he would make the first appointees from the Deputy Chiefs. However, Dr. Stevens stated he wanted paragraph (4) changed to give more flexibility. [redacted] stated that

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5. (Continued)

Dr. Stevens felt that non-supervisory professional personnel should be given the opportunity to attend the Panel meeting in order to give them greater understanding on how their careers are handled by the Panel, what the deliberations are, and how they conduct their business.

6. Discussion followed:

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a. [redacted] stated he felt the ORD/CSP should stick with Deputy Chiefs on the CSP because they are in a position to directly evaluate other employees.

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b. [redacted] felt the CSP should be attended by Division Chiefs and Deputy Chiefs only because he felt the deliberations of the Panel should not be exposed to non-supervisory personnel for there is a possibility of their misunderstanding the discussions held.

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c. [redacted] was asked by the Panel members if Dr. Stevens planned to attend a CSP meeting. [redacted] answered that he has invited Dr. Stevens to attend the meeting and present his ideas. No date has been established.

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7. [redacted] moved that the CSP/ORD table further discussion of the revised ORD/CSP Charter until the CSP members had some discussion with Dr. Stevens. No action was taken on the motion.

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8. [redacted] moved that the revised ORD/CSP Charter be changed as follows:

2. ORGANIZATION a.

(3) Permanent Members
Division Chiefs (Voting)

(4) Such other voting and non-voting members as appointed by the D/ORD to serve on a non-permanent basis. For promotion actions, no more than one vote per division will be allowed.

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Motion was seconded by [redacted] Two members voted in favor and two opposed the motion. [redacted] ruled that the motion carried.

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9. [REDACTED] moved that the CSP/ORD request that the D/ORD afford the Panel an opportunity to discuss the membership composition of the CSP/ORD. Motion was seconded by [REDACTED] Vote unanimous of those members present.

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10. Discussion followed on the guidelines for preparation of a Career Development Plan.

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a. [REDACTED] stated that the Panel would have to decide: (1) Whether there should be a Career Development Plan, and (2) develop the guidelines for the Plan.

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b. [REDACTED] felt that the role of the CSP and management of ORD is (1) to provide the climate in which each employee can plan his career and (2) to assure that each employee is apprised of the training opportunities available to him. Beyond this, [REDACTED] stated, he felt that ORD can do little more to plan the personal goals of the employee. He also stated the CSP should also make it clear that there is a mechanism whereby the employee can discuss his plans with his Division Chief.

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c. [REDACTED] stated the CSP would have to define "involvement." [REDACTED] felt that the current draft document would permit the Panel to find out how the employees view their careers and thus provide "feedback" for any necessary revision of the document and for further development of a career development program.

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d. [REDACTED] (1) ORD has not yet established the means where it can transfer an employee to other components for more experience and (2) this would give ORD a more well-rounded individual.

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e. [REDACTED] stated what was needed could be a statement of policy.

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11. [REDACTED] moved that the Career Development Plan document, dated 28 December 1971 be accepted as written. [REDACTED] seconded the motion. Three members were in favor of the motion; one member opposed the motion. Motion carried. [REDACTED] stated he would discuss the Plan with Dr. Stevens.

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12. There were no nominations for the Carnegie-Mellon 1973 Program for Executives, 21 January - 23 March 1972, from the CSP members present. [REDACTED] expressed some

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12. (Continued)

interest and was instructed by the Chairman to give the Recording Secretary his decision by 7 November 1972.

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[redacted] had no nomination as of 10 November 1972.)

13. The CSP members were notified by the Chairman that evaluation of GS-9s - GS-11s would be done in December, and that the Competitive Evaluation matrix, as developed

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by [redacted] be used. [redacted] instructed the CSP members that these worksheets should be completed and returned to the Support Staff for statistical evaluation. 25X1A9a

14. Meeting adjourned at 1050 hours.

[redacted]

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Executive Secretary
Career Service Panel/ORD

APPROVED:
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[redacted]

Chairman, CSP/ORD/DD/S&T

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