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AGENDA

Career Service Panel
Office of Research and Development
13 August 1973

0900
Room 607 - Conference Room

1. Review of agenda for 13 August 1973
2. Review of minutes for 9 July 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Competitive Evaluation - GS-14s
Ranking and Promotability
6. New business

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MINUTES
CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
13 August 1973

Attendees:

25X1A9a [redacted] Chairman
25X1A9a [redacted] 25X1A9a
25X1A9a [redacted] Executive Secretary
[redacted] Recording Secretary

Absentees:

25X1A9a [redacted] 25X1A9a

- 25X1A9a 1. The Chairman called the meeting to order at 0905 hours. 25X1A9a
- 25X1A9a 2. [redacted] welcomed two new members: [redacted] Chief, Life Sciences Division, ORD and [redacted] newly appointed Chief, Technical Collection, ORD to the ORD Career Service Panel. [redacted] stated that the members of the Panel will do all they can to assist [redacted] in learning about the ORD Career Service Panel and how it functions. 25X1A9a
3. The following items were added to New Business on the Agenda for 13 August 1973:
- a. Quality Step Increases
 - b. Nominee for the Midcareer Executive Development Course #38
4. The CSP members discussed a nominee for the Midcareer Executive Development Course #38, scheduled for 4 November - 14 December 1973. The members were informed that [redacted] had asked to withdraw from the Midcareer Executive Development Course #37, scheduled for 26 August - 5 October 1973 for personal reasons. [redacted] was submitted as alternate for the Midcareer Executive Development Course #37, but another DD/S&T alternate was selected. [redacted] explained that he had requested that [redacted] name be removed as principal nominee to attend Course #38 due to the new ORD reorganization not realizing at the time that #38 was not scheduled to commence until 4 November 1973. After discussion, the Panel requested the ORD Training Officer to resubmit [redacted] as nominee for Course #38, and [redacted] as alternate. The Panel also discussed

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4. (Continued)

nominating [REDACTED] for Course #39 when that course is scheduled.

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5. [REDACTED] inquired whether [REDACTED] would be attending the Senior Seminar scheduled to begin on 16 September 1973, as there seemed to be information circulating that [REDACTED] would cancel out of the course. No current information was available.

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6. [REDACTED] moved to approve the minutes of 9 July 1973.

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[REDACTED] seconded the motion. The Panel members present concurred. Motion carried.

7. The report from Chief, Support Staff, Programs Management Staff/ORD was as follows:

PROMOTIONS:

Final approval from the Office of Personnel on promotion recommendations on the following employees has been received:

GS-12 to GS-13

GS-13 to GS-14

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[REDACTED]

[REDACTED]

ADDITIONS:

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[REDACTED] SPS 007, Chief, Life Sciences Division/ORD on 7 August 1973.

RESIGNATIONS:

None

RETIREMENTS:

None

QSIs

None

TRAINING NOTES:

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[REDACTED] GS-15, cancelled attendance at the Charge Coupled Devices: Physics, Technology, and Applications Course, 27 - 31 August 1973 at UCLA, approved by the CSP at the June 1973 meeting.

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7. (Continued)

TRAINING NOTES: (Cont'd)

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[REDACTED], GS-14, cancelled attendance at the Midcareer Executive Development Course #37 running from 26 August - 5 October 1973.

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[REDACTED] has requested that [REDACTED] be removed as principal to attend the Midcareer Executive Development Course #38 from 4 November - 14 December 1973.

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8. [REDACTED] stated that he wanted to stress that he felt [REDACTED] should be urged to attend the Midcareer Development Course, #38. He felt that if [REDACTED] waits much longer he will have difficulty having the DD/S&T Senior Board approve his attendance at the course because of his age.

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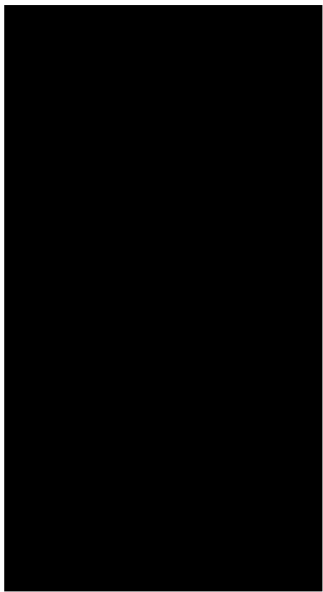
[REDACTED] felt that [REDACTED] should talk to [REDACTED] about going to this particular session.

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9. [REDACTED] and the members of the Panel entered into a discussion explaining to [REDACTED] the procedures followed by the CSP on the competitive evaluation, ranking list, and promotability list for professionals from GS-11 through GS-14. Some of the points stressed by the members were as follows:

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The importance of the division chief realizing that there are only so many slots for promotion, and members of the Panel should identify the "top" people in ORD for promotability and not just the "top" men in their respective divisions.

The division chief should not only be looking at the availability of slots; they should be looking at ORD employees and how we can develop them.

Stressed the importance of treating the ranking list and the promotability list on professionals as two separate actions.

Felt it should be pointed out that the competitive evaluation of professionals is just that; current performance is not suppose to be a prediction of where the employee is going. He also felt the current ranking and promotability lists on GS-14s again shows that the division chiefs don't know the people.

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10. Suggested changes on the preparation of paperwork for the competitive evaluation of professionals, ranking list and promotability list were made as follows:

The CSP should change the procedures on competitive evaluation. Instead of going through the competitive evaluation exercise twice, the CSP should first discuss the people and then fill in the matrix. Then, he felt the CSP members could prepare the matrix without prejudice and use better, freer, and more objective judgment.

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Differed with [REDACTED] He felt Lists 1 and 2 on the GS-14s, for example, still show a wide divergence of points on [REDACTED] These lists help identify the people that should be discussed by the CSP to surface more information about their performance.

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The CSP members should submit the matrix to the Recording Secretary and have the ranking list prepared, and then circulate for discussion.

Satisfied with the present procedure. He felt the necessity of completing the matrix forced him to go out and look at the people he is evaluating. He stated he liked the system of evaluation on two separate occasions. He stated that with the present procedure the CSP members probably put in at least three hours in formal discussion, two hours in preparation of the paperwork, which totals five hours. He felt this was ample time for competitive evaluation preparation.

The problem is not so much the mechanics of paperwork preparation. He felt the CSP members don't spend enough time in discussion. He felt the CSP members rely on their judgment and don't use the ORD Grade Criteria because of lack of time.

Competitive evaluation and who should be promoted is only a small part of the exercise. We should discuss career development for the employee and how his goals can be realized.

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11. [REDACTED] moved that the ORD Career Service Panel meet away from the office so that they could give their full attention to the competitive evaluation for each of the grade levels. [REDACTED] seconded the motion. The Panel did not concur. Motion lost.

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12. [REDACTED] stated he felt it might be better to have two separate deliberations that are not on the same day so that the CSP members would have some time to dwell on them.

13. The Panel then discussed the promotability list for GS-14s. The promotability list for GS-14s was revised with the addition of input from [REDACTED]. During this exercise there was discussion on the availability of GS-15 slots in the new TO and the Branch Chief structure. [REDACTED] presented the organizational schematic and the suggested advisability of postponing action on the GS-14 promotions until the new TO has been completed and the final reorganization plans are made known. [REDACTED] felt that there should be a special session of the CSP to discuss these plans with Dr. Stevens.

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14. [REDACTED] moved to accept the promotability list for GS-14s as revised on 13 August 1973. [REDACTED] seconded the motion. The Panel concurred. Motion carried. (Copy attached)

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15. [REDACTED] recommended that the CSP consider no promotion actions from GS-14 to GS-15 until the organizational branch structure has been identified in order that this information can be used when considering other promotion actions. [REDACTED] seconded the motion. The Panel concurred. Motion carried.

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16. [REDACTED] had requested that the Panel be notified of his statement of intent to promote [REDACTED] from GS-14 to GS-15. [REDACTED] submitted completed paperwork to the Executive Secretary, CSP/ORD prior to the meeting.

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17. [REDACTED] informed the Panel that [REDACTED] has notified the Panel of his statement of intent to promote [REDACTED] from GS-14 to GS-15.

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18. [REDACTED] made a statement of intent to promote [REDACTED] from GS-14 to GS-15.

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19. [REDACTED] made a statement of intent to promote [REDACTED] from GS-14 to GS-15.

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20. [REDACTED] asked that the paperwork for the promotions stated above be prepared for consideration at the next CSP meeting.

21. [REDACTED] stated he would submit Quality Step Increase recommendations for [REDACTED] and [REDACTED].

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22. The next meeting of the CSP was scheduled for 10 September 1973.

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23. [REDACTED] moved to adjourn the meeting. [REDACTED] seconded the motion. The Panel concurred. Motion carried.

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24. The meeting adjourned at 1120 hours.



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Executive Secretary, CSP
Office of Research and Development

APPROVED:



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Chairman, Career Service Panel/ORD

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PROMOTABILITY LIST
GS-14s

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NAME							PROMO. TOTAL (Pts.)	RANK	PROMOTA- BILITY
	1	1	1	2	5	3	13	1	1
	11	3	3	1	4	1	23	2	2
	6	6	6	5	1	6	30	3	3*
	7	5	5	3	6	4	30	4	3*
	8	2	4	4	12	5	35	5*	4
	3	8	7	6	3	10	37	5*	5
	2	9	11	8	2	11	43	6	6
	5	7	10	7	8	8	45	7	7
	16	4	2	9	14	2	47	8	8
	10	11	12	12	10	7	62	11	9
	4	15	13	10	7	15	64	12	10
	12	12	9	11	15	9	68	9	11
	13	10	8	16	13	13	73	10	12
	9	17	14	14	11	12	77	13	13
	15	13	15	13	9	16	81	14	14
	14	14	17	15	17	14	91	15	15
	17	16	16	17	18	18	102	16	16
	18	18	18	18	16	17	105	17	17

*Ties

(13 August 73)

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Done at the CSP meeting with new
input from [REDACTED]

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