

~~CONFIDENTIAL~~  
EYES ONLY

AGENDA

Career Service Panel  
Office of Research and Development  
4 June 1973

0900  
Room 607 - Conference Room

1. Review of agenda for 4 June 1973
2. Review of minutes for 14 May 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Promotion Recommendations -  
GS-12 to GS-13
  - a. [REDACTED] DSP/ORD
  - b. [REDACTED] PD/ORD
  - c. [REDACTED] TA/ORD
  - d. [REDACTED] TA/ORD
6. Promotion Recommendations -  
GS-13 to GS-14
  - a. [REDACTED] TA/ORD 25X1A9a
  - b. [REDACTED] TA/ORD
7. Training Request Approval -  
[REDACTED] GS-15, TA/ORD  
UCLA  
Charge Coupled Devices: Physics,  
Technology, & Applications  
27 - 31 August 1973  
Cost: \$925  
(Includes tuition, travel,  
per diem, etc.)
8. New business

EYES ONLY

E2 IMPDET  
CL BY 464869

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
EYES ONLY  
MINUTES

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
4 June 1973

25X1A9a

Attendees:

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Chairman

25X1A9a

25X1A9a

Executive Secretary  
Recording Secretary

Absentees:

[Redacted]

25X1A9a

1. The Chairman called the meeting to order at 0907 hours.

2. The agenda for 4 June 1973 remained the same but the following suggestions were made:

25X1A9a a. [Redacted] was asked to discuss his  
25X1A9a request to delete [Redacted], GS-13, TA/ORD  
from the GS-13 Promotion Recommendation List as  
part of Item 6 on the agenda.

25X1A9a b. [Redacted] was asked to discuss his  
25X1A9a recommendation to send [Redacted] to the Charge  
Coupled Devices course at UCLA as a part of Item 7  
on the agenda.

25X1A9a 3. [Redacted] moved that the minutes of 14 May 1973 be  
25X1A9a approved as written. [Redacted] seconded the motion.

4. Discussion followed on Item 16, minutes of 14 May 1973, as to whether the CSP/ORD should follow an alphabetical or numerical listing when preparing the final promotability lists for GS-11s through GS-14s.

E2 IMPDET  
CL BY 464869

EYES ONLY

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
EYES ONLY

25X1A9a

5. [REDACTED] made the following suggestions:

a. An employee recommended for promotion ought to be considered not only against the personnel on the promotability list, but he ought to be considered against the availability of slots. He felt the CSP members ought to know when the slots are becoming available.

25X1A9a

b. The CSP needs to rewrite the Evaluation Criteria Guidelines as it pertains to the promotability list. (Prepared by the Subpanel for Evaluation Criteria, chaired by [REDACTED], and dated 6 September 1972.)

c. Delete the word "five" in Item 2 of the Evaluation Criteria Guidelines as it pertains to the number of personnel listed on the final promotability list.

6. The Panel concurred unanimously to approve the minutes of 14 May 1973 as written.

25X1A9a

7. [REDACTED] moved that the personnel selected as the leading candidates for promotability be listed in alphabetical order with the understanding that this list will be considered against any promotion action for that grade. [REDACTED] 25X1A9a  
seconded the motion. Concurrence of the Panel was unanimous.

25X1A9a

8. [REDACTED] reported the following:

a. The Fitness Report Guidelines package has been prepared and sent to the D/ORD for his signature.

b. There has been no further action on the Career Development Plan.

25X1A9a

9. [REDACTED] took exception to one item in the Clerical and Secretarial Criteria Guidelines, and he stated that he didn't think it proper to refer to the appearance of the secretaries as it is not listed as a point of consideration for the professionals.

25X1A9a

10. [REDACTED] felt that the CSP should take another look at the Career Development Plan because of recent changes. [REDACTED] felt that prior to redrafting the plan, the CSP should get comments on the existing writeup from the D/ORD. Such guidance is mandatory if the final draft is to meet with his approval.

25X1A9a

EYES ONLY

~~CONFIDENTIAL~~  
~~EYES ONLY~~

25X1A9a  
25X1A9a

11. [redacted] stated he had only one termination to report: [redacted] Phys. Scientist-Res., GS-14, TA/ORD as of 17 June 1973.

25X1A9a

12. The CSP/ORD then discussed the promotion recommendations from GS-12 to GS-13. [redacted] was asked to provide information on the availability of slots. [redacted] calculated headroom availability as of 1 July 1973 would be as follows:

25X1A9a

- Four 13 vacancies
- Four 14 vacancies
- Six 15 vacancies

25X1A9a

25X1A9a

25X1A9a  
25X1A9a  
25X1A9a

13. [redacted] moved to recommend approval for promotion from GS-12 to GS-13 for [redacted], DSP/ORD; [redacted] PD/ORD; [redacted] TA/ORD; [redacted] TA/ORD; and to add these recommendations to that of [redacted], approved at the 14 May 1973 CSP meeting. [redacted] seconded the motion. Concurrence of the Panel was unanimous.

25X1A9a

25X1A9a

25X1A9a

14. [redacted] asked [redacted] what the status was on maintaining the slots for [redacted] now in process for DSP/ORD. [redacted] replied that the headroom figures included these men and slots have been identified for them.

25X1A9a

25X1A9a

15. Review of the GS-13 promotability list:

25X1A9a

[redacted] stated he is doing a good job, but he has not been in grade long enough. He stated it would be at least another year before he would consider [redacted] for promotion. [redacted] questioned whether [redacted] belongs on the promotability list at this time [redacted] stated that the CSP has to identify "comers," and as long as [redacted] is on the list ORD should have a slot available for him.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

[redacted] stated that [redacted] has just completed the Midcareer Development Course, and he would like to see how [redacted] uses this training and whether he has matured from it. [redacted] felt that another six months will be required before considering [redacted] for promotion.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

[redacted] pointed out that [redacted] had stated in his promotability paperwork for GS-13s that he would not promote

~~EYES ONLY~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
EYES ONLY

25X1A9a 15. (Continued)

25X1A9a

(Cont'd)

25X1A9a [redacted] before December 1974. [redacted] also pointed out that [redacted] had been in grade only 16 months; the minimum time in grade for a GS-13 is 24 months.

25X1A9a

25X1A9a [redacted] in the absence of [redacted] moved to consider the promotion recommendation for [redacted], TA/ORD from GS-13 to GS-14. [redacted] seconded the motion. It was the consensus of the Panel not to approve the motion because [redacted] has not met the minimum time in grade criterion.

25X1A9a

25X1A9a [redacted] stated he was a good GS-13 and a good project officer. He also stated [redacted] does not have the initiative and creativity to start new projects which is consistent for GS-14s. [redacted] stated that he has talked to [redacted] about this, and he is fully aware of his shortcomings in this area. He stated that [redacted] is going to be given every opportunity to demonstrate the capabilities of a GS-14. It may be that [redacted] will recommend [redacted] for promotion the next time the GS-13s are reviewed if he shows meaningful progress in the above area. The Panel discussed the technical requirements for GS-13s and GS-14s in regard to [redacted] stated he felt that [redacted] might need a different kind of assignment.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a

25X1A9a [redacted] moved that [redacted] TA/ORD be recommended for promotion from GS-13 to GS-14. [redacted] seconded the motion. Concurrence of the Panel was unanimous.

25X1A9a

25X1A9a 16. [redacted] told the Panel that it had really made substantial progress in conducting the activities of the Panel, and that the members were to be congratulated because now they were working as a Career Service Panel and not as a promotability Panel.

25X1A9a

25X1A9a 17. [redacted] moved to approve the training request for [redacted] GS-15, TA/ORD to attend the Charged Coupled Devices: Physics, Technology, and Applications Course, 27 - 31 August 1973 at UCLA. [redacted] seconded the motion. [redacted] requested the Panel to consider sending [redacted] DSP/ORD to this course since it will be beneficial to have both [redacted] and [redacted] attend, since [redacted] is familiar with the field and [redacted] is getting new experience.

25X1A9a

25X1A9a

25X1A9a

25X1A9a 18. [redacted] moved taking into consideration [redacted] nomination of [redacted], that both [redacted]

25X1A9a

EYES ONLY  
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
EYES ONLY

25X1A9a

18. (Continued)  
and [redacted] attend the Charge Coupled Devices: Physics, Technology, and Applications Course, 27-31 August 1973 at UCLA. [redacted] seconded the motion. Concurrence of the Panel was unanimous.

25X1A9a

25X1A9a

19. Discussion followed on the status of [redacted] DSP/ORD who is on LWOP and is due to notify ORD on whether he will return to the Agency. The deadline date for his decision is 27 June 1973. [redacted] informed the Panel that [redacted] has not informed him as to whether he will return, but [redacted] plans to come to Washington in the next few weeks.

25X1A9a

25X1A9a

25X1A9a

20. [redacted] progress in DSP/ORD was discussed. [redacted] stated he was doing well, and he has a job as long as ORD has the [redacted] in-house program. [redacted] stated that he hoped that [redacted] understood this condition.

25X1A9a

25X1A2d2

25X1A9a

21. The next meeting for the CSP/ORD was scheduled for 2 July 1973.

22. Competitive evaluation of GS-14s will be done at the July meeting.

25X1A9a

25X1A9a

23. [redacted] moved to adjourn. [redacted] seconded the motion.

24. Meeting adjourned at 1010 hours.

25X1A9a

[redacted]

Executive Secretary, CSP  
Office of Research and Development

APPROVED:

[redacted]

25X1A9a

Chairman, Career Service Panel/ORD

EYES ONLY

~~CONFIDENTIAL~~