

**ADMINISTRATIVE - INTERNAL USE ONLY**

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
5 May 1975

1330 hours  
607 - Conference Room

AGENDA

1. Review of agenda for 5 May 1975
2. Review of minutes for 7 April 1975
3. Report from the Chairman, CSP/ORD
4. Report from Chief, Support Branch, MS/ORD
5. Competitive Evaluation - GS-13's  
(Final Review)
6. Nominations for Senior Officer Schools 1975-1976
7. Nominee for the Advanced Intelligence Seminar -  
11 - 27 June 1975
8. Selection of Employee Member to the CSP  
vice [REDACTED]  
Term: 2 June 1975 - 7 June 1976
9. New business

25X1A9a

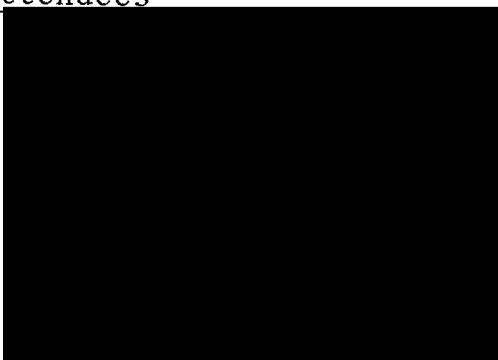
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~~EYES ONLY~~

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
5 May 1975

Attendees

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man  
ORD  
C/DPR/ORD  
/TCR/ORD  
/ORD  
AC/PAS/ORD  
LSR/ORD  
R/ORD  
RD  
ng Secretary

Absentees


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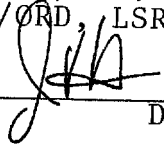
AC/CDAM/ORD  
Executive Secretary, CSP/ORD

1. The meeting was called to order at 1335 hours.
2. There were two additions to the Agenda under New Business:
  - a. Employee Representation on the Panels
  - b. Statement of Intent to Promote
3. The minutes of 7 April 1975 were reviewed by the D/ORD and made a part of the CSP record.

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4.  reported to the Panel as follows:
  - a. The Special Panel postponed making a decision on a promotion recommendation until the clerical ratings are completed at the end of May.
  - b. Career and Training Profiles for GS-9's and above were due on 1 May 1975. The Division Chiefs present stated that they were submitting profiles for GS-9's to GS-12's; the information submitted for the Roster of Candidates for Executive Level Development - GS-13 - GS-15, submitted in October 1974 would remain the same. It was noted that OT/ORD submitted profiles on OT employees; profiles are still to be submitted from DPR/ORD, LSR/ORD, PAS/ORD, and TCR/ORD.

NOTED:



D/ORD

DATE: 5/21/75

**EYES ONLY**

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5. A report from the C/SB/MS/ORD was submitted. (Copy Attached)

NOTED: [Signature] DATE: 5/20/75  
D/ORD

6. The Competitive Evaluation for GS-13's was completed. (List Attached)

NOTED: [Signature] DATE: 5/20/75  
D/ORD

7. The Chairman stated that in view of the wide variance in ratings ORD/CSP members should get more information on [redacted] and [redacted] during the coming year so that they will know more about them before the next rating of GS-13's is done.

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NOTED: [Signature] DATE: 5/20/75  
D/ORD

25X1A9a 8. ACTION : Nominee for Program for Management Development, Harvard University, September 1976.

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MAJORITY: [redacted] GS-15, OT/ORD  
(Training scheduled on the Personnel Development Plan)

25X1A9a

APPROVED: [redacted] DATE: 5/20/75  
D/ORD

25X1A9a 9. ACTION : Nominee for the Advanced Intelligence Seminar - 11 - 27 June 1975.

25X1A9a

MAJORITY: [redacted] GS-15, DPR/ORD  
(Training scheduled on the Personnel Development Plan)

25X1A9a

APPROVED: [redacted] DATE: 5/20/75  
D/ORD

10. ACTION : Nominee for the National War College, August 1976 - June 1977.

25X1A9a

MAJORITY: [redacted] GS-14, TCR/ORD  
(Training scheduled and added to the Personnel Development Plan)

25X1A9a

APPROVED: [redacted] DATE: 5/20/75  
D/ORD

25X1A9a

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11. ACTION : Selection of Employee Member to the CSP  
vice [redacted] Term: 2 June 1975 -  
7 June 1976

25X1A9a

MAJORITY: [redacted] GS-12, CDAM/ORD

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25X1A9a

APPROVED: [redacted] DATE: 5/24/75  
[redacted] D/ORD

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12. Discussion was held with [redacted] on whether they had been asked by ORD employees to provide feedback on CSP activities. Both members stated that there had been some such requests, usually asked in a somewhat roundabout manner. In responding they had to use their own judgment in deciding what information they should or should not reveal. They do discuss CSP organization, procedures, policies, functions, etc., but they do avoid giving out specific personnel data. Each has tried to bring the concerns of both professionals and secretaries to the Panel discussions. [redacted] noted that he has talked with ORD employees about the promotion policy and the need for ORD professionals to make themselves known to ORD/CSP members.

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NOTED: [redacted] DATE: 5/20/75  
[redacted] D/ORD

25X1A9a  
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13. [redacted] proposed additional secretarial representation on the Special Panel/ORD, in addition to [redacted] who is now serving on the Special Panel. Discussion followed on the advantages and disadvantages of this type of representation, and the potential benefits such participation could provide for secretaries and for the Office. The Panel agreed that if this were to become the policy, those chosen to sit on the Special Panel must use discretion regarding disclosure of information to others.

NOTED: [redacted] DATE: 5/24/75  
[redacted] D/ORD

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25X1A9a

14. ACTION: [redacted] asked the Special Panel to review the recommendation made by [redacted] and see, in fact, if having an additional secretary added to the Special Panel for the purpose of getting additional notice for the secretaries and recommendations from the secretaries would be beneficial.

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MAJORITY: [redacted] Approved

NOTED: [redacted] DATE: 5/24/75  
[redacted] D/ORD

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15. [redacted] stated that the Special Panel would provide feedback on [redacted] recommendation and report back to the Career Service Panel.

NOTED: [Signature] DATE: 5/20/75  
C/ORD

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16. [redacted] thanked the Panel for their consideration and help during his term on the Panel. The Chairman expressed the Panel's appreciation for [redacted] contributions during the past year.

NOTED: [Signature] DATE: 5/21/75  
C/ORD

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17. [redacted] made a statement of intent to promote [redacted] from a GS-13 to GS-14.

NOTED: [Signature] DATE: 5/21/75  
C/ORD

18. The meeting adjourned at 1600 hours.

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15 May 1975 Date  
[redacted] C/MS/ORD

Attachments:

- 1. Report from C/SB/MS/ORD
- 2. Competitive Evaluation List - GS-13's

APPROVED:  
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[redacted]  
Chairman, Career Service Panel/ORD

14 May 1975  
Date

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