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AGENDA

Career Service Panel
Office of Research and Development
12 February 1973

0900
Room 607 - Conference Room

1. Review of agenda for 12 February 1973
2. Review of minutes for 15 January 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
 - a. Career Development Plan
 - b. Special Panel Meeting
- 25X1A9a 5. Personnel Development Program
[REDACTED]
6. Training Considerations for GS-15s
7. Training and Career Development for GS-12s, 13s and 14s
(First five in each grade level per competitive evaluation and ranking done in 1972)
- 25X1A9a 8. Project Officer in a Contract Cycle Course
[REDACTED]
9. Nominee for the Midcareer Executive Development Course
22 April - 1 June 1973
- 25X1A9a 10. Performance Appraisal Workshop
[REDACTED]
11. Nominee for the Advanced Intelligence Seminar
14 March - 3 April 1973
12. New business

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CL BY 464869

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MINUTES

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT

12 February 1972

Attendees:

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

Absentees:

25X1A9a [REDACTED]

- 25X1A9a 1. The Chairman called the meeting to order at 0910 hours. 25X1A9a
- 25X1A9a 2. [REDACTED] moved to approve the minutes for 15 January 1973 as written. [REDACTED] seconded the motion. The CSP members present concurred with the motion.
- 25X1A9a 3. [REDACTED] circulated the following report to the members:

ADDITIONS:

25X1A9a [REDACTED] GS-4, Clerk Stenographer joined ORD on 29 January 1973. She has now been assigned to PMS/ORD.

25X1A9a [REDACTED], Career Trainee has been assigned to DS&P/ORD from 12 February 1973 through 25 May 1973.

PROMOTIONS:

25X1A9a [REDACTED] Secretary Steno, D/ORD from GS-8 to GS-9.

REASSIGNMENTS:

None

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3. (Continued)

RETIREMENTS:

None

QSIs:

None

TRAINING NOTES:

25X1A9a [REDACTED] was nominated by the DD/S&T Senior Board to the Agency Training Selection Board as a nominee for the Executive Management Program, 1973, Pennsylvania State University, 24 June - 20 July 1973. No word has been received as to the final decision by OTR.

25X1A9a

4. [REDACTED] circulated CSP Handbooks to the members. He told the Panel that he would provide them with tabs as soon as they are printed. The Panel decided that the C/SS/ORD would distribute the handbooks at each meeting with the necessary inputs.

5. The Chairman reported on the following:

CAREER DEVELOPMENT PLAN:

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[REDACTED] I talked to Dr. Stevens and had further discussions on the Career Development Plan. Dr. Stevens agrees with the CSP in principle and doesn't take violent exception with anything in the Plan. His principal comment was that the CSP can do all those things that have been pointed out in the Career Development Plan, but he questions how the Division Chiefs can carry through a commitment with an individual once you have discussed future plans with him. Dr. Stevens has not signed the Career Development Plan.

PERSONNEL DEVELOPMENT PROGRAM:

25X1A9a

[REDACTED] The DD/S&T Career Board has recently received a document signed by Mr. Colby, Executive Director-Comptroller, concerning the development of employees to take executive positions in the GS-13 through GS-15 levels, either from retirees or advancement of the individual in the slot. ORD has the responsibility to provide some information relative to the exercises carried out by the DD/S&T Career Board. [REDACTED] has reproduced a portion of this report and will circulate this portion to you. It is asked that you read the report, since

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5. (Continued)

PERSONNEL DEVELOPMENT PROGRAM: (Cont'd)

it probably will be necessary to get back with you to ascertain what ORD has to do in order to provide the necessary information requested by the DD/S&T. It will be necessary for you as Division Chiefs to select those GS-12s, GS-13s, GS-14s, and GS-15s whom you feel have potential and are ready for advancement. After you have done that, then you should decide what kind of Career Development Plan is needed for these individuals.

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██████████ Could there be some informal arrangement made with DD/S&T whereby ORD could be certain that the GS-15s are getting opportunities for training?

It was decided by the CSP members that a staff study would be made on the Personnel Development Program, and the CSP would meet in special session on 21 February 1972.

SPECIAL PANEL MEETING:

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██████████ The Special Panel nominated ██████████, GS-6, Secretary Steno, TA/ORD to attend the Secretarial Techniques Course, sponsored by the Civil Service Commission, from 12-22 March 1973. The Special Panel has compiled a list of future attendees for this course in the following order:

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1. ██████████ DS&P/ORD, GS-6

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2. ██████████ DS&P/ORD, GS-5

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3. ██████████ DS&P/ORD, GS-5

██████████ was also on the list, but the Special Panel has asked the Training Officer/ORD to look for something more suitable for a GS-4. There were no other nominees received from the Division Chiefs, but additions to this list can be made. Division Chiefs will be consulted at the time the secretaries are to be scheduled for this course. The Special Panel has also asked the TO/ORD to work up a training record for secretaries GS-5 through GS-8, similar to the Training Booklet for the professionals, and ██████████ asked that suggestions from the TO/ORD were requested in planning future training for these secretaries.

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6. The CSP reviewed the training records for GS-15s. They also reviewed the training taken by the first five professionals in grade levels GS-12s through 14s, per competitive evaluation and ranking done in 1972. The Training Officer was requested by the Chairman to provide information on all professionals in the GS-12 through GS-14 grade levels.

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7. The CSP discussed the Project Officer in a Contract Cycle course. ██████ asked that the Division Chiefs see that more ORD personnel attend this course. Many of the members expressed the opinion that the course was too drawn out.

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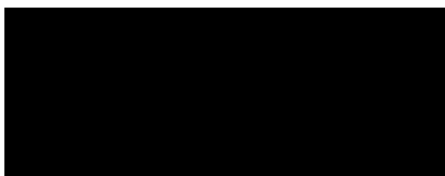
25X1A9a

█████ suggested to ██████ that a 2-day session dealing with Contract Law be made a part of this course. He suggested that ██████ read Research and Development Contracting, Conference on U. S. Goals in Research and Development Contracts, George Washington University, 1965. ██████ said he would follow through on this matter.

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8. The CSP considered the following employees for the Midcareer Executive Development Course:

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The CSP submitted the following names for final selection and approval to the D/ORD for the Midcareer Executive Development Course from 22 April - 1 June 1973:

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GS-14, IP&A/ORD
, GS-14, DS&P/ORD
GS-13, TA/ORD

9. The CSP then discussed the Performance Appraisal Workshop and the possibility of ██████ OTR instructor, conducting the workshop for ORD supervisors and others who are preparing ORD fitness reports. Since a low attendance at the Workshop was predicted, the CSP made the decision that all persons interested in attending the Workshop do so on an individual basis.

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10. The Career Service Panel submitted the following names for selection by the D/ORD for the Advanced Intelligence Seminar scheduled for 14 March through 3 April 1973:

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25X1A9a



GS-15, PD/ORD
GS-14, TA/ORD

25X1A9a

11. ██████ reminded the Panel that the Competitive Evaluation and Ranking for GS-12s would be done at the March meeting.

12. The next meeting was scheduled for 5 March 1973. (Has now been rescheduled for 12 March 1973)

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13. [redacted] moved that the meeting adjourn. [redacted] seconded the motion. All concurred. Meeting adjourned at 1050 hours.

[redacted]

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Executive Secretary
Career Service Panel/ORD

APPROVAL:

[redacted]

25X1A9a

Chairman, Career Service Panel/ORD

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