STAT

ORD MANAGEMENT CONFERENCE

8-10 October 1980

ATTENDEES:

STAT

Chairman	C/CTG
DD/ORD	, C/ACS
C/PATG	ORD
, Secy/CSP	Recording Secy

STAT

The meeting began by citing the promotion recommendations. It was agreed by the Board that this matter be discussed later in the session.

Following, the Board evaluated grades GS-04 through GS-14 under the evaluation system using new worksheets. A copy of the worksheet (blank) is attached. These evaluation worksheets are to be used by the supervisor when counselling the employees as to his/her evaluation. These worksheets are not to be part of the official personnel file; they can, however, be kept in the Office's "soft file." These worksheets are only to be kept for a year (1) then destroyed.

STAT

_____ was recommended for a promotion. _____ gave the procedures for this. DD/ORD asked if a PAR had been done on _____ C/SB said "no." STAT

STAT

_____ presented the evaluations for CS personnel. He explained these worksheets had limited views.

STAT

_____ was recommended for promotion. The Board concurred. _____ STAT
STAT evaluation was deferred to the next CSP meeting due to her short time in ORD (6 months).

C/CTG suggested that the Agency's recruiters concentrate more on the _____
_____ D/ORD suggested that before the recruiters get
STAT involved that some effort be made to create some upward mobility slots so as not to discourage possible candidates coming to us because of rumors of being "stuck." It was agreed that C/CTG and C/PATG formulate new ideas for upward mobility slots in ORD.

Discussion then followed concerning why it was important to have the past rankings while viewing for the present rankings. It was agreed that it would be helpful for the next CSP to have the past rankings available.

STAT

Both _____ evaluations were deferred due to their short time in ORD.

DD/ORD suggested more attention be given toward modernizing the registry. The Panel concurred in directing more responsibility for the Registry. Consequently, EO/ORD has instructed C/Registry/ORD how to disseminate the cable traffic for ORD.

The Panel tasked C/SB with obtaining a petty cash fund for the Office.

STAT

The Panel agreed not to send the C/ICB/MS' slot to the MI Career Service. It
STAT was agreed that C/PATG would talk to _____ in regard to transferring the incumbent _____ to FOI/PA Division. Other possibilities mentioned: the job duties of FOI officer for ORD be transferred to the second position within ORD Registry. The Panel agreed to pursue this in a limited sense. Because the FOI/ORD position was less than a full-time job another possibility came to light in that it could be combined with the Admin. Officer's duties.

STAT

STAT

STAT

The Panel recommended that the Security Officer be rotated to another office. _____ reported his findings with regard to _____ absences. _____ STAT geographically inspects the various security installations. Specifications were cited by the Panel for the next detailee from Security: that he be directly responsible to CS/ORD, have an open-ended rotational date, adhere to industrial security and in-house ORD security needs, and that his AWP be written in ORD. EO/ORD will discuss with _____ the job responsibilities and his rotation. If _____ doesn't want to STAT rotate, then go to Security for another rotatee. EO/ORD should coordinate with C/CS and OS as to the needs for a Security Officer in relation to ORD and CS' need for a security officer. ORD's Security Officer should have an AWP that is in terms of a team of two and the spectrum of those jobs. It was suggested that the GS-07 position do some of the SO's job duties. This would be advantageous as an outlook for the GS-07 as an ISSD career trainee. It was agreed to re-do the AWP for the SO's job in three weeks.

Discussion followed as to the participation of the GS-15 Division Chiefs, in regard to the evaluations of the GS-13's and 14's. They will present and answer questions but will not have decision authority.

Discussion followed about the GS-15 evaluations from Category II to III and their sensitivity in question that they may be SIS material someday. DD/ORD suggested a letter from D/ORD to all GS-15's informing them that their evaluations were available if they wanted to see them. The evaluation worksheets were not done on the GS-15s
STAT (except _____ C/CTG cited the serious headroom problems facing ORD for the
STAT GS-15s outside the office _____ . Sooner or later the slots for these should be recovered for ORD without the incumbents. If the offices where these people are want to retain them, ORD would get the slots back. DD/ORD noted that ORD has done its share of downgrading and discussed why ORD has had more flexibility in downgrading and in promoting against our headroom.

C/PATG surfaced the grade point in comparison to the full-time/part-time ceilings. Positions are allocated by number. Part-time positions are counted as dollars. Example: OTS situations cited their contractors (in number) and these were more than staffers and it was not counted against their ceiling.

The Panel agreed to discuss the clearances _____ at a later time.　　STAT

9 October 1980

The Panel members explained to the Division Chiefs of their contribution toward their evaluation of the 12's through 14's.

The Panel agreed to change the agenda and discuss the information flow in the Front Office. Several suggestions were surfaced and discussed; C/ACS initiated this topic. The information retained in the front office should be limited and filed properly. D/ORD agreed to discuss this with _____ EO/ORD will also provide guidance. STAT

The Panel then returned to the personnel evaluations. With regard to _____ STAT it was suggested that a part-time deal might be beneficial. C/CTG agreed to look into this possibility. DD/ORD suggested the retirement route. It was felt by the Panel that this matter be resolved and not reoccur at each CSP meeting. If ranked
STAT Category IV, send _____ a letter.

The training issues and procedures will be discussed back in the Ames building at a later date.

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

The next ORD/CSP meeting will be held in April 1981.

STAT

_____3/10/81_____
Date

Executive Secretary
ce Panel/ORD

Attachments:
1. Blank ORD Comparative Evaluation Worksheet
2. List of ORD Personnel Evaluations

STAT

APPROVED:

_____3/9/81_____
Date

_____3/9/81_____
Date

_____10 March 81_____
Date

_____10 MAR 81_____
Date

_____10 Mar 81_____
Date.

_____10 March 81_____
Date

STAT

ADMINISTRATIVE - INTERNAL USE ONLY