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EYES ONLY

SPECIAL SESSION  
CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
22 March 1974

Attendees:

25X1A9a Dr. Sayre Stevens, D/ORD  
Chairman, CSP/ORD  
C/PMS/ORD 25X1A9a  
AC/DPR/ORD  
C/PAS/ORD  
C/LSR/ORD  
25X1A9a Executive Secretary, CSP/ORD  
Recording Secretary

Absentees:

25X1A9a 25X1A9a  
C/DPR/ORD (attending Senior Seminar)  
25X1A9a C/TCR/ORD  
C/OT/ORD

1. The meeting was called to order at 1305 hours.

2. Dr. Stevens called a special session of the Career Service Panel to discuss some new Career Service Panel procedures. 25X1A9a stated that at a Director's meeting it was decided that there will be standard Career Service procedures established in all Directorates in connection with the handling of Career Service matters.

3. Topics discussed:

MINIMUM TIME IN GRADE CRITERIA

DD/S&T has issued new guidelines. Copy attached.

EVALUATION AND RANKING OF PROFESSIONAL EMPLOYEES

Purpose : ORD evaluation and ranking should identify employees with the highest and least potential and those in between.

Procedure : Ranking should be done in three categories as follows:

- A - Real "comers" - at top of the list
- B - Employees doing good work and giving a good solid performance.

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3. (Cont'd)

EVALUATION AND RANKING OF PROFESSIONAL EMPLOYEES (Cont'd)

Procedure : C - Employees who are problems for any number of reasons. For example, an employee is performing a job adequately but presents a job replacement problem.  
(Cont'd)

Results of Ranking:

a. Judgment was that it was not necessary to tell the employees where they stand in numerical order.

b. No percentage should be set for any category.

CSP Responsibility:

a. After the ranking is completed, the Panel will decide what segment of the list should be in the "C" category.

b. Responsible for seeing to it that the Division Chief tells his employees where they stand in the ranking as to category.

c. Should have a special review of those employees in the "C" category before the next evaluation and ranking session.

Division Chief's Responsibility:

a. Talk to the employees and tell them

- (1) they are in the "A" category,
- (2) they are in the top, middle or bottom of the "B" list, or
- (3) they are in the "C" category and where they are ranked in this category.

b. The Division Chief should enumerate the difficulties to the employee who is in the "C" category. He should also identify the actions to be taken by the employee before the next rating.

c. The Division Chief should record what was discussed with the "C" employee in memorandum form. Before this memorandum is put into final form, it should be reviewed by the D/ORD. This documentation should be signed by the employee. The memorandum should be kept in the soft file of the employee located in the Support Staff/PMS.

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3. (Cont'd)

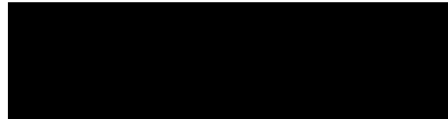
CAREER SERVICE PANEL MEMBERSHIP

Dr. Stevens stated that usually employees do not understand the process of the Career Service Panel. He suggested that the ORD Career Service Panel do the following:

- a. Include personnel on the Panel who are not part of management. This mechanism would provide these members with some visibility as to how the CSP operates. This need cannot be satisfied by bringing in Deputy Chiefs to the Panel.
- b. Non-management members to the Panel should be able to voice the concerns of the employees and be their spokesmen.
- c. Non-management members might be selected from the younger professionals and the middle-level professionals.
- d. There will only be one vote allowed from each Division.
- e. Term of membership for non-management members:
  - (1) One member - 6 months to 1 year
  - (2) One member - 1 or 2 years

4. Meeting adjourned at 1345 hours.

25X1A9a



Executive Secretary  
Career Service Panel  
Office of Research and Development

Attachment:  
As stated

APPROVED:

25X1A9a



Chairman, Career Service Panel/ORD

*4 April 1974*  
Date

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