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MINUTES

OF THE

CIA CAREER SERVICE BOARD

31st Meeting, Thursday, 13 May 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Matthew Baird, Director of Training, Member

25X1A9a [redacted] Deputy Chief, PP, Member
[redacted] Alternate for DD/P, Member
[redacted], DAD/O, Member

25X1A [redacted] AD/Communications, Member
Harrison G. Reynolds, AD for Personnel, Member
L. K. White, A-DD/A, Member

25X1A9a [redacted], SA/SS/I, Alternate for DD/I, Member
[redacted] Assistant to the Inspector General, Guest
[redacted] Chief, Administrative Staff, DD/P, Guest
Guests - Members of Special Task Force on Evaluation:

25X1A9a [redacted]

25X1A9a [redacted] Executive Secretary
[redacted] Secretary
[redacted], Reporter

1. The Board approved the minutes of the 30th meeting held 6 May 1954 without change.

2. The Board then turned to the proposed Fitness Report which had been revised by the Task Force on Evaluation as an alternative to the previously proposed Career Selection Report. The Chairman invited comments from the Board regarding the form. There was considerable discussion with regard to whether or not the form should be shown to the employee being rated, with comparisons being made to the military system of evaluation. The Task Force which had worked on the form had recommended that the form not be shown to the employee. Members of the Task Force gave their opinions regarding this particular aspect of the form and [redacted] of the Assessment & Evaluation Staff of the Office of Training was asked to sum up the feelings of the Task Force regarding this problem and to advise the Board on some of the technical and psychological problems involved. The Board finally decided that it would

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25X1A9a be made optional whether or not the form would be shown by the supervisor to the employee who was being rated. It also directed that specific minor editorial changes be made. It was determined that the content of the Fitness Report was adaptable to coding for machine records and punching on IBM cards and that the Report was also susceptible to scoring so that a numerical or adjectival rating could be arrived at, should this be desirable. This could only be done, however, after a lengthy process of validation had been completed. The Board accepted the form and tendered its thanks to the Task Force for its efforts. [Memorandum, dated 17 May 1954, from ██████████ entitled "Performance Evaluation" is attached in accordance with the request contained in paragraph 10 of that memorandum.]

3. The Board then turned to consideration of the revised staff study and Notice "Career Development of Junior Personnel", dated 4 May 1954. There was some discussion during which the matter of application by overseas personnel came up, and it was decided that they could apply but could not be accepted until their normal tour of duty was completed and they could appear before the Committee for Career Development of Junior Personnel. The Board approved the Notice attached to the staff study with minor corrections.

25X1A9a 4. The Board then considered a request for a Career Development Position for ██████████ from the Office of Training. The request was approved for the period from May 1954 through June 1956.

25X1A9a 5. There was detailed discussion on the reorganization of the present CIA Career Service Board structure, the proposed CIA Career Council and, in particular, the timing of the transition from the one to the other. This discussion also involved the state of the policy decisions necessary to implement the proposal for the orientation of all senior supervisors, planned for 15 June in the Department of Agriculture Auditorium. Several proposals for the resolution of the problems involved were made. On motion by Colonel White, as amended by ██████████ the Board agreed that Mr. Kirkpatrick and Mr. Reynolds would seek a conference with the Director, at his earliest convenience, to discuss the question of the timing of the transition.

6. The Chairman announced that he was, acting as an individual and as the personal appointee of the Director, submitting to the Director his resignation as Chairman of the CIA Career Service Board.

7. The meeting adjourned at 5:30 p.m. to meet next at the call of the Chairman.

██████████
Executive Secretary

Attachment

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