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EYES ONLY

AGENDA

Career Service Panel
Office of Research and Development

5 November 1973

1000 hours
Room 607 - Conference Room

1. Review of agenda for 5 November 1973
2. Review of minutes of 10 September 1973
3. Report from Chief, Support Staff/ORD
4. Report from Chairman, CSP/ORD
5. Discussion of ORD professional employees
(Please note paragraphs 36 and 38
of CSP minutes, 10 September 1973
and Memorandum to all ORD CSP Members
dated 25 September 1973)
6. Discussion on Awarding Quality Step
Increases
7. Nominee for the MIT Program for Senior
Executives for Spring and Fall 1974,
starting 17 February and 15 September.
8. New business

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E2 IMPDET
CL BY 464869

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~~EYES ONLY~~
FIRST SESSION

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
5 November 1973

Attendees:

Dr. Sayre Stevens, D/ORD

25X1A9a

Chairman

25X1A9a

C/PAS/ORD

25X1A9a

C/DPR/ORD

C/TCR/ORD

25X1A9a

C/PMS/ORD

C/LSR/ORD

25X1A9a

C/OT/ORD

, Executive Secretary

Recording Secretary

1. The Chairman called the meeting to order at 1010 hours.

2. The Chairman suggested to the Panel members that the Agenda for 5 November 1973 be changed to cover Item 5, Discussion of ORD Professional Employees, as the first item of business.

3. Dr. Stevens was then asked to join the meeting at 1015 hours.

4. Dr. Stevens came to the meeting to discuss with the Panel the factors that should be considered in the review of employees at the bottom of the list for GS-12s, GS-13s, and GS-14s, developed during the competitive evaluations done during the period from January to September 1973.

5. The work performance and job circumstances of the following individuals were reviewed by the Division Chief concerned:

25X1A9a

GS-12s

DPR/ORD

25X1A9a

GS-13s

25X1A9a

OTD/ORD

25X1A9a

DPR/ORD

25X1A9a

25X1A9a

, DPR/ORD

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9 November 1973

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5. (Cont'd)

25X1A9a

25X1A9a

GS-14s

[Redacted] DPR/ORD [Redacted]
CDAM/ORD
LSR/ORD [Redacted]

25X1A9a

6. Dr. Stevens instructed the Division Chiefs concerned with the supervision of the individuals listed in Item 5 above to talk with these men and inform them of their evaluation. He further instructed the Division Chiefs to prepare a memorandum for the record of what was discussed with the employee and have the employee sign it. Dr. Stevens stated that this memorandum for the record would then be made a part of the employee's official file.

7. The Panel agreed to continue discussion of the other items of business listed on the 5 November Agenda at a second session of the CSP. The Chairman instructed the Recording Secretary to arrange a meeting date that would be agreeable to all.

8. The meeting adjourned at 1210 hours.

[Redacted]

25X1A9a

Executive Secretary, CSP
Office of Research and Development

APPROVED:

25X1A9a

[Redacted Signature]

Chairman, Career Service Panel/ORD

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CAREER SERVICE PANEL MEETING
5 November 1973

REPORT FROM CHIEF, SUPPORT STAFF, PMS/ORD

PROMOTIONS:

GS-14 to GS-15:

[REDACTED] OTD/ORD
[REDACTED] TCR/ORD

25X1A9a
25X1A9a

GS-6 to GS-7

[REDACTED] LSR/ORD
[REDACTED] CS/PMS/ORD
[REDACTED] DPR/ORD

25X1A9a
25X1A9a
25X1A9a

GS-4 to GS-5

[REDACTED] OTB/ORD (Transferred to DPR/ORD)
[REDACTED] CDAM/ORD
[REDACTED] CS/PMS/ORD

25X1A9a

25X1A9a

QUALITY STEP INCREASE:

[REDACTED] OTD/ORD
GS-6, step 4 to GS-6, step 5
Effective 28 October 1973

25X1A9a

ADDITIONS:

From OD&E to TCR/ORD:

25X1A9a [REDACTED] GS-15, Phys. Scientist-Res.
[REDACTED] GS-13, " " "
[REDACTED] GS-13, " " "
[REDACTED] GS-13, " " "
[REDACTED] GS-07, Secretary Steno

REASSIGNMENTS OUT:

From ORD to OD&E:

25X1A9a [REDACTED] GS-16, Phys. Scientist-Res.
25X1A9a [REDACTED] GS-14, Phys. Scientist-Res. 25X1A9a
[REDACTED] GS-14, Phys. Scientist-Res.
[REDACTED] GS-13, Phys. Scientist-Res.
[REDACTED] GS-13, Phys. Scientist-Res.

From ORD to IC Staff:

25X1A9a [REDACTED] GS-15, Phys. Scientist-Res., on 1 Oct 73
25X1A9a [REDACTED] GS-06, Secretary Steno on 23 Oct 73

From ORD to OTS:

25X1A9a [REDACTED] SPS-005, Phys. Scientist-Res. on 1 Oct 73

TRAINING NOTES:

None

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