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### CAREER SERVICE PANEL OFFICE OF RESEARCH AND DEVELOPMENT 3 November 1975

#### AGENDA

- 1. Review of the agenda for 3 November 1975
- 2. Review of the minutes for 6 October 1975
- 3. Report from the Chairman, CSP/ORD
- 4. Report from the Chief, Support Branch, MS/ORD
- 5. Nominee for Education for Public Management Program, 76-77

#### 25X1A9a

- Training Requests -6. Microcomputer Development System Course 10 - 13 November 1975 Cost for two which includes fee, per diem and trave1: \$1,792
- Statement of Intent to Promote GS-13's 7.
- New business

TIME: 1330 hours

CONFERENCE ROOM: 607 Ames

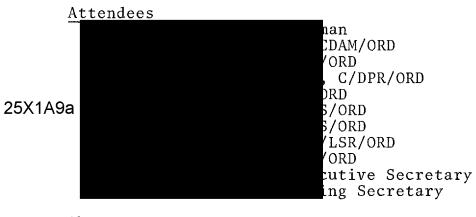
#### NOTE:

December Items

- Review of Promotion Actions for GS-13's
- Competitive Evaluation GS-9's GS-11's
- Statement of Intent to Promote GS-9's GS-11's 3.
- Consideration and Approval of QSI Recommendations Nominations for ORD Certificates of Commendation

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CAREER SERVICE PANEL OFFICE OF RESEARCH AND DEVELOPMENT 3 November 1975



Absentee 25X1A9a¯

C/OT/ORD

- The meeting was called to order by the Chairman at 1340 hours.
- There was one addition to the Agenda under New Business:

Attendance of CSP Non-Members at ORD Competitive Evaluation Sessions of Their Grade Category.

- The minutes for 6 October 1975 were reviewed by the Panel. Mr. Haas' comment on Item 5 of these minutes was noted. The minutes were made a part of the CSP record.
- The Chairman submitted his report to the Panel and the items of discussion are stated below.

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stated that Mr. Haas has requested that be informed that he was being ranked at the bottom 25X1A9a 10% of the "LOW" category.

> Discussion by CSP

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Reduction in grade for a. GS-14, step 5, to a GS- $\overline{13}$ , step 10, or a GS-12, step 10. If were reduced in grade, salary retention for two years would not be possible because reduction being considered for

EYES UMLY

job performance.

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5. (Cont'd)

LILO UNL

Discussion by 25X1A9a CSP (Cont'd)

b. Reviewed Agency employment history, ratings, fitness reports and promotion actions.

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c. C/SAS/OP advising ORD to determine capabilities as to grade and cautioning against dropping him to a GS-13, and then in one year dropping him again to a GS-12. Determination of grade reduction should be done in one action. There should be a one year probationary period.

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d. Possible rotation of to OTS for a one-year or two-year assignment.

Action

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be dropped from a GS-14, step 5 to a GS-13, step 10, and that he be given a memorandum concisely stating what his deficiencies are and the corrective actions to be taken. He should also be informed that he will be in a probationary period for one year. It was suggested that this action might be taken to coincide with a possible rotational transfer to OTS.

Majority

: Concurred.

25X1A9a 6. reported to the Panel that Letters of Instruction for the Division Chiefs would, in due time, be revised and formated in a more concise manner.

25X1A9a stated that the Special Panel met on 30 October 1975. Discussion followed on the overall competitive 25X1A9a ranking of GS-07 secretaries and position as 25X1A9a lowest on the scale. was asked to look into the matter. There was some dissension on GS-07 secretarial rating 25X1A9a methods and secretaries being ranked in numerical order. 25X1A9a appointed to a subpanel to review the current rating 25X1A9a method and determine if an alternative method would be desirable in evaluating secretarial personnel. was asked to 25X1A9areport back to the CSP at the next meeting.

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25X1A9a stated he felt that the senior secretary in each division should be responsible for ensuring that the paperwork from that division was correct.

The Chairman discussed the Upward Mobility Program (1A9a for ORD and recommendations. A9a appointed and

25X1A9a

X1A9a to a subpanel to identify slots that can be 25X1A9a used in such a program. Was asked to report back to the CSP at the February, 1976 meeting.

25X1A9a 10. submitted his monthly report. (See copy attached.

11. Action suggested that all new 25X1A9a ORD professionals be introduced

at an ORD staff meeting.

Majority Concurred.

Nominee for the Education for 12. Action

Public Management Program, 76-77,

CSC.

25X1A9a Discussion: GS-15, TCR/ORD,

> was asked to talk to the CSP members about his interest in the course. He stated that he was interested but felt he would like to look into other management courses that are available. The ORD Training Officer was asked to supply

the appropriate material.

Decision No ORD nominee was selected.

Training Requests -Action 13. 25X1A9a

25X1A9a

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TCR/ORD

Microcomputer Development System Course

10 - 13 November 1975

Total cost for two: \$1,792

Majority Recommended approval. The Chairman

to have

Messrs. give a one hour briefing on the course at an ORD staff meeting following their

completion of the training.

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With the approval of the Chairman and the CSP members present, made a statement of march from a GS-13 to GS-14 in March made a statement of intent to 25X1A9a 25X1A9a (out-of-schedule) upon completion of certain tasks by which will give C/TCR/ORD a firmer base to 25X1A9a make a promotion decision.

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15.

Mr. suggested that there be Action: no involvement of non-members of the CSP at sessions when the Panel was evaluating their peer groups, and that the ranking results not be made available to them. He felt participation in these sessions and knowledge of competitive ranking results by non-members was unfair to the rest of the people in their

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peer groups. the non-members had information available to them that could be used to their advantage.

Majority: Concurred that it would be for the best interest of all concerned if non-members were absent when the competitive evaluation discussions and ratings of their peer group took place. Paperwork concerning the final evaluation results would continue to be circulated to the non-members.

- The Chairman reviewed the December items for the ORD CSP agenda. He asked that Division Chiefs submit names for ORD Letters of Commendation with a short statement of why the employee should be considered for this award. The Chairman suggested that an employee not be nominated for this award and a Quality Step Increase at the same time.
  - 17. The meeting adjourned at 1530 hours.

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Attachment: A/S

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APPROVED:

DATE

25X1A9a CSP/ORD

nov 12 1975

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Donald L. Haas, D/ORD

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