

~~SECRET~~

~~OFFICE OF RESEARCH AND DEVELOPMENT~~

ORD 20-3

~~PERSONNEL~~

ORD Instruction 20-1
3 May 1965

← THE ORD CAREER SERVICE PANEL

REFERENCE: ~~HR 20-3b (1), (2)~~
~~Directive DD/R 20-1~~

1. GENERAL

This ~~instruction~~ ^{paragraph} outlines the organization and general responsibilities of the ORD Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Members

~~Assistant Director~~

~~Deputy Assistant Director/Physical Sciences~~

~~Deputy Assistant Director/Life Sciences~~

- (2) Chairman (Tie-breaking vote) ← ?

~~DD/ORD~~

A permanent member, elected to serve six months.

- (3) Executive Secretary

Administrative Officer

- (4) Permanent Members

~~Executive Officer~~, Division Chiefs, and Acting Division

Chiefs appointed by the AD. P-C & D/ORD.

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(5) Recording Secretary (non-voting)

b. Meetings will be held on the first Monday of each month and at the call of the Chairman. Two-thirds of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the Panel meetings will be recorded and distributed "Eyes Only" to Panel members. A summary of the Panel's activities will be disseminated every six months to all office personnel.

d. All matters for consideration by the Panel will be submitted to the Chairman by the Wednesday preceding the Monday on which the Panel meets.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the ~~Assistant~~ Director for Research and Development on career management matters ~~and~~ to monitor the application and functions of the

CIA personnel program as it applies to personnel with R Career Designations, ~~and to advise the Director on actions for those~~ *actions concerning personnel of other*

4. FUNCTIONS

a. The ORD Career Service Panel, as an advisory group to the ~~AD/ORD~~, will monitor the career management program of the Office and advise him in the following matters:

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- (1) Implementation of Agency and S&T Career Service Board personnel programs;
 - (2) The policies and procedures for office career development, position assignment, promotion and training.
- b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel through grade 14, *as required*
- c. The ORD Career Service Panel will review and make recommendations to the ~~AD~~/ORD concerning:
- (1) Selection of individuals for Career Employee status;
 - (2) Requests for promotion to grades ⁹ through 15;
 - (3) Requests for all external training in excess of 160 hours;
 - (4) *Requests for all external training in excess of 160 hours*
- d. The ORD Career Service Panel will review and approve:
- (1) Requests for internal training of more than 160 hours;
 - (2) Requests for all external training up to 160 hours;
 - (3) Recommendations for the retention of probational professional employees.
- e. The ORD Career Service Panel will perform such other functions as may be directed by the ~~Assistant~~ Director, ORD.

ROBERT M. CHAPMAN
~~Assistant~~ Director
for
Research and Development