

~~SECRET~~
~~EYES ONLY~~

CAREER SERVICE PANEL
Minutes of the Meeting
4 May 1970

Attendees:

[Redacted] Acting Chairman

25X1A9a

25X1A9a

25X1A9a

[Redacted]

Recording Secretary

Absentees:

25X1A9a

[Redacted] Chairman

1. The Acting Chairman called the meeting to order at 0905 hours.
2. The agenda for 4 May 1970 was changed as follows:

Additions: (Under new business)

- a. Formation of a Career Enhancement and Training Panel composed of junior officers in ORD.
- b. Preparation of semi-annual CSP report which is due in June.

Deletions:

25X1A9a

- a. Item 5 b. - [Redacted] - Completion of Competitive Evaluation.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

It was brought to the attention of the Panel that [Redacted] will be transferred to TSD. [Redacted] felt that any further discussion on [Redacted] should take place when [Redacted] attended the CSP meeting. Until that time, the Division and Reviewer's rating of B would stand with CSP rating still pending.

~~SECRET~~

GROUP 1
Excluded from automatic
declassification

~~EYES ONLY~~

~~SECRET~~
EYES ONLY

25X1A9a
25X1A9a

3. [REDACTED] moved that the minutes for 6 April 1970 be approved as written. [REDACTED] seconded the motion. Vote unanimous of those members present. Motion carried.

25X1A9a

4. The Recording Secretary, in the absence of [REDACTED] reported the following:

PROMOTIONS:

25X1A9a
25X1A9a

- a. [REDACTED] C/PMS/ORD from GS-14 to GS-15.
- b. [REDACTED] DCH/PMS/ORD from GS-13 to GS-14.

TERMINATIONS:

None

ADDITIONS:

25X1A9a

- a. [REDACTED] Phys Scien-Res., GS-14, step 1 for BSD/ORD on 6 April 1970.

25X1A9a

- b. [REDACTED] Clerk Stenographer, GS-4, step 1 for BSD/ORD.

QUALITY STEP INCREASE:

25X1A9a

QSI action on [REDACTED] being held up until 15 June 1970 for approval until he receives his PSI on 14 June 1970. Will resubmit action.

ADVANCE NOTICE ON ORD RETIREMENT

25X1A9a
25X1A9a
25X1A9a

- a. [REDACTED] Phys Scien-Res., An/ORD, GS-15, retiring 30 June 1970.
- b. [REDACTED], Secretary Steno, GS-9, D/ORD, retiring 31 July 1970.
- c. [REDACTED] Contract Admin., Support Staff, GS-12 retiring 31 July 1970.

ADVANCE TRAINING:

None

MISCELLANEOUS:

25X1A9a

[REDACTED] has been approved for Fellowships in Congressional Operations by Training Selection Board and the recommendation for his selection as an Agency candidate to the Civil Service Commission has gone to Colonel White for approval.

25X1A9a

5. [REDACTED] reported to the Panel that ORD Memorandum #2372-70, after a minor editing change, was signed by D/ORD and forwarded to DD/S&T Career Board.

~~SECRET~~
EYES ONLY

~~EYES ONLY~~
~~SECRET~~

25X1A9a
25X1A9a
25X1A9a
25X1A9a
6. The Panel then took up the completion of the competitive evaluation of [REDACTED]. [REDACTED] was asked for more information on why he had rated [REDACTED] a C. It was the decision of those Panel members in attendance that the CSP rating for [REDACTED] should be a C.

25X1A9a
25X1A9a
25X1A9a
7. [REDACTED] moved that the CSP recommend [REDACTED] for promotion from GS-12 to GS-13. [REDACTED] seconded the motion. Vote was unanimous of those members present. Motion carried.

25X1A9a
8. Discussion was held on the recommendation for a Quality Step Increase for [REDACTED] from GS-14, step 4 to GS-14, step 5 as follows:

25X1A9a
a. The CSP discussed alternate routes that can be taken on grade promotion versus an in-step approval.

25X1A9a
b. [REDACTED] stated he felt a promotion action was more appropriate, rather than recognition by a QSI, which might build a future problem. He felt talent should be recognized.

25X1A9a
c. [REDACTED] felt the question is: Shouldn't the Division Chief give some thought to whether there is a need for a GS-15 aerodynamics physicist in the office, not that a man should be considered for promotion?

25X1A9a
d. [REDACTED] felt that a formal question should be raised as to whether the aerodynamics physicist should be considered for promotion and whether the man's career can be improved by doing it.

25X1A9a
25X1A9a
25X1A9a
e. [REDACTED] stated that a similar problem has come up several times before where the men under consideration have been highly competent and creative but working in areas without priorities on broad and important involvements. For organizational, as well as personal reasons, [REDACTED] felt ORD has to make the opportunity for them. Many people would like to get in other areas but they feel internally restricted. Also, [REDACTED] strongly felt that the rapidly approaching grade saturation point deserves serious consideration with respect to alternatives for "career development" or even thinking in terms of careers.

25X1A9a
f. [REDACTED] felt that when a man reaches a plateau in utility or ability his supervisor or the CSP should have a discussion with him concerning career prospects.

~~SECRET~~

~~EYES ONLY~~

~~SECRET~~
EYES ONLY

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100010038-8

25X1A9a
25X1A9a

g. [REDACTED] cited [REDACTED] as an example of a man who has reached the point in his development where he can contribute significantly to other program areas.

25X1A9a

h. [REDACTED] stated that there was a need for a Junior (less than supergrade) SPS category. [REDACTED] and [REDACTED] could have been put in a Junior SPS level. On this level, a step increase would be a promotion.

25X1A9a

25X1A9a

25X1A9a

i. [REDACTED] stated that under new business he would like to propose a panel to pursue these kind of questions.

25X1A9a

25X1A9a

9. [REDACTED] moved that the CSP recommend [REDACTED] for a Quality Step Increase from GS-14, step 4 to GS-14, step 5. [REDACTED] seconded the motion. Vote unanimous of those CSP members in attendance. Motion carried.

25X1A9a

25X1A9a

10. [REDACTED] then took up the matter of formation of a Career Enhancement and Training Panel composed of junior officers. He stated that this was proposed in ORD Memorandum #2921-70, dated 24 April 1970, written by EO/ORD to C/AS/DD/S&T on the Role of the Younger Officer in ORD. The following is an excerpt from that memorandum:

"An area for future consideration in utilization of younger employees is in manning Career Enhancement and Training Panels (CETP). Such a panel would be responsible for reviewing qualifications and education of their peers with the possibility of recommending future training, altering job assignments, etc. At this time it is not felt that the career service boards should be opened to membership of the younger personnel other than those who are charged with supervisory responsibilities as laid out on the Table of Organization. However, in supplementing the career panel, the above mentioned CETP would be quite helpful in improving career planning for younger officers."

"The ORD procedure of utilizing the younger officer in the decision making process on development programs, combined with a closer look at his future career through the establishment of a CETP would provide greater opportunities for involvement and participation in management. Because of this participation, it would open channels of communications between the various levels of the organizational structure in the Agency."

11. a. In response to a question raised relating to the propriety of the suggestion made by the EO/ORD, [REDACTED] stated that EO/ORD didn't recommend a panel be formed in ORD, only suggested that a panel could be formed. This memorandum went forward with the approval of D/ORD.

25X1A9a

25X1A9a

b. [REDACTED] reported that [REDACTED] had been made a member of the Task Force for Maximizing the Abilities of Young Employees.

25X1A9a

Approved For Release 1999/09/01 : CIA-RDP79-00317A000100010038-8

~~SECRET~~
EYES ONLY

~~EYES ONLY~~
~~SECRET~~

25X1A9a

- c. [REDACTED] stated that if suggestions were to come from the junior level, it would only bring on frustration if their suggestions were not taken up for action.

25X1A9a

- d. [REDACTED] stated he felt that D/OP was handling the problem at the junior level. It seemed a needless effort for ORD where there are so few young people. He further stated ORD members now have trouble on furthering their career enhancement and training. He felt it would be of no practical use in ORD as junior officers get very specific attention from ORD senior personnel.

25X1A9a e.

- [REDACTED] stated that some good points are to be gained in having participation in management of their own careers by junior personnel. In the ORD/CSP, he felt members did not consider all the aspects. He felt the Panel generally was not acting as a Career Development group. The mechanism of doing this is the problem.

25X1A9a

- f. [REDACTED] stated he would like a study made on new employees as to how they look at their careers when they come on board. At the time of employment, they should be asked what ideas do they have as to how they would like to further their careers. He felt it would be interesting to determine how career development concepts and goals are altered or changed by the Agency's bureaucratic system. [REDACTED] felt a carefully structured form should be issued to them when they come on board; checked with them in six months; in a year; and then a year thereafter. The data would speak for itself. He felt ORD should undertake such a study.

25X1A9a

- g. Most CSP members felt this would not be a suitable program for ORD because it has so few young professionals.

25X1A9a

- h. [REDACTED] stated that even though a division chief feels close to his people, they really don't talk to him. They talk amongst themselves. He felt that ORD should get these junior level people together and have them talk and recommend.

25X1A9a

- i. [REDACTED] stated he felt ORD pays a lot of attention to the problems of its people.

~~SECRET~~

~~EYES ONLY~~

~~SECRET~~
EYES ONLY

- 25X1A9a j. [REDACTED] told the Panel that he has talked to junior professionals during rating periods trying to get a feel for their views on the CSP. He stated he usually got a nonchalant, unenthusiastic response such as: "to me the CSP is an entity having meetings but not really doing anything for me as an individual."
- 25X1A9a k. [REDACTED] felt the Panel would be a mechanism for getting the best from our people and developing them so they can become useful.
- 25X1A9a l. [REDACTED] felt Office of Personnel has a program in process. There are Senior and Junior Management programs, Managerial Grid courses, etc., which the junior professional can attend. He felt we didn't need another program in ORD.
- 25X1A9a m. [REDACTED] thought that a Panel made up of one representative from each ORD division should be formed so that they could discuss management and career enhancement and make suggestions to the Panel.
- 25X1A9a n. [REDACTED] said he agreed with [REDACTED] with one reservation: Suppose we have an eight member junior panel, representing each of the ORD divisions. Junior professionals might be happy to serve on such a panel; but if after the third or fourth meeting they had failed to evoke any positive response or effect any change, the overall impact on morale could be negative rather than positive. 25X1A9a
- 25X1A9a o. [REDACTED] asked for a feedback on the junior professionals now serving on Agency panels. He was told, at this time, there are only two ORD people on these panels:
- 25X1A9a 1) [REDACTED]
Member of the EXRAND Technical Task Team, Information Processing Technical Group and Management Advisory Group.
- 25X1A9a 2) [REDACTED]
Member of Task Force for Maximizing the Abilities of Young Employees.
- 25X1A9a 11. [REDACTED] stated that further discussion on younger officers in ORD will be added to the Agenda for the next meeting of the CSP.
- 25X1A9a 12. [REDACTED] asked that the Executive Secretary/CSP prepare a semi-annual CSP report in the format established by the CSP committee and used in the last report.

~~SECRET~~
EYES ONLY

~~EYES ONLY~~
~~SECRET~~

25X1A9a

25X1A9a 13. [REDACTED] moved that the CSP meeting be scheduled for 8 June 1970. [REDACTED] seconded the motion. Four members voted for and one member opposed the motion. Motion carried.

14. Meeting adjourned at 1025 hours.

25X1A9a

[REDACTED]
Acting Chairman, CSP/ORD

~~SECRET~~

EYES ONLY