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INTELLIGENCE COMMUNITY STAFF

30 March 1982

Staff Directive

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INTELLIGENCE COMMUNITY STAFF CAREER SERVICE BOARD

1. The Intelligence Community (IC) Staff Career Service Board (CSB) is an advisory board to the Director, IC Staff on selected personnel management matters. Following are the major responsibilities of the CSB.

a. Semiannually consider IC Staff Permanent Cadre and detailees at all grades for promotions and Quality Step Increases.

b. Annually rank IC Staff Permanent Cadre professionals.

c. Consider conversion of IC Staff detailees to Permanent Cadre status.

d. Consider (at the conclusion of the three-year trial period) career employee status for IC Staff Permanent Cadre employees.

e. Identify IC Staff Permanent Cadre employees for inclusion in the Senior Officer Development Plan (SODP).

f. Consider career development assignments and senior officer training courses for IC Staff Permanent Cadre employees-- particularly those included in the SODP.

g. Consider awards for all IC Staff employees.

2. Membership. The Director, IC Staff, will chair the CSB with the Deputy Director, IC Staff, acting in his (D/ICS) absence. The IC Staff Personnel Officer will serve as Executive Secretary and will provide technical guidance to the CSB. Members include:

Director, IC Staff
Deputy Director, IC Staff
IC Staff Office Directors
Executive Assistant to the Director, IC Staff
IC Staff Executive Officer
Chief, Administrative Staff

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3. Meetings. The IC Staff CSB normally will meet on the first Thursday of each month. The Executive Secretary will provide each CSB member with a tentative agenda three weeks in advance of a CSB meeting. Recommendations for consideration by the CSB will be forwarded to the Executive Secretary two weeks prior to a CSB meeting. The Executive Secretary will provide each CSB member with a final agenda and appropriate background materials one week prior to a regularly scheduled CSB meeting.

4. Minutes. The Executive Secretary will prepare CSB minutes and forward them to the Director, IC Staff, for signature within one week after a CSB meeting. Following approval, the Executive Secretary will retain the record copy of the minutes which will be available for review by CSB members.

[Redacted Signature Box]

Director, Intelligence Community Staff

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This Staff Directive supersedes Directive [Redacted] both dated 15 November 1979.

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