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OFFICE OF GENERAL SERVICES CAREER SERVICE BOARD

MINUTES OF FIRST MEETING

HELD

2:30 P.M. - 17 SEPTEMBER 1952

PRESENT:

25X1A9a

Chairman

25X1A9a

- Secretary

1. The meeting was opened by the Chairman.
2. After discussion of each, the Chairman of the Board called for votes on each of the following proposals which were unanimously approved and will be followed by the OGS Career Service Board:
 - a. Each Division Chief will nominate one employee to fill the one career service slot assigned to OGS, whom he considers outstanding and feels possesses long-range potential for rotation for a period of one year, the first six months within OGS and the second six months in another Office of CIA, preferably Organization and Methods Service.
 - b. Nominations should be submitted based on merit, aptitude, qualifications, education, ability to get along with and deal with people, leadership, and long-range potential. Each member is to cast an unbiased vote, thinking of the benefit to be derived by the Agency and at the same time planning a future for the employee concerned.
 - c. Minutes of OGS Board meetings will be prepared by the Secretary, approved by the Chairman, and copies thereof submitted to the Executive Secretary of the CIA Career Service Board for information, comments or suggestions and for distribution to career service boards of other activities in accordance with the overall program.
 - d. All discussions regarding employees and nominations by the Board will be held strictly confidential and will not be discussed with employees considered by the Board.
 - e. Employees selected for rotation within or outside OGS are to be given definite work assignments in the Offices to which they are rotated. In this connection each Division Chief and member of the Board will map out a training program to be followed within his own activity indicating assignments to be given to employees rotated to his Division, length of assignments and activity on each assignment.

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- f. The employee on each rotation assignment will perform actual productive work rather than just observe methods of operation.
- g. A Personnel Evaluation Report will be prepared by the Supervisor for each OGS employee assigned on rotation to his Division on completion of his tour of assignment and such reports will be submitted to the OGS Career Service Board.
- h. The duration of the rotation assignment to the one career service slot assigned to OGS will be a period of one year. The individual selected to fill this slot will be rotated among the Divisions within General Services for the first six months of the period as follows:
 - 1 week - Office of the Chief, OGS, and with the OGS Training Liaison Officer.
 - 8 weeks- Printing and Reproduction Division
 - 5 weeks- Machine Records Branch
 - 5 weeks- Records Management and Distribution Branch
 - 4 weeks- Building Maintenance and Utilities Division
 - 1 week - Office of the Chief, OGS, and with the OGS Training Liaison Officer.

At the end of this first six months, the individual will be rotated outside OGS upon agreement with the Office Career Service Board concerned. In this connection, O&M Service was chosen as the first Office to be contacted and the Comptroller's Office second.

- i. The duration of rotation assignments within OGS will vary according to the needs of the Divisions.
- j. All training matters will be cleared through the Training Liaison Officer, OGS.
- k. The Training Liaison Officer will be responsible for advising the individual selected by the Board of the program which has been established for him. If the individual declines the assignment, such declination will be reported to the Board in writing for further action. The Training Liaison Officer will coordinate any revision in the training program established and such revisions will be made to the mutual satisfaction of the employee, his supervisor, and the Board.
- l. In carrying out the OGS Career Service Program, OGS employees will be divided into the following three categories:
 - (1) Nominees for the one Career Service Slot assigned to OGS - GS-9 or above to be selected by the OGS Career Service Board.

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- (2) Employees considered for rotation outside OGS. - nominated by the Division Chiefs for consideration by the OGS Career Service Board.
 - (3) Employees to be rotated within OGS. - All grades. (Those GS-8 and below to be determined administratively, by detail to OGS vacancies with or without a replacement as required or on an exchange basis. Nominations of candidates of the GS-9 level or above proposed for such rotation will be presented to the OGS Career Service Board for consideration.)
3. In accordance with the Career Service Program, the Chairman called upon each member of the Board to nominate an employee under his supervision for consideration in filling the one career service slot assigned to the Office of General Services by the CIA Career Service Board. Nominations for this were made as follows:

	<u>Member of the Board</u>	<u>Nominee</u>
25X1A9a	[REDACTED]	[REDACTED]

The Chairman called upon each member to present the qualifications of each nominee and reasons for his nomination. After hearing the justifications presented, the Chairman ruled that insufficient justification and inadequate knowledge of the background of each of the nominees was presented and therefore that final selection would be deferred until the next meeting to be held on Friday, 19 September 1952. The Chairman directed each member of the Board to be prepared to more completely justify his nomination at that time.

4. The Chairman requested nominations of employees for detail to activities within and outside OGS for the purpose of improving knowledge and contacts. The following nominations were made:

	<u>Member</u>	<u>Nominee</u>	<u>Assignment</u>	<u>Length of Assignment</u>
25X1A9a	[REDACTED]	[REDACTED]	Psychological Warfare Division	1 month (parttime)
25X1A9a	[REDACTED]	Project Planner (Name to be supplied at later date.)	Personnel Office I&SO Training Office	1½ months 1 week 2 months

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<u>Member</u>	<u>Nominee</u>	<u>Assignment</u>	<u>Assignment</u>
25X1A9a [REDACTED]	Project Planner (Name to be submitted at later date.)	Comptroller's Office	1 month
	Project Planner (Name to be supplied at later date.)	Finance Division	1 month
	Project Planner (Name to be supplied at later date.)	Fiscal Division	1 week
	Project Planner (Name to be supplied at later date.)	Procurement & Supply Office	1 month
25X1A9a [REDACTED]		Machine Records Branch	1 month (parttime)

- The Chairman directed the Secretary of the Board to make available to each Division Chief and Board member a list of the titles and grades of existing vacancies in OGS at the present time and again at such time as we receive approval of our pending staff study on personnel requirements for consideration in rotating employees on an exchange basis, or for possible release for transfer with or without a replacement to such vacancies. He directed that the Division Chiefs review such lists and return same immediately to the Secretary with whatever comments he wishes to make and not to disclose to other members of his Division.
- The Training Liaison Officer was directed to prepare a proposed brochure of the training programs to be turned over to the individuals nominated for rotation. This proposed brochure is to be submitted to the Board for consideration at the meeting after next.

25X1A9a7. [REDACTED] recommended that the Board consider the desirability of discussing and making recommendations to the CIA Career Service Board on the subject of carrying on a career service program for personnel assigned to General Services support activities at overseas installations. [REDACTED] was directed by the Chairman of the Board to discuss this matter with [REDACTED], Executive Secretary, CIA Career Services Board, and report further at the next meeting.

25X1A9a (Although [REDACTED] is not considered to be an official member of the Board he was invited to the meeting in an advisory capacity.)

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8. [REDACTED] reported that he had received three applications for training, and that these have been forwarded for consideration by the Training Office.
9. The members of the Board were directed to include in their individual training programs visits to and periods of observation of the activities of external Governmental and non-Governmental agencies with which OGS activities deal. Included among these will be the Government Printing Office, the General Services Administration (Records Centers and building maintenance and space control activities), the International Business Machines Company, and, where applicable, other commercial concerns and Government agencies from which increased knowledge can be gained. OGS has for quite some time been taking part in some of these external training programs (i.e., the IBM School in Endicott, New York, and the classes conducted by the local IBM Office in Washington), but it is planned that these and other training opportunities will be extended to additional employees under the rotation program.
10. The meeting was adjourned by the Chairman at 5:20 p.m. The next meeting will be held at 2:00 p.m. on Friday, 19 September 1952, to again discuss the nominations to the Career Service Slot assigned to the Office of General Services.

25X1A9a

[REDACTED]
Secretary

25X1A9a

APPROVED

[REDACTED]
Chairman, OGS Career Service Board

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