

~~CONFIDENTIAL~~

EYES ONLY

AGENDA

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
6 January 1975

1330 hours
607 Conference Room

1. Review of agenda for 6 January 1975
2. Review of minutes for the following:
 - a. 2 December 1974
 - b. 6 December 1974
3. Report from Chief, Support Branch/PMS/ORD
4. Report from the Chairman, CSP/ORD
5. Nominee for the Advanced Intelligence Seminar
29 January - 14 February 1974
6. Nominee for The President's Executive Interchange Program - 1975-76
7. Nominee for the Executive Management Program, Pennsylvania State University
22 June - 18 July 1975
27 July - 22 August 1975
8. New business

E2 IMPDET
CL BY 464869

EYES ONLY

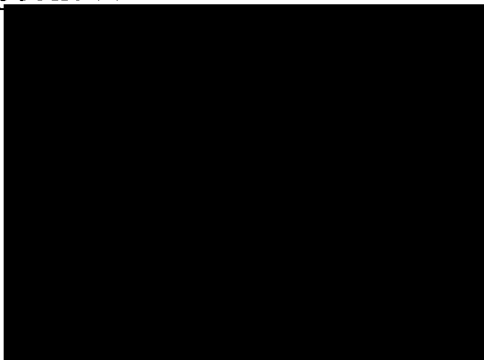
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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
6 January 1975

Attendees

25X1A9a



man
CDAM/ORD
/ORD
C/DPR/ORD
S/ORD
/ORD
AC/PAS/ORD
/LSR/ORD
ER/ORD
ORD
ing Secretary

Absentees:

25X1A9a



C/TCR/ORD
ecutive Secretary, CSP/ORD

1. The Chairman called the meeting to order at 1335 hours.

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2. [Redacted] stated that [Redacted] would be representing CDAM/ORD while he attends the Foreign Service Economic/Commercial Studies course from 13 January - 1 July 1975. [Redacted] stated he hoped to attend some of the meetings if his training schedule permitted him to do so.

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NOTED: SVB DATE: 30 JAN 1975
D/ORD

3. Nominees for the DD/S&T Orientation Course to be held 20-22 January 1975 were discussed. The Panel was advised that the nominee had been selected and were as follows: [Redacted] DPR/ORD; [Redacted] LSR/ORD; and [Redacted] TCR/ORD.

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NOTED: SVH DATE: 30 JAN 1975
D/ORD

4. [Redacted] asked [Redacted] if discussion had been held with the D/ORD on his comments noted on the minutes of 6 December 1974. [Redacted] stated they had not been able to do this because they both have been on leave. The Panel members asked if it would be possible for [Redacted] to ask Mr. Hirsch to attend the meeting and discuss the matter with the Panel.

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E2 IMPDET
CL BY 464869

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25X1A9a In regard to the D/ORD comments of 6 December 1974, [REDACTED] stated that the D/ORD will talk this matter over with [REDACTED] and discussion will be put on the Agenda for the next meeting.

NOTED: JVA DATE: 30 JAN 1975
D/ORD

5. The report from the Chief, Support Branch/MS/ORD was distributed to the Panel members. (Copy attached)

NOTED: JVA DATE: 30 JAN 1975
D/ORD

6. The Chairman discussed the following items as his report to the Career Service Panel:

25X1A9a a. The Chairman told the Panel members that the D/ORD has stated that he will talk to all employees who are rated in the "C" category. [REDACTED] stated that future competitive evaluation exercises will be conducted in such a way that for those employees placed in the "C" category the D/ORD will be supplied with the background on why the CSP members have placed them in that category. The Division Chief who is responsible for the individual who is in the "C" category will prepare a memorandum indicating how the person was classified, what the basis of discussion was before the Panel, and the remedial measures that are going to be taken in order to improve his performance. 25X1A9a [REDACTED] requested the Recording Secretary to place this instruction as a "Directive from the D/ORD on the Preparation of the Memorandum for People Ranked in the 'C' Category" in the CSP Handbook under Competitive Evaluation.

b. There was no Special Panel meeting in December.

c. Discussion on the continuation of the Special Panel for Clerical and Secretarial Personnel will be put on the Agenda for the next meeting.

d. The review of the Special Panel minutes by the CSP as a group before sending them to the D/ORD will also be on the next CSP meeting agenda.

25X1A9a e. [REDACTED] will be instructed to prepare an Annual CSP Report to the employees.

25X1A9a f. [REDACTED] requested the Recording Secretary to prepare a CSP Schedule for 1975.

NOTED: JVA DATE: 30 JAN 1975
D/ORD

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25X1A9a

7. [redacted] asked what the procedure was on rotation of an employee if the employee wishes to gain more experience or has a desire to apply for a certain position that might be available. [redacted] stated that the Division Chief should discuss with the employee his qualifications and determine his capabilities. The Division Chief then can put this request in a memorandum addressed to the D/ORD, or he can bring it to the CSP by designating it an Agenda item. It is also possible to surface such a request in the career development plan for the employee.

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NOTED: JKH DATE: 30 JAN 1975
D/ORD

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8. It was the decision of the Panel that [redacted] should attend the Advanced Intelligence Seminar from 29 January - 14 February 1975. The Chairman asked that this nomination be routed through the D/ORD for his approval.

NOTED: JKH DATE: 30 JAN 1975
D/ORD

9. The Panel members were requested to submit their nominees for the President's Executive Interchange Program by 17 January 1975 to the Training Officer/ORD. The Chairman requested that more information on the course be sent to the Division Chiefs by the Training Officer.

NOTED: JKH DATE: 30 JAN 1975
D/ORD

10. There were no ORD nominees for the Executive Management Program, Pennsylvania State University for the summer sessions.

NOTED: JKH DATE: 30 JAN 1975
D/ORD

11. Discussion followed on PAS slots and rotation of PAS personnel. No decisions were made.

NOTED: JKH DATE: 30 JAN 1975
D/ORD

12. The meeting adjourned at 1510 hours.

25X1A9a

28 January 1975
Date

[redacted]
Executive Secretary
Career Service Panel/ORD

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Approved For Release 1999/09/01 : CIA-RDP79-00317A000200020029-6

EYES ONLY

APPROVED:

25X1A9a



29 Jan 1975
Date

Chairman, Career Service Panel/ORD

EYES ONLY

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