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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 3 August 1960

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/OD - Voting Member
C/PS - Voting Member
C/CD - Voting Member
C/SD - Executive Secretary
Secretary to DC/MS - Recording Secretary

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1. Minutes of Previous Meeting

The following corrections are to be made in the Minutes of the Medical Staff Career Service Board Meeting of 6 July 1960:

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a. The Executive Secretary requested that a correction be made in Paragraph 10a. [redacted] GS-7, Medical Technician, is not going to be transferred to DPD, as indicated.

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b. Paragraph 6c, regarding [redacted] GS-9, Medical Technician, (Sup), should be corrected to reflect that C/SD's recommendation was that further consideration of this matter be deferred until Mr. [redacted] reports to Headquarters.

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2. Review of Fitness Reports

The Executive Secretary cited the Fitness Reports on the following personnel as calling for special note:

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[redacted] S-9, Medical Technician
[redacted] GS-7, Medical Technician
[redacted], GS-7, Secretary-Stenographer
[redacted] GS-7, Supply Assistant

Fitness Reports on the following personnel, as well as those listed above, are available for the review of the Board Members:

[redacted] GS-8, Medical Technician (Sup)
[redacted] S-8, Medical Technician
[redacted] -5, Clerk-Typist

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3. Review of Training Evaluation Reports

C/OD reviewed Training Evaluation Reports on the following personnel:

[redacted] GS-11, Administrative Officer, for his completion of the Writing Workshop Course.

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[redacted] GS-4, Secretary-Stenographer, for her completion and qualification in shorthand.

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4. Periodic Step Increases

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The following personnel will receive Periodic Step Increases in the near future:

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[redacted], Administrative Officer
GS-8, Medical Technician (Sup)
Secretary-Stenographer
GS-4, Clerk-Typist

5. Assignments

a. Medical Technician, GS-9, Immunization Branch, Clinical Division.

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[redacted] GS-6, has been assigned to this position, previously occupied by [redacted]

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b. Medical Service Officer, GS-11, Operations Division.

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[redacted] GS-10, has been assigned to this position in anticipation that [redacted] will be assigned overseas.

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c. Medical Service Officer (Registrar), GS-12, Support Division.

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[redacted] GS-11, has been assigned to this position previously occupied by [redacted]

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d. Medical Service Officer, Personnel Officer, GS-11, Support Division.

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[redacted] Jr., GS-11, has been assigned to this position. Mr. [redacted] will arrive 29 August 1960. Mr. [redacted] previously occupied this position.

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6. Promotions

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a. [redacted] GS-10, Medical Technician. The Executive Secretary reviewed a recommendation from Chief of Station, [redacted] for the promotion of Mr. [redacted] to GS-11. At the last Competitive Evaluation of GS-10 personnel, Mr. [redacted] was ranked equally with another person for No. 1 on the list; since that time, the other person has been promoted. Executive Secretary brought out that Mr. [redacted] has been in Grade GS-10 for four years and has been with the Agency for 10½ years. In view of this, the Executive Secretary recommended approval of the promotion; the Members concurred.

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b. [redacted] GS-9, Medical Technician. The Executive Secretary reviewed a recommendation from Dr. [redacted] for the promotion of Mr. [redacted] to GS-10. At the recent Competitive Evaluation of GS-9 personnel, Mr. [redacted] was ranked No. 1. He was also ranked No. 1 in the previous Competitive Evaluation of GS-9 personnel. Mr. [redacted] will be replacing [redacted], in [redacted]. All the Members concurred with the recommendation that Mr. [redacted] be promoted.

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7. Request for Extension

The Executive Secretary advised that two requests for extension of 25X1A9a tours of duty overseas have been approved. Dr. [redacted], [redacted], 25X1A6a

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will be extended from June 1961 to March 1962, and Medical Technician, [redacted] will be extended from October 1960 to April 1961.

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8. Miscellaneous

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a. The Executive Secretary reviewed a letter of appreciation from [redacted], Chief, FI Staff, [redacted] for Dr. [redacted] and Mr. [redacted] work with his Division.

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b. The Executive Secretary read two memoranda of appreciation of the work done by [redacted] these were from TSD and the [redacted]

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MS/efg

Distribution:

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