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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
30 May - 2 June 1978

AGENDA

TUESDAY - 30 MAY 1978

1300 hours — 1. Review of the agenda for 30 May - 2 June 1978. (New business and/or agenda rescheduling)

1315 hours — 2. Review of the Special Panel minutes and discussion on ranking, evaluation and grouping on the following:

a. Secretary Stenos - GS-06's - GS-09's
b. Secretary Typing - GS-07's
c. Clerk Typists - GS-04's - GS-06's
d. Records Admin. Officer - GS-08
e. Information Control Clerk - GS-05
f. Security Assistant - GS-07
g. Contract Support Asst. - GS-07

1400 hours — 3. Review of availability of slots against anticipated promotions and promotability list for secretarial and clerical personnel.

1430 hours — 4. Competitive evaluation, ranking and grouping on the following:

a. GS-09's - GS-11's
b. GS-12's
c. GS-13's

1630 hours — DINNER

1900 - 2000 — 5. a. ORD/Management Advisory Group Report from [redacted] STAT

b. Selection of members for the ORD/MAG.

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
30 May - 2 June 1978

AGENDA

WEDNESDAY - 31 MAY 1978

| | |
|---|---|
| 0900 hours | 1. Competitive evaluation, ranking and grouping on the following:<br>a. GS-14's<br>b. GS-15's |
| NOON | LUNCH |
| 1330 hours | 2. Review of availability of slots against anticipated promotions and promotability list for GS-09's - GS-15's. |
| 1500 hours | 3. Discussion of overall ORD/Table of Organization versus headroom. |
| 1515 hours | 4. Identification of GS-13's - GS-15's for Executive Development. |
| 1545 hours | 5. Career Planning for individuals identified in Item 4.<br>Division Chiefs will be asked to prepare Personnel Development Plan worksheets covering projected assignments and training for individuals identified in Item 4 for presentation to the CSP on 1 June 1978. |
| 1600 hours | DINNER |
| 1900 - 2000 hours | 6. a. Office Discipline<br>b. Preparation of and timely submission of Fitness Reports<br>c. Multiple applicants<br>d. Preparation of updated Career Planning Profiles for ORD Personnel |

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
30 May - 2 June 1978

THURSDAY - 1 JUNE 1978

0900 hours — 1. Review of ORD Division Chiefs' Recommended Planning for GS-13's - GS-15's identified for Executive Development.

1000 hours — 2. Nominees and alternates for Management Courses for Fiscal Year - 1979

a. Midcareer Course
b. DDS&T Career Development Course
c. Management Seminar
d. Program on Creative Management
e. Senior Seminar
f. Performance Evaluation Workshop
g. Senior Officer Schools
h. Junior Staff School, Naval War College, Newport, R. I.

1100 hours — 3. The Program for Management Development -

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[redacted] GS-14, DPR/ORD

1115 hours — 4. Required Training for ORD professionals

a. Introduction to CIA (New professionals)
b. Project Officer in a Contract Cycle (All ORD professionals)

NOON — LUNCH

1330 hours — Awards -

a. Outstanding Fitness Reports
b. Quality Step Increases
c. Special Awards

1500 hours — Review of ORD Personnel Management Policies

1630 hours — WRAPUP -

(If schedule overlaps - will continue on Friday.)

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
30 May - 2 June 1978

AGENDA

FRIDAY - 2 JUNE 1978

0900 hours WRAPUP (If necessary)

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