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AGENDA

Career Service Panel
Office of Research and Development
9 July 1973

0900
Room 607 - Conference Room

1. Review of agenda for 9 July 1973
2. Review of minutes for 4 June 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
 - a. Special Panel -
Time Schedule & Rating Sheets
5. Promotion Recommendation -
GS-12 to GS-13
[REDACTED] DSP/ORD
6. Competitive Evaluation - GS-14s
(RANKING ONLY)
7. Nominee for Midcareer Development Course -
 - a. #37 - 26 August - 5 October 1973
 - b. #38 - 4 November - 14 December 1973
8. Request for Training -
[REDACTED], TA/ORD
UCLA
The Engineering & Management Course
10 - 15 September 1973
Tuition, Travel & Per Diem - \$993
9. New business

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MINUTES
CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
9 JULY 1973

Attendees:

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

Absentee:

[redacted] 25X1A9a

1. The meeting was called to order by the Chairman at 0910 hours.

2. The following items were added to New Business on the Agenda for 9 July 1973:

- a. Nominee for the Agency Senior Seminar
- b. Semiannual CSP Report

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3. [redacted] moved that the last sentence, Item 17, CSP minutes of 4 June 1973 be amended from:

25X1A9a [redacted] requested the Panel to consider sending [redacted], DSP/ORD to this course since it will be beneficial to have both [redacted] attend since [redacted] is familiar with the field and [redacted] is getting new experience. 25X1A9a

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25X1A9a to

25X1A9a [redacted] requested the Panel to consider sending [redacted], DSP/ORD to this course since it will be beneficial to have both [redacted] attend. 25X1A9a

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25X1A9a 3. (Continued)

[REDACTED] seconded the motion. The Panel reached a consensus. Motion passed.

25X1A9a 4. [REDACTED] moved to approve the minutes of 4 June 1973 as amended. [REDACTED] seconded the motion. The Panel concurred.

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5. The report from the Chief, Support Staff, ORD was as follows:

ADDITIONS:

None

PROMOTIONS:

Promotion actions on the following were approved by the D/ORD but final approval from Office of Personnel has not been received:

GS-12 to GS-13

GS-13 to GS-14

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[REDACTED]

RETIREMENTS:

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[REDACTED] GS-15, Acting Chief, LS/ORD on 30 June 1973.

RESIGNATIONS:

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[REDACTED] GS-16 on 30 June 1973.
[REDACTED], GS-13 on 30 June 1973.
[REDACTED], GS-14 resigning from LWOP, effective 27 July 1973.

LWOP:

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[REDACTED] GS-07, Secretary Steno, DSP/ORD pending Disability Retirement.

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5. (Continued)

TRAINING NOTES:

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[REDACTED], C/PD/ORD has been selected by the Agency Training Selection Board to attend the Federal Executive Institute - 1974. (2 January - 22 February 1974)

SPECIAL NOTE:

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[REDACTED] on TDY with LS/ORD from Office of Technical Services was converted to Contract Type A employee, LS/ORD on 1 July 1973.

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6. [REDACTED] stated that the Special Panel Evaluation and Promotion Schedule for Secretarial and Clerical Personnel and the Clerical Rating Sheets were distributed to the Career Service Panel members for their information. He further stated that the information contained in the rating sheets had been included in the Performance Appraisal Criteria for secretarial and clerical personnel dated 30 April 1973, but the point system had been omitted. [REDACTED] pointed out to

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the Panel members that the sheets now contain the points in various categories for each grade level. Appropriate clerical rating sheets, stated [REDACTED] will be sent to each division by C/SS/ORD. The Panel members were requested to complete these sheets and return them to C/SS/ORD as soon as possible.

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[REDACTED] stated this was a test and if each person who would normally fill out a fitness report would complete the rating sheet, the Special Panel would compile the figures and come up with a ranking list. [REDACTED] also assured the Panel members that the Special Panel would also review the fitness reports done on the secretarial personnel. He also

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told the Panel members that as this system of evaluation of secretarial personnel enters into a regular schedule, appropriate rating sheets will be issued with the fitness reports. [REDACTED] told the CSP members that the Special Panel has benefited greatly from the work done in the CSP, and the Special Panel is using many of the techniques that have been generated in the Career Service Panel.

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7. The Panel then discussed the promotion recommendation for [REDACTED] DSP/ORD, from GS-12 to GS-13. [REDACTED]

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stated that [REDACTED] had been in training and in Vietnam; he also had been in grade for 53 months. [REDACTED] felt that the CSP/ORD should consider the promotion action for [REDACTED] in line of the fact that this "out-of-sight, out-of-mind" concept may have occurred in his particular case. The Panel

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7. (Continued)

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discussed the memorandum written by [redacted], ORD-3000-73, dated 3 July 1973 on comments made by the Chairman, CSP in his memorandum dated 29 June 1973, relating to the consideration for promotion of [redacted]. The Panel reviewed the grade level of young professionals with a Ph.D., entering on duty with the Agency which is a GS-12. It was noted that [redacted] was 7th on the ranking list for GS-12s. It was the general opinion of the Panel that the promotion was being recommended because of [redacted] time in grade, that he had performed well in the past as his fitness reports reflect, and he had done well in Vietnam and in his training. [redacted] training at George Washington University from January 1972 - March 1973 was discussed. It was noted that [redacted] has not received his Doctor of Science (D.Sc.) degree in electrical engineering, but has completed the course requirements and passed his qualifying examinations. It was noted that [redacted] has completed two-thirds of the research required and has stated that he believes he can finish the remaining research in evening classes in about six to nine months. [redacted] commented that if ORD sends people off to training that activity is as much a direct assignment as having a man take on a project. He also stated that there is headroom available. The Panel was told that [redacted] has returned to duty and is working on copy security measures.

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8. [redacted] moved that the recommendation for promotion for [redacted] be approved and sent to the D/ORD. [redacted] seconded the motion. The Panel members present concurred. Motion passed.

9. The first discussion on the Competitive Evaluation of GS-14s was then held. The members discussed the ranking as shown on the summation of the first review results on the ranking worksheets for GS-14s. (Copy attached) Deviations in ranking were noted by [redacted] on [redacted] and [redacted]. The general opinion of the Panel was that these men were not known and most of the members were not familiar with the work performance of these men. Most of the Panel members seem to feel that they didn't know certain individuals well enough when they were doing their competitive evaluation.

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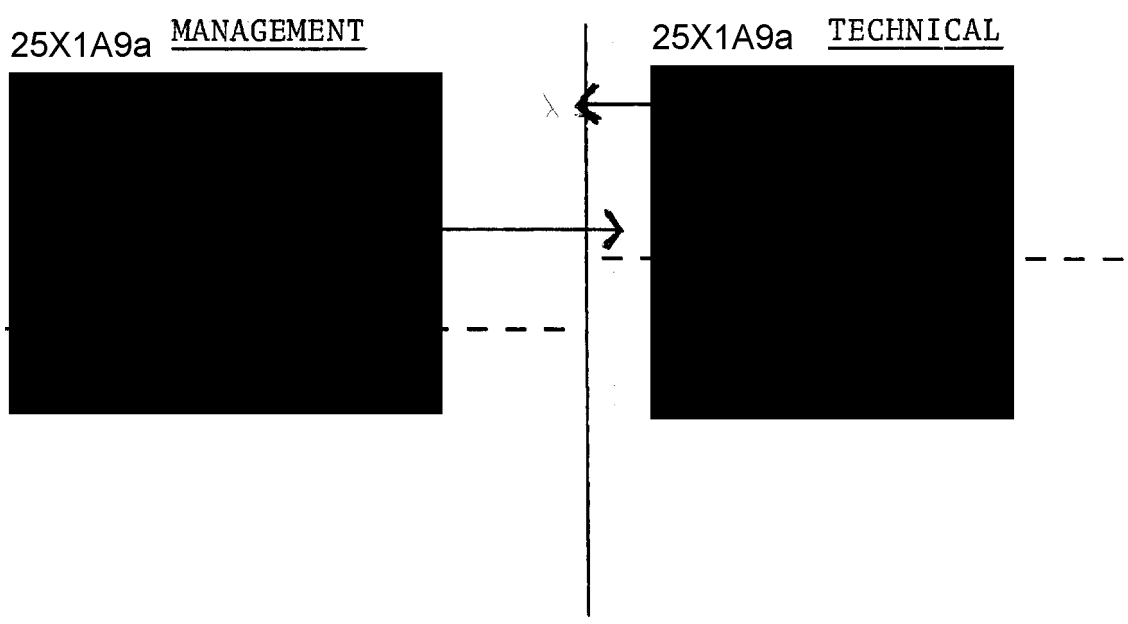
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25X1A9a 10. [redacted] felt that [redacted] had been mis-
25X1A9a evaluated probably because he was misassigned. He stated
25X1A9a that [redacted] capabilities have not been used
25X1A9a properly. [redacted] stated he has been given duties in
25X1A9a PAS/ORD, other than what is being done by [redacted] 25X1A9a
25X1A9a and he has performed his job with thought and planning.
25X1A9a [redacted] felt that this isolation might have been the
25X1A9a reason why people do not know him and what he can do. 25X1A9a
25X1A9a [redacted] further stated he felt that [redacted] also 25X1A9a
25X1A9a should be rated ahead of [redacted] 25X1A9a
25X1A9a felt that he should recommend to the D/ORD that [redacted] 25X1A9a
25X1A9a [redacted] should be transferred to other
25X1A9a ORD divisions for greater exposure and top men such as
25X1A9a perhaps [redacted] 25X1A9a
25X1A9a be moved into the Programs Analysis Staff in order that
25X1A9a they might gain this experience. 25X1A9a

25X1A9a 11. [redacted] thought that [redacted] might also
25X1A9a be in the same category as [redacted]
25X1A9a where people did not know them or the job they were performing.
25X1A9a He also stated that [redacted] is carrying a very heavy 25X1A9a
25X1A9a management load, and he regularly sits in at staff conferences
25X1A9a in another office.

25X1A9a 12. [redacted] stated there are too many people on
the GS-14 list who are in management and technical jobs,
and they are being rated together. He felt that these
people were engaged in activities that were too diverse
to be compared to one another.

13. The Panel members prepared the following chart:



25X1A9a 13. (Continued)

██████████ stated that the dashed lines drawn above indicated in his mind the men who probably would never make another grade jump. Under the TECHNICAL category, he felt these men should be scientists in the true sense, and they should become scientific specialists. He further stated that he felt the Panel had two sets of problems: 1) to get these men rated properly, and 2) what will the Panel do about the two categories of people we have. He asked the Panel if the supervisors should talk to these people about the two paths to follow or should ORD try to merge the two categories.

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██████████ stated he felt that ██████████ and ██████████ would have to change, or they would never make another grade. The Panel also discussed people such as ██████████ who might be more suitable for one category than the one the Panel might list him under.

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14. ██████████ stated that he felt the Panel needed some office guidelines for people in the technical and management categories because the GS-14 level becomes critical as these people move up to the GS-15 level. ██████████ felt the CSP members should take more time and get away from the office to further evaluate these people. He also suggested that he felt the Panel should think about a system whereby each member would receive a certain number of names from the evaluation lists in order that he might study them and get to know them. ██████████ inquired of the Panel if they wanted to take the time away from their assignments and go down to ██████████ to do this. Some of the members felt it might be worthwhile. ██████████ stated he would give further thought to the matter.

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15. ██████████ stated that as a result of the discussion above, he would request the CSP members to go through their competitive evaluation ranking lists again and generate their promotability list for the next CSP meeting. The members were asked to submit this paperwork as soon as possible.

16. The following ORD nominees for the Midcareer Executive Development Course were selected:

Course #37 - 26 August - 5 October 1973

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GS-14, DSP/ORD, Principal
GS-12, TA/ORD, Alternate

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16. (Continued)

Course #38 - 4 November - 14 December 1973

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[REDACTED], GS-12, TA/ORD, Principal
No alternate was selected

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[REDACTED] moved that the above nominees be recommended for Midcareer Executive Development Course and sent to the D/ORD. [REDACTED] seconded the motion. The Panel concurred. Motion passed.

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17. [REDACTED] moved to submit recommendation to the D/ORD for [REDACTED] GS-15, TA/ORD to attend the Engineering and Management Course at UCLA, 10 - 15 September 1973. [REDACTED] seconded the motion. The Panel concurred. Motion passed.

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18. [REDACTED] moved to nominate [REDACTED] Chief, TA/ORD for the Senior Seminar scheduled from 16 September - 21 November 1973, and submit to the D/ORD. [REDACTED] seconded the motion. The Panel concurred. Motion passed.

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19. [REDACTED] was asked to prepare the semiannual CSP report to ORD employees and submit to the CSP members for review and approval.

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20. [REDACTED] moved to adjourn and [REDACTED] seconded the motion. Meeting adjourned at 1130 hours.

[REDACTED]

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Executive Secretary, CSP
Office of Research and Development

APPROVED:

(Draft Approved)

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Chairman, Career Service Panel, ORD

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EYES ONLY

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT

COMPILATION OF
COMPETITIVE EVALUATION DATA
GS-14s

9 July 1973

(Ranking Discussion
Only)

EYES ONLY

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EYES ONLY

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SUMMATION OF FIRST REVIEW RESULTS ON RANKING WORKSHEETS

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GS-14s

change categories

25X1A9a							TOTAL	RANK
	1	1	4	1	5	2	14	1
	11	3	2	2	4	1	23	2
	7	4	5	3	6	5	30	3
	6	5	11	6	1	4	33 32	4
	8	2	3	5	13	6	37 36	5
	3	7	12	4	3	11	40 39	6
	2	9	13	8	2	10	44 42	7
	5	6	10	7	8	9	45 43	8
	16	11	1	10	15	3	56 55	9
	13	10	7	15	11	7	63 61	10
	10	8	9	11	14	14	66 63	11
	12	13	8	12	7	16	68 66	12
	4	15	18	9	16	12	74 71	13
	19	19	6	19	9	8	80	14
	9	17	14	17	12	13	82 79	15 14
	15	12	17	14	10	17	85 82	16 15
	14	14	16	13	19	15	91 88	17 16
	17	16	15	16	18	19	101 98	18 17
	18	18	19	18	17	18	108 105	19 18

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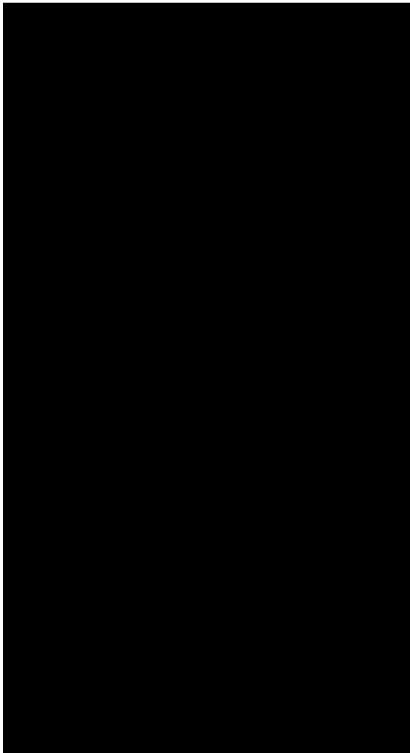
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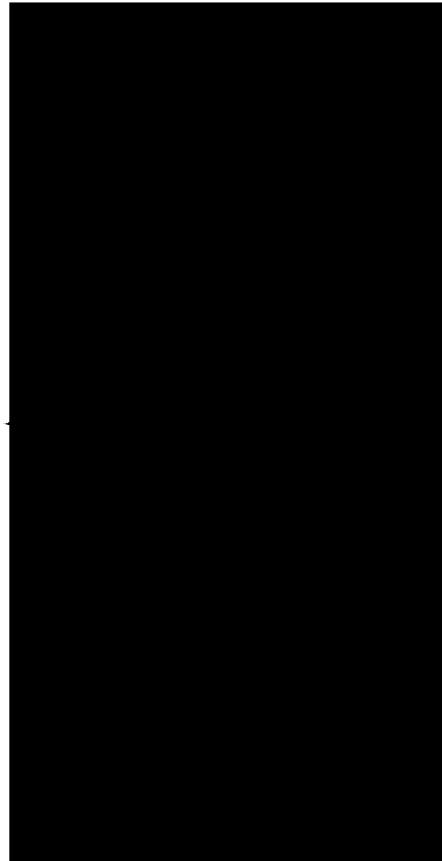
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RANKING RESULTS
GS-14s

RANK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	3	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	1	2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
3	0	0	1	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0
4	1	0	0	1	1	2	0	0	0	0	1	0	0	0	0	0	0	0	0
5	0	1	1	0	1	1	0	1	0	0	0	0	1	0	0	0	0	0	0
6	0	0	2	1	0	0	1	0	0	0	1	1	0	0	0	0	0	0	0
7	0	2	0	0	0	0	0	1	1	1	0	0	1	0	0	0	0	0	0
8	0	0	0	0	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0
9	1	0	1	0	0	0	0	0	0	1	1	0	0	0	1	1	0	0	0
10	0	0	0	0	0	0	2	0	0	1	1	0	1	0	1	0	0	0	0
11	0	0	0	0	0	0	0	1	1	1	1	0	0	2	0	0	0	0	0
12	0	0	0	0	0	0	1	1	0	0	0	2	1	0	0	1	0	0	0
13	0	0	0	1	0	0	0	0	1	0	0	1	0	0	1	1	0	1	0
14	0	0	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	3
15	0	0	0	0	0	0	0	0	1	0	0	1	1	1	0	0	2	0	0
16	0	0	0	0	0	0	0	0	0	1	0	1	0	1	1	0	2	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	1	2	1	1	0	0	1
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	1	1	1
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	1

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