

MINUTES

OFFICE OF MEDICAL SERVICES  
CAREER SERVICE BOARD MEETING

Thursday, 10 March 1966

Present:	D/MS - Chairman . . . . .	Dr. Tietjen
	DD/MS . . . . .	[REDACTED]
	DD/ORD/DDS&T . . . . .	[REDACTED]
	C/AES . . . . .	[REDACTED]
	ExO . . . . .	[REDACTED]
	C/SD . . . . .	[REDACTED]
	PO/OMS - Executive Secretary . .	[REDACTED]
	Recording Secretary . . . . .	[REDACTED]

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1. Minutes of Previous Meeting

The Executive Secretary asked that Paragraph 8 of the Minutes of the Career Service Board Meeting of 24 February 1966 be corrected to include the fact that Dr. [REDACTED] had comments on the fourth draft of OMS Regulation No. 20-5. With this correction, the Minutes were approved.

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2. Announcements by Executive Secretary

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a. [REDACTED] has been promoted to GS-5 since the last Board Meeting.

b. The following new employees have entered on duty:

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[REDACTED]	Medical Technician
[REDACTED]	Psychometrist

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3. Report of Panel A

Dr [REDACTED] reported Panel A had not met since the last Board Meeting; however, the Panel plans to meet in early April to continue the competitive rankings of physicians and to consider applications for career status which have been received.

4. Report of Panel B

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[REDACTED] stated Panel B met yesterday and considered the assessment of all psychologists, possibly by an outside consultant firm, to aid in the determination of the assignability of each. The over-all career development of senior professional personnel was also discussed by the Panel including opportunities for overseas assignments and rotation to

various Headquarters components. A review of past recruitment procedures is underway, looking ahead to the development of more appropriate procedures.

5. Report of Panel C

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Mr. [REDACTED] reported Panel C had held one meeting since the last Career Service Board Meeting and will start the competitive evaluations of GS-9 personnel next week.

6. Discussion Points Raised by Dr. Tietjen

a. D/MS asked the Members to consider whether there should be alternates designated to attend the Career Service Board Meetings when the Members are absent or whether the Board should be constituted by the original Members only. A poll of those present indicated that [REDACTED] would like to be represented; however, Dr. [REDACTED] did not wish to have an alternate attend for him. D/MS asked the Executive Secretary to poll the entire membership on this question and to schedule further discussion on the Agenda of the next meeting.

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b. D/MS also asked the Members to consider the distribution of the Minutes of the Career Service Board Meetings and the custody of the sensitive information contained therein. It was agreed that the present method of distributing the Minutes in sealed envelopes would continue and that each Member would have the responsibility of protecting the information.

7. "Office of Medical Services Personnel Who do not Come Under the Purview of the Panels"

As requested at the last meeting, the Executive Secretary had prepared the attached list of Medical Office personnel to be used as a basis for this discussion. Before beginning, the Members noted the following changes which should be made in the list. The title should be changed to "Office of Medical Services Personnel Not Under the Purview of the Established Panels"; Drs. [REDACTED] should be removed as they are considered by Panel A; and, at Dr [REDACTED]'s request, Psychometrists [REDACTED] and [REDACTED] were removed since Panel B has responsibility for these employees.

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It was agreed that all of the employees on the list fall into two categories: (a) those who are not represented by a Panel because they are members of a Panel; and (b) those who do not fall under the direction of any Panel. This second group, then, is composed essentially of nurses and clerical personnel. [REDACTED] proposed that two separate groups be formed, one consisting of nurses and the other of clerical personnel, which would meet to formulate career concepts to be submitted to the Career Service Board for consideration and advice. To be effective, these concepts should be reviewed by the groups on a periodic basis. D/MS asked

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that further discussion of this subject be deferred until the next Career Service Board Meeting, to be held in one month's time. In addition to this proposal, the Board will also consider those career employees not yet covered by any Panel or specific consideration.

8. "Paragraph 8 of Office of Medical Services Regulation No. 20-5"

The Executive Secretary presented the attached memorandum of 16 February 1966 for the consideration of the Members. This memorandum makes three specific recommendations which the Board considered and upon which they acted as follows:

a. A change in the title of Paragraph 8 to "Career Planning and Development". The Board voted to make this change in the Regulation.

b. "The Board should determine what and where the opportunities for career planning and development are and incorporate them into the regulation." This recommendation was not approved since the Members agreed this is a command action.

c. The use of the "Headquarters Reassignment Questionnaire", as devised by the Executive Secretary, in lieu of the "Fitness Report" for conveying career planning and development. It was agreed that the Fitness Report or any other document which is felt desirable may be used for such purpose and it was decided to insert the phrase "and any other appropriate form" in order to allow for the use of the form.

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It was noted that Dr. [REDACTED] has some comments on the proposed regulation but he has been unable to attend these past two meetings to present his comments. However, D/MS asked that the regulation be published at this time with the approved modifications. In order to satisfy anticipated questions from various personnel of the Medical Office, it was agreed to change the wording "Agency Medical personnel" to "all SD:SM employees" under the paragraph entitled "Policy". Mr. [REDACTED] was requested to ensure the publication of this regulation with the approved modifications as soon as possible.

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Attachments (2)  
As stated (w/orig only)

OMS/mam

Distribution:

Orig - D/MS	1 - C/PS
1 - DD/MS	1 - C/OD
1 - DD/ORD/DDS&T	1 - C/AES
1 - C/LSD/OSI/DDS&T	1 - ExO
1 - C/CD	1 - C/SD
	1 - PO/OMS

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