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CAREER SERVICE PANEL
Minutes of the Meeting
6 December 1971

Attendees:

25X1A9a [REDACTED] Chairman

25X1A9a [REDACTED]

25X1A9a [REDACTED] Recording Secretary

Special Guest:

25X1A9a [REDACTED] Chief, Administrative Support Staff/DD/S&T

25X1A9a 1. The meeting was called to order at 0905 hours by the Chairman.

25X1A9a 2. [REDACTED] welcomed [REDACTED] C/AS/DD/S&T to
25X1A9a the meeting. [REDACTED] had been asked to brief the Panel on (a) the
25X1A9a CIA/NSA Career Development Exchange Program, and (b) DD/S&T Career
25X1A9a Development. [REDACTED] extended an invitation to [REDACTED] to attend
any or all the CSP/ORD meetings.

25X1A9a 3. [REDACTED] and the CSP members discussed the following:

25X1A9a a. NSA's need for a rotation program and their discussions
with the Agency on career development, professional training and
promotion policies. [REDACTED] told the Panel that a memorandum
had been written to NSA about the CIA/NSA Career Development Exchange
Program but that the Agency was still waiting for a reply. He
25X1A9a further stated that if anything can be developed on this program,
Mr. Duckett would be ready to proceed with some exchange. Rotation
with NSA, stated [REDACTED] would be done on a job-by-job basis
for a period of two years.

b. Rotation discussions held by DD/S&T with other Agency
components.

c. Rotation problems:

- (1) Flexibility
- (2) Mobility
- (3) Difficulty in rotating technical and scientific
personnel.

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Excluded from automatic
downgrading and
declassification

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d. DD/S&T working on establishment of goals and criteria for a rotation program.

e. Rotation of ORD employees with DDI and DDP.

f. In-house recruitment of needed personnel.

g. Responsibilities of ORD after establishment of a Career Development Program:

(1) Follow-through

h. The need for Agency Directorates to take Career Development seriously.

i. Schedule of training for new EODs:

(1) Office should see that these employees have the required and basic courses.

(2) Division Chief's responsibility for primary development of the employee and training that would improve the employee's discipline in terms of the Office.

j. ORD personnel feel they are Agency employees not just ORD employees.

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k. Ranking system for DD/S&T which has been submitted to DD/S&T Senior Board by [REDACTED] Plan needs some refinement.

l. Ranking system within ORD which is now being updated.

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m. Suggestion that [REDACTED] contact FMSAC about their ranking system.

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n. [REDACTED] informed the Panel that DD/S&T is sending a memorandum on a Vacancy Notice system that his office was trying to implement within DD/S&T. He stated that DD/S&T would try to fill most of the job vacancies in-house; if this can't be done, DD/S&T will then recruit on the outside. The notices will be detailed in terms of definition of the job, qualifications, etc. [REDACTED] further stated that the ceiling situation within the Agency requires that we must do something with our people in-house whether it be in terms of sending them to school, re-tooling their skills, etc.

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o. Presentation of Career Development Program and information to DD/S&T Senior Board. [REDACTED] pointed out that ORD had spent six months on career development. It was felt that career development should be established in the Agency, and enforced; or it should be established that an individual promotes his own career. He stated that if this is the policy of the Agency then let it so be stated - there is nothing wrong with it - but the Agency should make the policy clear to employees.

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P. [redacted] urged the ORD Career Service Panel to present their Career Development package to the DD/S&T Senior Board when completed.

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4. [redacted] asked the Recording Secretary to send a copy of the ORD Career Service Panel minutes and agenda for each month to [redacted] and thanked him for attending the meeting.

5. There were no additions to the agenda for 6 December 1971.

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6. The minutes for 1 November 1971 were approved.

7. [redacted] reported on the following:

PROMOTIONS (Approval received from Office of Personnel)

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1. [redacted] Librarian/ORD - GS-10 to GS-11.

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2. [redacted] Physical Scientist-Res. - BSD/ORD - GS-14 to GS-15.

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3. [redacted] Clerk Typist, Optics/ORD - GS-4 to GS-5.

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4. [redacted] Physical Scientist-Res. - SPS-00 3 to SPS- 00 4.

5. [redacted] Physical Scientist-Res. - SPS-00 3 to SPS- 00 4.

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Promotion actions recommended by the CSP at the last meeting on [redacted] have been sent to D/ORD.

ADDITIONS

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[redacted] Security Officer, GS-12 from OSP to ORD on 29 November 1971 vice [redacted]

RETIREMENT

None

TERMINATIONS

25X1A9a

None

REASSIGNMENTS - [redacted] to DDS/OS on 1 Dec 71 - GS-13, SO/ORD

25X1A9a

There has been discussion on Inter-Directorate rotation on [redacted] GS-15, Physical Scientist - Research who is now working in CRS on TDY.

25X1A9a TRAINING

[redacted] was nominated to attend Carnegie Mellon University, Program for Executives, 23 January - 24 March 1972. The deadline for nomination was too short to route through CSP members. This nomination was approved by D/ORD and DD/ORD and sent to DD/S&T Senior Board.

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[redacted] attended Trends & Highlights, 6 - 10 December 1972.

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7. (Continued)

TRAINING (Cont'd)

Nominations for School of Naval Command and Staff, Naval War College will be requested of ORD in February 1972.

CO-OP Program

25X1A9a [redacted] reported on his meeting with [redacted]
25X1A9a Agency Coordinator on the CO-OP Program which was attended by
25X1A9a [redacted] C/An/ORD and [redacted] DC/An/ORD. He
25X1A9a stated that [redacted] has supplied ORD with a list of universities
25X1A9a in the CO-OP Program. [redacted] had also advised that the
25X1A9a Administrative Officer/ORD or supervisor of the Office interested in
this program go along with him when he interviewed potential students in
order to assess the individual at that time. ORD would have to pay the
travel and per diem expenses.

SPECIAL NOTES

- 25X1A9a a. Promotion recommendations on GS-9s - GS-11s to be taken up in
in January.
- b. Statement of Intent to Promote to GS-14 should be made in
January for action to be taken in February.
- 25X1A9a c. [redacted] instructed the Executive Secretary to take up any
requests for nominees for training courses when he makes his
monthly report.
8. There were no nominees for the Midcareer Executive Development
Course #31 - 23 January to 3 March 1972.
- 25X1A9a 9. [redacted] moved that [redacted] Physical Scientist- Res.,
25X1A9a GS-14 be nominated to attend the Executive Management Program, Pennsylvania
State University running from 2 July 1972 - 28 July 1972. Motion was
seconded. Vote was unanimous. Motion carried.
- 25X1A9a 10. There were no nominees for the Executive Development Program,
Cornell University - 29 June - 28 July 1972.
- 25X1A9a 11. [redacted] reported on the Career Development Plan for [redacted]
25X1A9a who had to leave the meeting at 0945 hours. [redacted] stated that he
25X1A9a and [redacted] had reviewed the comments submitted by the Panel members as
requested by the Chairman, CSP/ORD at the last meeting, and they had tried
25X1A9a to incorporate everybody's ideas in the draft on Career Development.
25X1A9a [redacted] made some input to this exercise. [redacted] reported that
there were some irreconcilable differences; therefore, it was the feeling
of the Career Development Committee that it might be advisable to check
the items in the Guidelines sheet line by line for justification and a
CSP vote. The Committee would then know if the CSP members wanted to use

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11. (Continued)

25X1A9a the item in the Guidelines or if they wanted the item deleted. [REDACTED]
25X1A9a asked, however, for an immediate substitute which might be acceptable.

25X1A9a The Chairman offered an alternative to [REDACTED]' suggestion. He
25X1A9a felt there would be few exceptions to the Career Development draft and
25X1A9a that implementation of this program would vary slightly from division to
25X1A9a division. He didn't feel that the CSP members should edit the draft
25X1A9a line by line at this meeting. [REDACTED] suggested that the members might
25X1A9a suggest their major differences on the whole, or paragraph by paragraph.

12. The following actions were taken on the draft memorandum on
Career Development written for the D/ORD and the attachment, Guidelines
for Preparation of Career Development Plan:

25X1A9a a. Paragraph 1 - Draft Memorandum. The first clarification
25X1A9a asked was whether the plan was for professional employees only or
25X1A9a for all ORD employees. [REDACTED] stated the plan was for all
25X1A9a ORD employees. He stated that "professional" was introduced
25X1A9a because the professional people of ORD have responsibility for a
25X1A9a good deal of the career planning. Secretaries and non-technical
25X1A9a people, [REDACTED] stated, had been "skimmed" over. [REDACTED]
25X1A9a told the GSP that he was speaking to the secretaries on
25X1A9a 9 December 1971 on Career Development. He felt the term "professional"
25X1A9a should be dropped and the Guidelines should include all employees.

25X1A9a b. [REDACTED] moved that the following changes be made
25X1A9a to the draft memorandum as follows:

- (1) MEMORANDUM FOR: Should read ORD Employees
- (2) PARAGRAPH 1 : Change professional to employee
- (3) PARAGRAPH 2 : Change professional to employee
- (4) PARAGRAPH 2 : Second sentence to read:

The Career Development Plan is to
be prepared by the ORD employee in
consultation with his Division Chief.

25X1A9a [REDACTED] seconded the motion. Seven members voted in favor of
25X1A9a the motion; one member did not favor the motion. Motion carried.

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c. [REDACTED] moved that Item 1 of the Guidelines attachment read as follows:

A Career Development Plan for professional career planning and guidance shall be prepared for each ORD employee and obligates a supervisor to sit down with the employee (preferably before 15 months after EOD date) to determine whether that employee wishes to have a Career Plan developed within ORD.

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[REDACTED] seconded the motion. Vote was unanimous. Motion carried.

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d. [REDACTED] moved that Item 2 of the Guidelines be accepted as written with the addition to the second sentence to read:

The plan should reflect largely the desires of the employee, moderated by the judgment of the supervisor in line with the Agency goals and requirements.

The motion was seconded. Vote was unanimous. Motion carried.

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e. [REDACTED] moved that Item 5 of the Guidelines be modified to indicate that the implementation of the Career Development Plan is going to be subject to performance for ORD. [REDACTED] seconded the motion. Five members voted in favor of the motion; two members voted against; one member abstained. Motion carried.

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f. [REDACTED] moved that Item 3, 4, 6 and 7 of the Guidelines be accepted as written. [REDACTED] seconded the motion. Six members voted in favor of the motion; two members voted against the motion. Motion carried.

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g. [REDACTED] moved that Item 9 be accepted as written. (There was no Item 8). Motion withdrawn.

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h. [REDACTED] moved that Item 9 of the Guidelines be made a part of Item 7, making it a sub-element 7.f. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

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i. The Chairman instructed [REDACTED] to inform [REDACTED] to rewrite the draft memorandum and Guidelines attachment per revisions made and circulate to the CSP members within two weeks. If there are any major questions to be answered, [REDACTED] stated he would call a special CSP meeting to straighten the problems out. When this has been done, he asked that [REDACTED] prepare the memorandum and the Guidelines in final form and send it to the DD/ORD for the CSP. He asked that [REDACTED] attach all the comments of the individuals who have contributed input on the back of the final paperwork. [REDACTED] asked that a statement should accompany this paperwork as follows:

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12. (Continued)

i. (Cont'd)

These are the individual comments for your own information of the views of the various CSP members. Now, you have the final summation and agreed upon final recommendation for an ORD Career Development Plan.

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13. [REDACTED] then reported for his committee on the current ORD evaluation system for ORD employees. He showed the Panel a ranking chart done in March 1966, used just one time, and an evaluation of some of the same individuals done in June 1971 for comparison of the system. (Charts attached) The discussion continued on whether [REDACTED] committee should submit an objective versus subjective treatise on evaluation of ORD employees. [REDACTED] also wanted to know from the Panel members how much they wanted to evaluate education, training, and experience before evaluation of the employee's performance. Division Chiefs were asked to identify the problems. The Panel decided that [REDACTED], as suggested earlier by [REDACTED] contact FMSAC about their ranking system and inform the CSP/ORD of his findings.

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14. Competitive Evaluation of GS-9s - GS-11s was as follows:

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<u>NAME</u>	<u>GRADE</u>	<u>DIVISION RATING</u>	<u>REVIEWER RATING</u>	<u>CSP RATING</u>
[REDACTED]	GS-11	B	C	C
[REDACTED]	GS-11	C	C	C
[REDACTED]	GS-11	B	C	C
[REDACTED]	GS-11	A	B	B

15. The next CSP meeting was scheduled for 10 January 1972 at 0900 hours.

16. Meeting adjourned at 1300 hours.

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[REDACTED]

Executive Secretary
CSP/ORD

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APPROVED:

[REDACTED]

Chairman, CSP/ORD

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SUMMARY OF CURRENT EVALUATION PROCEDURE

EDUCATION AND TRAINING 25 POINTS

PROFESSIONAL EXPERIENCE 25 POINTS

PERFORMANCE (SUPERVISOR'S FITNESS REPORT) 25 POINTS

CAREER SERVICE PANEL RATING 25 POINTS

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RANK	Education and Training	Professional Experience	Div. Chief's Perf. Rating	General Impression	TOTAL
1	16	16	20	24.4	76.4
2	10	18	20	20.0	68.0
3	14	14	20	19.0	67.0
4	12	18	20	14.6	64.6
5	8	19	20	16.5	63.5
6	12	16	20	14.5	62.5
7	14	12	20	16.0	62.0
8	14	10	20	16.2	60.2
9	9	8	20	20.0	57.0
10	12	12	15	13.2	52.2
11	14	12	10	12.4	48.4
12	14	4	15	15.0	48.0
13	8	0	15	15.6	38.6
1	12	12	20	22.4	66.4
2	13	16	15	19.4	63.4
3	14	7	20	20.2	61.2
4	0	23	20	17.2	60.2
5	12	17	15	13.2	57.2
6	12	7	20	17.4	56.4
7	10	15	15	13.8	53.8
8	14	4	15	17.0	50.0
9	14	6	15	13.2	48.2
10	8	12	15	12.4	47.4
11	8	19	10	7.2	44.2
12	12	3	15	13.6	43.6
13	10	9	10	12.2	41.2
14					
1	15	3	20	22.2	60.2
2	11	9	20	19.8	59.8
3	10	8	15	16.2	49.2


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6. (Continued)

25X1A9a Name	Division	Division Rating	Reviewer's Rating	CSP Rating	Months in Grade As of 6/71)
	SPG	C	C	C	28.3
	SPG	C	C	C	82.0
	P-C	B	B	B	48.8
	O	B	B	B	36.2
	AN	C	C	C	63.1
	AN	B	B	B	5.9
	RP	B	B	B	11.0
	AN	D	D	W	48.8
	BSD	B	B	B	56.8
	AP	B	B	B	12.4
	AN	C	C	C	59.3
	O	A	A	A	24.6
	RP	C	C	C	45.8
	P-C	B	B	C	36.2
	AN	B	B	B	24.6
	BSD	C	C	C	17.1
	SPG	C	B	C	50.2
	P-C	B	B	B	12.4
	O	B	B	B	10.8

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