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AGENDA

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT

11 March 1974

0900 hours
607 - Conference Room

1. Review of agenda for 11 March 1974
2. Review of minutes for 6 February 1974
3. Report from Chief, Support Staff, PMS/ORD
4. Report from Chairman, CSP/ORD
5. Competitive Evaluation - GS-12's
6. Quality Step Increase Recommendations
7. CSP Semi-annual Report
8. New business

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CL BY 464869

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~~TOP SECRET~~
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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
6 February 1974

Attendees:

		25X1A9a
25X1A9a	[REDACTED]	Chairman 25X1A9a
	[REDACTED]	, C/PAS/ORD 25X1A9a
	[REDACTED]	, C/DPR/ORD
	[REDACTED]	C/TCR/ORD 25X1A9a
	[REDACTED]	C/PMS/ORD
	[REDACTED]	C/LSR/ORD
	[REDACTED]	C/OT/ORD
	[REDACTED]	, Executive Secretary
	[REDACTED]	Recording Secretary

1. The Chairman called the meeting to order at 0940 hours.

25X1A9a 2. [REDACTED] requested the following item be added to the Agenda for 6 February 1974 under new business:

25X1A9a Clarification of General Notice No. 66, Annual Evaluation and Ranking of Employees, issued by the D/ORD.

25X1A9a 3. [REDACTED] discussed Item 9, (1) and (2) of the minutes, 3 December 1973. Discussion on and clarification of these items followed. No changes were requested by [REDACTED]

25X1A9a 4. [REDACTED] moved to approve the minutes for 3 December 1973 as written. [REDACTED] seconded the motion. The Panel concurred. Motion carried. 25X1A9a

25X1A9a 5. [REDACTED] submitted his monthly report to the Panel. (Copy attached) The following items were also discussed: 25X1A9a

a. [REDACTED] is resigning to join the Naval Ordnance Systems Command. Date of resignation is not know at this time. [REDACTED] contract was terminated on 6 February 1974.) 25X1A9a

25X1A9a b. [REDACTED] former ORD employee with Special Projects Group/ORD, and now with OD&E was promoted from GS-14 to GS-15.

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25X1A9a c. The promotion of [redacted] from GS-5 to GS-6 and still listed as a Clerk Typist. [redacted] urged [redacted] to counsel [redacted] to become more proficient in stenography for better career development. [redacted] previous supervisors: [redacted] noted that they had tried to help [redacted] realize the importance of improving her shorthand.

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6. The Chairman made the following report:

25X1A9a a. There will be a rotational assignment of [redacted] GS-5, Secretary Steno, TCR/ORD to Contract Staff/PMS/ORD while [redacted] is on maternity leave starting 11 March 1974. A secretary from the Clerical Staffing pool will be supplied to TCR/ORD to replace [redacted], and it was hopeful that this replacement would be able to report to ORD on 19 February 1974. [redacted] stated that an overlap would not be possible.

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b. [redacted], Secretary Steno, DPR/ORD had been recommended for promotion from GS-4 to GS-5 and the D/ORD had approved. The recommendation has been sent to Office of Personnel.

c. DD/S&T has agreed to allocating the slots for the Midcareer Executive Development Course for the rest of calendar year 1974. ORD has been allocated one nominee for the 25 August 1974 - 27 September 1974 and for the 17 November 1974 - 20 December 1974 session. [redacted] stated this does not mean that ORD and other components of DD/S&T could not exchange their allocated dates if the need arises.

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25X1A9a 7. The CSP members agreed that [redacted] would be recommended as ORD's principal nominee for the Midcareer Executive Development Course for the August session; [redacted] was selected as an alternate.

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25X1A9a 8. [redacted] instructed [redacted] to prepare a brief semi-annual CSP report in draft form for review by the CSP members.

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9. The Panel then heard from [REDACTED], Chairman of the Ad Hoc Committee on Quality Step Increases.

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[REDACTED] I think the report is self-explanatory. [REDACTED] and I looked through the Headquarters Regulations, and we talked with OSI people. It seemed to us that the best idea was to schedule Quality Step Increases on a regular basis; the frequency of quarterly reviews seemed to be a good compromise. We did not feel that a review done twice a year was often enough. The Committee therefore is recommending a regularly scheduled quarterly review of QSI's which should be made a CSP agenda item. The recommendations for QSI's from Division Chiefs should be accompanied by a description of the reason for the recommendation. We feel that the reason should be limited very strictly to a meritorious activity. The Hdqtrs. Regulations state a QSI should be for a "sustained meritorious performance," and by quantifying what is sustained or not, we felt that any achievement or project accomplishment that would be large enough to warrant a QSI would have taken many months of input. There is one other case: the type of individual who does not work on specific projects, but who is part of on-going activities perhaps in the administrative area. In this case the guidelines would be "sustained exceptional performance." We felt there shouldn't be any place in the QSI system for these increases to be used as an incentive to keep an employee who has received another job offer, or to reward an employee who has "topped-out" and was not going to get an increase in grade. We feel the granting of Quality Step Increases should be confined to the real purpose - a good job. In a QSI review, we don't think that the people should be compared with each other; each case should be looked at individually. For example, in the case of some exceptional project this would not necessarily mean everybody working on the project should get a QSI; i. e., people performing in an average way on a very good project should not get a QSI. In the review, it is a matter of looking at the individual and how he has performed. A Quality Step Increase is for a special performance.

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10. The issues to be considered in order to complete the guidelines on QSI policy and procedures were discussed by the Panel and were as follows:

- a. The D/ORD has determined that ORD does not have an official QSI policy.
- b. D/ORD has a view that there should be a specified number of Quality Step Increases - five or six - granted each year.
- c. The mechanism to be used to put such a policy into effect.
- d. Awarding Quality Step Increases and ORD Certificates of Commendation at the same time.
- e. Schedule for recommending Quality Step Increases.
- f. Wording and meaning of the QSI Policy and Procedures for ORD as submitted by the ORD Ad Hoc Committee on Quality Step Increases versus the language and spirit of the Agency regulations on QSI recommendations.

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11. ██████████ moved that review of Quality Step Increase recommendations should be scheduled semi-annually as a CSP agenda item rather than quarterly. ██████████ seconded the motion. Three members voted against the motion; two members voted for the motion; one member abstained. Motion lost.

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12. ██████████ moved that a call be made by the CSP for Quality Step Increases every three months (March, June, September and December), acted on, and recommendation made to the D/ORD. ██████████ seconded the motion. The Panel

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concurred. Motion carried.

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13. ██████████ wanted it made part of the record that he voted against the motion in Item 12, because he felt it was superfluous since this schedule has been incorporated in the QSI policy and procedures submitted by the ORD Ad Hoc Committee on Quality Step Increases.

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14. ██████████ moved that the CSP/ORD accept the Quality Step Increase Policy and Procedures as outlined by the ORD Ad Hoc Committee on Quality Step Increases with the following exceptions:

a. Delete "specific" and substitute "sustained" in 1.c. line 2, page 1.

b. Delete "outstanding" in 1.b. line 2 and line 4, page 1; 1.b. line 3, page 2, and substitute "high quality."

c. Insert "solely" in 1.c.(2) on page 2.
25X1A9a (solely as a reward.....)

██████████ seconded the motion. The Panel concurred. Motion carried. (Revised QSI procedure attached.)

25X1A9a 15. ██████████ moved to recommend approval to the D/ORD on the promotion recommendation for ██████████ from GS-13 25X1A9a
25X1A9a to GS-14. ██████████ seconded the motion. The Panel concurred unanimously. Motion carried.

25X1A9a 16. ██████████ stated the item on ORD Time and Attendance recordkeeping was not an appropriate topic for the CSP, but it offered an opportunity to address all the Division Chiefs.
25X1A9a ██████████ explained that at the present time the responsibility for certifying T&A's are true and accurate 25X1A9a
25X1A9a has been placed on ██████████ in Support Staff/ORD.
25X1A9a ██████████ stated inconsistencies have been noted in reporting on T&A's, and he felt ██████████ should not be asked 25X1A9a
25X1A9a to bear the full responsibility of certifying these attendance records. ██████████ felt the certification signature responsibility for T&A's should be placed in the Divisions.

17. The Division Chiefs agreed to accept the redelegation of authentication authority of T&A's and so instruct their employees within the Division.

25X1A9a 18. ██████████ was asked to prepare a memorandum instructing each Division Chief on the certification procedure for T&A's. The Division Chief, in turn, would notify
25X1A9a ██████████ on how he plans to handle the certification within 25X1A9a
his Division and provide ██████████ with the names of the people designated certification authority in his Division. The list of names of those certifying T&A's to be true and accurate would then be sent to the D/ORD for approval.

25X1A9a 19. ██████████ informed the Panel members that a new Agency regulation has been written concerning Letters of Instruction (LOI), and a document has been sent to ORD from DD/S&T concerning these LOI's. ██████████ stated the following:

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19. (Cont'd)

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I had a package ready to go out to the Division Chiefs telling how to prepare the Letters of Instruction. I showed this package to Dr. Stevens, and he requested that I prepare a sample LOI for each Division Chief so that they, in turn, would know what they will have to do for the people under their supervision. I have not written these LOI's as yet. The due date is 30 April 1974, so this gives ORD some time to complete the task. I feel that the LOI's should be fairly easy to prepare because ORD people have worked hard on defining what our objectives are and what our goals are. In a sense, LOI's are based on historical precedent in that Mr. Colby introduced them into FE Division in 1968. Mr. Colby feels that the LOI expresses what is expected from a "contract" between the supervisor and the employee. This is what the supervisor tells the employee as to the accomplishments needed for the following year. This document then is used in determining during the year whether the employee is doing what was discussed in the LOI's. I think it is a very good mechanism. LOI's will be written for all employees. Division Chiefs can write them for Branch Chiefs. Branch Chiefs, in turn, can write them for their people. LOI's will give you grounds for discussion and evaluation.

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25X1A9a 20. [redacted] asked for clarification of Item 2 a. 25X1A9a
 and b., General Notice No. 66, dated 28 January 1974. 25X1A9a
 [redacted] cited the case of [redacted] who was
 notified by [redacted] on 21 November 1973 that he was 25X1A9a
 sufficiently low in a ranking with his peers as to require
 immediate remedial action be taken. [redacted] stated that
 25X1A9a [redacted] wants a memorandum stating the reasons for his
 low ranking as designated in 2. a., General Notice No. 66. 25X1A9a
 25X1A9a [redacted] stated he didn't feel [redacted] should be at
 the bottom of the list but had done this at the direction of
 the CSP. 25X1A9a 25X1A9a

25X1A9a 21. [redacted] pointed out the following to [redacted]:
 a. This notice does not apply retroactively
 25X1A9a to [redacted] situation.

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21. (Cont'd) 25X1A9a

b. Identification of [REDACTED] as one of the employees who needed to be notified that he was ranking low on the GS-14 list was made during discussion with the D/ORD.

22. Discussion followed on procedures to use on those ranking low at the different grade levels, but no affirmative conclusions were made.

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23. The career development of [REDACTED] was discussed.

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24. As a result of the request by the D/ORD for the CSP to review the promotion recommendation for [REDACTED] CDAM/ORD, from GS-14 to GS-15, which had been postponed from 12 October 1973, the following motion was made:

25X1A9a [REDACTED] moved that the promotion recommendation for [REDACTED], CDAM/ORD from GS-14 to GS-15 be denied at this time. The motion was seconded by [REDACTED] in order to bring the matter to a decision. Two members voted in favor of the motion; one member opposed the motion; and there were three abstentions. The Chairman ruled that the motion carried.

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25X1A9a 25. [REDACTED] stated that the promotion recommendation for [REDACTED] could be reviewed at another time designated by the D/ORD.

25X1A9a 26. Dr. Stevens joined the meeting for a few minutes requesting clarification on a memorandum received by him from DD/S&T Personnel on Placement of Senior Clericals. The problem seemed to be an excess of secretary stenos at the GS-07 level and above in DD/S&T and the difficulty in reassigning these secretaries. [REDACTED] instructed [REDACTED] to find out more about this problem.

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27. No definite date for the next CSP meeting was scheduled.

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28. [REDACTED] notified the Panel members that the Federal Employees Almanac, 1974 was available in the Support Staff/ORD office.

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29. Meeting adjourned at 12:00 noon.

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Executive Secretary, CSP
Office of Research and Development

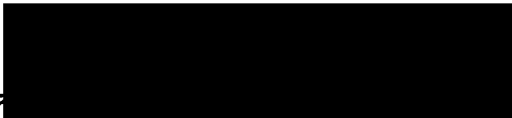
1 March 1974
Date

Attachments:

1. Report from C/SS/PMS/ORD
2. QSI Policy and Procedures

APPROVED:

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Chairman, Career Service Panel/ORD

6 Mar '74
Date

DRAFT COMPLETED: 14 Feb 74
FINAL COMPLETED
AFTER REVIEW : 1 March 74

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