

AGENDA

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 February 1975

1330 hours  
607 Conference Room

1. Review of agenda for 3 February 1975
2. Review of minutes for 6 January 1975
3. D/ORD's Comments on the Problems Analysis Staff and Rotation
4. Report from the Chairman, CSP/ORD
5. Report from Chief, Support Branch/MS/ORD
6. Discussion on the Special Panel for Secretarial and Clerical Personnel
  - a. Continuation of Panel
  - b. Review of Special Panel Minutes by the CSP as a Group
7. Consideration of Promotion Actions for GS-14's
- 25X1A9a 8. Review of Training Request for [REDACTED] to attend the Management Seminar, 3 - 28 March 1975
- 25X1A9a 25X1A9a 9. Training Requests for [REDACTED] and [REDACTED] DPR/ORD to attend the IEEE Computer Society International Conference, 24 - 27 February 1975.  
TOTAL COST: \$1,177.46
10. New business

E2 IMPDET  
CL BY 464869

~~CONFIDENTIAL~~  
EYES ONLY

**ADMINISTRATIVE - INTERNAL USE ONLY**  
CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 March 1975

1330 hours  
607 - Conference Room

AGENDA

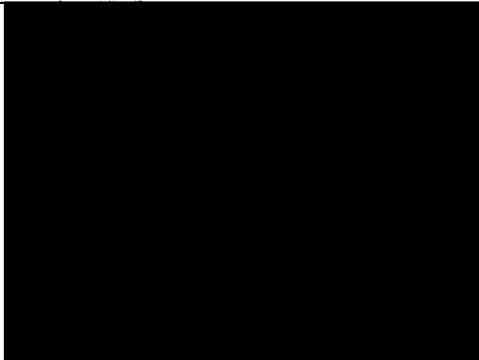
1. D/ORD's Comments
  - a. Distribution of Personnel Management Employee Handbook
2. Review of agenda for 3 March 1975
3. Review of minutes for 3 February 1975
4. Report from the Chairman, CSP/ORD
5. Report from Chief, Support Branch/MS/ORD
6. Competitive Evaluation - GS-12's
7. Consideration and CSP Recommended Approval for QSI Recommendations
8. Training and Career Development Profiles
9. Nominee for Fellowship in Congressional Operations for Executives 1975-1976
10. Nominee for the Foreign Service Economic/Commercial Studies Course beginning on 14 July 1975 (26 weeks)
11. New business

~~CONFIDENTIAL~~  
~~EYES ONLY~~

CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 February 1975

Attendees

25X1A9a



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

Absentee

25X1A9a



C/CDAM/ORD (Training)  
OT/ORD

1. The meeting was called to order at 1335 hours.

2. There was one change in the Agenda. The Chairman told the Panel that the D/ORD would not be able to attend the meeting. He stated Mr. Hirsch will attend one of the CSP meetings, or the CSP could convene a special meeting in order that he might make his comments on the Problems Analysis Staff and Rotation.

NOTED:

*JHA*


D/ORD

DATE:


*2/18/75*

3. The Chairman informed the Panel that the D/ORD has requested the final record of the CSP minutes be more concise in their statement of the deliberations and express the Panel's majority and minority opinion rather than fill the record on how the Panel arrived at the final solutions.

25X1A9a

 stated that if any CSP member feels his comments should be in the minutes and it is not a matter of record, he is asked to discuss the matter with the D/ORD. He also informed the Panel that there would be no formal vote taken on CSP actions unless a member expressed a strong desire to have one.

25X1A9a

 said he would ask for a firm consensus on each action after discussion. He asked the Recording Secretary to include a signature block for each member of the Panel at the end of the CSP minutes and asked the members to sign when they have completed their review of the minutes.

NOTED:

*JHA*

D/ORD

DATE:

*2/18/75*

~~EYES ONLY~~  
~~CONFIDENTIAL~~

~~CONFIDENTIAL~~  
~~EYES ONLY~~

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4. ACTION: Minutes for 6 January 1975

MAJORITY: Approved

25X1A9a MINORITY: Minutes do not reflect the fact that the CSP did consider [REDACTED] qualifications.

NOTED: JVA DATE: 2/18/75  
D/ORD

5. Report from the Chairman:

- 25X1A9a
- a. There was no Special Panel meeting in January.
  - b. The CSP Schedule for 1975 has been circulated to all members for information and planning.
  - c. Competitive Evaluation - GS-12's will take place in March. There is only one GS-12 to evaluate: [REDACTED] OT/ORD.
  - d. Discussion on Training and Career Development Profiles for GS-9's and above is scheduled for March. This information is requested by Office of Personnel with a deadline of 1 June 1975.
  - e. The Personnel Management Employee Handbook which has been prepared by the DD/S&T will be circulated to all members in the near future.
  - f. [REDACTED] is preparing a draft of the CSP Annual Report.
- 25X1A9a

NOTED: JVA DATE: 2/18/75  
D/ORD

6. The monthly report from the C/SB/MS/ORD was distributed to the CSP members. (COPY ATTACHED)

NOTED: JVA DATE: 2/18/75  
D/ORD

7. Discussion on the Special Panel for Secretarial and Clerical Personnel was held.

ACTION: Continuation of the Special Panel in its present format to handle secretarial and clerical personnel.

MAJORITY: Agreed to continue the Special Panel in its present format.

MINORITY: All ORD employees should be treated equally and on the same basis in the CSP.

NOTED: JVA DATE: 2/18/75  
D/ORD

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~~EYES ONLY~~

7. (Cont'd)

ACTION: Review mechanism to be followed by the CSP on Special Panel meetings and minutes.

MAJORITY: Agreed unanimously that the agenda for the Special Panel meetings be distributed to all CSP members prior to the meeting in order that the CSP members might have the opportunity to attend the meeting if a discussion item was of interest to them. Special Panel minutes will include a signature block for each member of the Panel which will be completed when they review the minutes. The present procedure on circulation of the SP minutes to all CSP members will continue.

NOTED: J/K DATE: 2/18/75  
D/ORD

8. The CSP held their semiannual review on GS-14 promotion actions. There were no forthcoming recommendations.

NOTED: J/K DATE: 2/18/75  
D/ORD

25X1A9a 9. ACTION: Review of Training Request for [redacted] to attend the Management Seminar, 3-28 March 1975.

MAJORITY: Approved

NOTED: J/K DATE: 2/18/75  
D/ORD

25X1A9a 10. ACTION: Approval of training requests for [redacted] DPR/ORD to attend the IEEE Computer Society International Conference, 24-27 February 1975, total cost: \$1,177.46.

MAJORITY: Approved

NOTED: J/K DATE: 2/18/75  
D/ORD

11. Meeting adjourned at 1430 hours.

25X1A9a

[redacted signature]

Executive Secretary

7 February 1975  
Date

25X1A9a

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