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AGENDA  
Career Service Panel  
Office of Research and Development  
11 January 1971

0900 hours  
Room 607 - Conference Room

1. Review of agenda for 11 January 1971
2. Review of minutes for 7 December 1970
3.
  - a. Promotions
  - b. ORD staff additions and changes
  - c. Advance notice of special ORD training
4. Competitive Evaluation -  
[REDACTED] - Reviewer)
5. New Procedure for Evaluation of GS-14 Officers  
as written up for the CS Service  
[REDACTED]
6. Upward Movement - A Key to Personal and  
Management Concerns  
(Paper prepared by Robert [REDACTED]/D/OP)  
[REDACTED]
7. Career Service Panel Report  
1 July 1970 - 31 December 1970
8. New business

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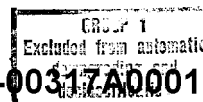
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CAREER SERVICE PANEL  
Minutes of the Meeting  
7 December 1970

Attendees:

25X1A9a [Redacted]

Chairman

(Joined the meeting at 0924 hours)

25X1A9a [Redacted] Recording Secretary

Absentees:

25X1A9a [Redacted]

1. The meeting was called to order at 0905 hours by the Chairman.
2. There were no additions to the agenda for 7 December 1970.
3. Minutes for 2 November 1970 were approved by those CSP members present.

25X1A9a 4. [Redacted] once again questioned the Chairman on whether  
 25X1A9a those CSP members, who were absent on 2 November 1970 when [Redacted]  
 25X1A9a [Redacted] was evaluated, should be allowed to state their opinions. The  
 Chairman did not agree because a quorum was present at the 2 November  
 meeting and a vote was taken.

5. Minutes for 2 November 1970 were approved by those CSP members present.

25X1A9a 6. [Redacted] reported the following:

PROMOTION ACTIONS

25X1A9a [Redacted] Secretary Steno - P-C/ORD from GS-5 to GS-6 - 1 Nov 1970.  
 Supply Asst. - AO/ORD from GS-6 to GS-7 promoted by SL  
 on 29 November 1970.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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6. (Continued)

25X1A9a ADDITIONS

25X1A9a [REDACTED] Secretary Steno - D/ORD, GS-7 from DDP/FE on 5 Nov 1970.  
[REDACTED] Phys Scien-Res. - GS-12 to AP/ORD,  
Ph.D - EE from University of Utah - EOD - 30 November 1970.

RETIREMENT

25X1A9a [REDACTED] C/AP/ORD - GS-16 retired on 30 November 1970.

TERMINATIONS

25X1A9a [REDACTED] Clerk Steno, GS-4, SPG/ORD - Leaving the area.  
25X1A9a [REDACTED] Secretary Steno, GS-6, D/ORD - Resigned from LWOP/Maternity  
effective 18 December 1970.

TRAINING

Nominations for School of Naval Command and Staff, Naval War College.  
Usually scheduled for February of each year.

7. Results on Competitive Evaluation - GS-9s - GS-11s:

Name	Division	Division Rating	Reviewer's Rating	CSP Rating
[REDACTED]	An	C	C	C
25X1A9a [REDACTED]	RP	B	C	B
[REDACTED]	An	B	*	*
[REDACTED]	An	B	C	B

\*Postponed until next meeting - 11 January 1970 - because the reviewer, [REDACTED], was absent.

25X1A9a 8. [REDACTED] moved that the CSP recommend [REDACTED] for promotion from GSS-10 to GSS-11. Motion seconded by [REDACTED] 25X1A9a  
25X1A9a Vote was unanimous of those in attendance. Motion carried. 25X1A9a

25X1A9a 9. [REDACTED] moved that the CSP recommend [REDACTED] for promotion from GS-13 to GS-14. Motion seconded by [REDACTED] 25X1A9a  
25X1A9a unanimous of those in attendance. Motion carried. 25X1A9a

10. The CSP members discussed the Career Service Panel Report covering the period of 1 July through 31 December 1970 as follows:

a. The following suggestions were made on rewriting the report:

- (1) Delete paragraph #2.
- (2) Add to paragraph #3 that CSP members will continue to discuss the role of the younger

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10. a. (Continued)

(2) Continued)

officer and will make the recommendations when appropriate through the Senior Board.

(3) Add to the report that the CSP continues to look out for the employees of ORD.

b. [REDACTED] questioned the necessity of issuing a CSP report. [REDACTED] moved that the CSP continue with the policy of issuing a CSP report every six months.

[REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried.

c. [REDACTED] requested that the CSP members review the draft of CSP report and provide [REDACTED] with any additions or comments they would like to include in the report and return to AO/ORD by 21 December 1970. [REDACTED] will then review these comments and prepare a final draft for approval of CSP members on 11 January 1970.

11. There were no ORD nominees for Educational Program in Systems Analysis.

12. [REDACTED] reported that [REDACTED] had expressed interest in sending [REDACTED] to the next Midcareer Executive Development course at a previous Career Service Panel meeting. [REDACTED] stated he would now like to wait until the summer course before nominating [REDACTED]

13. [REDACTED] moved that the CSP recommend that [REDACTED] be nominated for the Midcareer Executive Development Course, No. 27 running from 17 January to 26 February 1971. Motion was seconded. Vote was unanimous of those present. Motion carried. No alternate was selected.

14. There were no ORD nominees for the Executive Development Program, Cornell University reported at the meeting. [REDACTED] stated he was looking into the course requirements and might possibly have a nomination.

15. The Chairman stated that [REDACTED] had made a good beginning in suggesting that the activities of the ORD Career Service Panel could be improved by the implementation of a career development program and felt that [REDACTED] suggestion should be studied in detail. He felt that [REDACTED] had tackled a problem and come up with suggestions that might have been done long before this by the CSP members.

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15. (Continued)

Some of the highlight of the discussion:

25X1A9a a. [REDACTED] stated that the question of career development has come up repeatedly over the past several years with no real action or resolution. The ORD CSP has to define its mission and function accordingly, i. e., promotion board or career board! [REDACTED] 25X1A9a  
25X1A9a commended [REDACTED] for his efforts and initiative in preparing a "straw man" outlining his views of an active career program.

25X1A9a b. [REDACTED] stated that he had talked to his senior people both collectively and individually. He stated that these individuals feel they don't know where they are going in the Agency; they see no sign of the future. All have stated that they don't want to close out their careers as project officers. These individuals feel they are employees of the Agency, not a division or directorate. They cited things happening on the divisional level with no communication between ORD divisions. These individuals feel, instead of pulling together, ORD divisions seem to be working against each other. They feel every Agency office is self-contained. An example given was Office of Special Projects which was completed with new people without even exploring the tasking of sister offices. Individuals in other components had no opportunity to make a move into this component. They felt that an employee cannot move around within the DD/S&T which is a minimum-sized base for career development.

25X1A9a c. [REDACTED] stated that there is not enough interchange of possible openings in other components. A lot of this is done informally. Mr. [REDACTED] 25X1A9a  
[REDACTED] cited that a program to handle internal transfers had been set up, but to date ORD has never received formal notice from other components about expected vacancies.

25X1A9a d. [REDACTED] stated that a rotation plan for S&T types might be advisable.

25X1A9a e. [REDACTED] stated that a training system should be established to make ORD personnel eligible for other positions within the Agency. He also suggested that when training is required by an individual that this training should not be postponed by the supervisor citing workload as an excuse.

25X1A9a f. [REDACTED] stated that there is a stagnation of talent.

25X1A9a g. [REDACTED] stated more use could be made of the five year reserve appointments.

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15 (Continued)  
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h. [redacted] stated there is no interplay between the CSP and Senior Career Service Board. He inquired of the Chairman if the ORD Panel could get an idea on how the Senior Board feels about this problem as ORD doesn't even get the benefit of a report from them. [redacted] stated that the ORD Panel is much more active and concerned than other Panels. [redacted] stated that since no general approach to career development exists our only alternative, a poor one at that, is to operate a program in a vacuum at an office level.

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i. [redacted] stated that if ORD is not doing anything, the Senior Panel is not going to do it for ORD. [redacted] stated that there is only a certain amount ORD can do within their authority. [redacted] also stated that he didn't expect the Senior Panel to do anything for ORD except assume their responsibility in considering the "career development" of over 25% of ORD technical personnel under their "control." An isolated ORD program must obviously be a limited one!

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j. [redacted] stated that members of the Panel should think about how ORD can formulate a Career Development plan and make the adjustments without cost to anyone. If the members think a training program should be formulated for certain groups, he feels D/ORD would not stop requests for training. He felt that if ORD was going to think about a serious development program, as opposed to promotions, etc., the managers will have to implement; the CSP will have to implement. He felt that the CSP members should write up what they believe an internal development program should be so that it can be condensed into a report which can be sent to the Senior Board, Colonel White, etc. [redacted] felt that this was the only way to do it, and there was no point of going to the Senior Board and telling them that ORD has no Career Development program. He felt the managers should try to state certain educational, technical, language, managerial, and promotion goals for the people in their divisions. [redacted] suggested that since this program is so fundamental that the CSP members spend some time on it during the next two months. He also suggested that the February CSP meeting be devoted to this program. At that time, the members could discuss how they can restructure the CSP and come up with an individual program in six months. If it is required that a representative go to management, [redacted] would be glad to do this.

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k. [redacted] also requested that [redacted] prepare a summary of the mobility of ORD employees during the last five years. The summary should state the number of transfers to other components of the Agency, identification of the components, and grade levels of the employees. He requested that this summary be sent to the CSP members, EYES ONLY, for their review.

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16. The next meeting of the CSP was scheduled for 11 January 1970 at 0900 hours.

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17. Under new business, [REDACTED] brought up the question of the patent situation. It was suggested that [REDACTED] give the Staff Meeting a rundown on this subject and, if it is considered appropriate, include it as an item on the Agenda for the next Career Service Panel meeting in January.

18. Meeting adjourned at 1145 hours.

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[REDACTED]

Executive Secretary  
Career Service Panel/ORD

APPROVED:

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[REDACTED]

Career Service Panel/ORD

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