

74-1026

19 March 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Management Committee Meeting on 18 March 1974

1. The Committee met on 18 March. In attendance were:

Secretary

Mr. Paul Walsh

Mr. William Nelson

Mr. Harold Brownman

Mr. Donald Chamberlain

Mr. John Iams

Mr. John Warner

Mr. Fred Jannoy

Mr. Thomas Holmes

Mr.

Mr.

Mr. B. C. Evans

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2. The following topics were discussed and decisions reached are as recorded below:

A. Implementation of PASC Recommendations Approved by CIA Management Committee (MCA-24/B). The draft memorandum was approved with the understanding that the Head of the E Career Service is to be added as an addressee.

B. Changes in Regulations to Comply with Management Committee Decisions on the PASC Report (MCA-24/C). The Secretary asked the General Counsel to review all changes. Mr. Nelson provided the Director of Personnel with a written recital of some suggested changes in language. Noting that the Supergrade Review Panel may have more authority than envisioned, the Committee endorsed substituting "may" for "will" in the last sentence of draft (para b (3)). Iams questioned the handling of contract employees. It was noted that these changes pertain to staff personnel only, and the Secretary asked the Director of Personnel to undertake a separate review of what changes should be considered vis-a-vis contract personnel policies.

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C. Special Achievement or Superior Accomplishment Awards (MCA-70/A). The Director of Personnel briefed on the current award system and the features of MCA-70/A. A brief discussion followed, and Mr. Nelson noted plans to use it only in exceptional circumstances. The Secretary asked that the language describing the new system leave open its applicability to deserving officers in directorates other than the DDO. The Director of Personnel will clarify paragraph D 2 b, "The employee will not have the opportunity to be promoted or transferred to a higher level position in the immediate foreseeable future."

D. EEO Matters (MCA-86). Mr. Thomas Holmes reviewed the status report, and the following decisions were made with respect to the objectives listed therein:

1. Objective 1: Directorate EEO's are to devote at least half their time to EEO matters. The Agency EEO Officer's job will be considered as full time, with any time left over to be devoted to assigned tasks on the IG staff.

2. Objective 2: In response to Mr. Nelson's suggestion,

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It was noted that hiring is a line or directorate responsibility and personnel recruitment efforts are to be augmented, when appropriate, by professional line officers with intimate knowledge of the needed skills. Brownman briefed on consideration being given to the addition of fifteen slots for black officers in the CT Program. The Director of Personnel opposed the recommendation that the Management Committee take on responsibility of accepting or rejecting black applicants and naming sponsors for those to be given further consideration. The practice in each directorate requiring a Deputy Director to be consulted prior to the turn-down of any black employee applicant was noted. The Secretary noted that the EEO Officer should feel free to refer individual cases to the Management Committee and/or come to the Committee for policy guidance.

3. Objective 3: Mr. Holmes briefly called attention to the Annual Personnel Plan and suggested that there is room for considerable progress for the professional development of women.

25X1A9A by [REDACTED] 4. Objective 4: Mr. Holmes highlighted the work being done to develop upward mobility plans for various categories of skills. Some abuse of meeting the professional standards required for

various jobs was explained, i. e., that it is possible for an employee to be hired as a secretary-steno who had initially wanted a professional position for which she did not qualify.

5. Objective 5: Mr. Holmes noted OTR plans to develop three-day full-time courses on EEO for supervisors. The Secretary asked that alternatives to this be examined, i. e., a few hours each day for a given period of time, coupled with reading.

6. Objective 6: In response to a number of observations, the Director of Personnel explained the difference between the Summer Only Employee Program and the Summer Intern Program -- the first being mostly for the dependents of employees and the latter requiring a high degree of skill and usually a graduate degree. Noting the need to increase opportunities for black summer only employees, the Secretary asked that the Director of Security examine what can be done to accelerate security review.

7. Objective 7: Members were urged to develop their own action plans against which progress can be measured.

8. Objective 8: The apparent effectiveness of counseling both employees and supervisors was noted.

The Secretary noted that the status report was quite useful, complimented Mr. Holmes on his presentation, and noted the work that must be done to accomplish our objectives in this area. The Director of Personnel will provide the Secretary and the Chairman with a critique of the report.

E. Other Business: Iams noted plans to provide a presentation on Objectives and their relationship to other elements of the Agency's management system at the next Management Committee meeting on 25 March.

/s/ Carl E. Duckett

Carl E. Duckett
Secretary

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