

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

TIME: 1330 hours

CONFERENCE ROOM: 607 Ames

NOTE:

December Items

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

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CAREER SERVICE PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
3 November 1975

Attendees

25X1A9a [Redacted] man  
EDAM/ORD  
/ORD  
C/DPR/ORD  
ORD  
S/ORD  
S/ORD  
/LSR/ORD  
/ORD  
Executive Secretary  
ing Secretary

Absentee

25X1A9a [Redacted] C/OT/ORD

1. The meeting was called to order by the Chairman at 1340 hours.

2. There was one addition to the Agenda under New Business:

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

3. 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.

4. The Chairman submitted his report to the Panel and the items of discussion are stated below.

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

Discussion by  
CSP

25X1A9a

: a. Reduction in grade for [Redacted] from GS-14, step 5, to a GS-13, step 10, or a GS-12, step 10. If [Redacted] were reduced in grade, salary retention for two years would not be possible because reduction being considered for job performance.

25X1A9a

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5. (Cont'd)

Discussion by

25X1A9a CSP (Cont'd) : b. Reviewed ██████████ Agency employment history, ratings, fitness reports and promotion actions.

25X1A9a c. C/SAS/OP advising ORD to determine ██████████'s 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.

25X1A9a d. Possible rotation of ██████████ to OTS for a one-year or two-year assignment.

Action

25X1A9a : Make a recommendation to the D/ORD that ██████████ 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 formatted in a more concise manner.

25X1A9a 7. ██████████ stated that the Special Panel met on 30 October 1975. Discussion followed on the overall competitive ranking of GS-07 secretaries and ██████████ position as 25X1A9a lowest on the scale. ██████████ was asked to look into the

25X1A9a matter. There was some dissension on GS-07 secretarial rating methods and secretaries being ranked in numerical order.

25X1A9a ██████████ appointed ██████████ and

25X1A9a ██████████ to a subpanel to review the current rating method and determine if an alternative method would be desirable in evaluating secretarial personnel. ██████████ was asked to

25X1A9a report back to the CSP at the next meeting.

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25X1A9a 8. [redacted] stated he felt that the senior secretary in each division should be responsible for ensuring that the paperwork from that division was correct.

25X1A9a 9. The Chairman discussed the Upward Mobility Program for ORD and [redacted] recommendations. [redacted] appointed [redacted] and [redacted] to a subpanel to identify slots that can be used in such a program. [redacted] was asked to report back to the CSP at the February, 1976 meeting.

25X1A9a

25X1A9a 10. [redacted] submitted his monthly report. (See copy attached.)

25X1A9a 11. Action : [redacted] suggested that all new ORD professionals be introduced at an ORD staff meeting.  
Majority : Concurred.

12. Action : Nominee for the Education for Public Management Program, 76-77, CSC.

25X1A9a Discussion : [redacted] 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 [redacted] with the appropriate material.

25X1A9a

Decision : No ORD nominee was selected.

25X1A9a 13. Action : Training Requests - [redacted] TCR/ORD Microcomputer Development System Course 10 - 13 November 1975 Total cost for two: \$1,792

25X1A9a Majority : Recommended approval. The Chairman asked [redacted] to have Messrs. [redacted] give a one hour briefing on the course at an ORD staff meeting following their completion of the training.

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

25X1A9a 15. Action : Mr. [REDACTED] suggested that there be  
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  
25X1A9a results by non-members was unfair  
to the rest of the people in their  
peer groups. [REDACTED] felt that  
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.

16. 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.

25X1A9a 11 November 1975  
Date

Attachment:  
A/S

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APPROVED:

DATE

25X1A9a

[Redacted]

CSP/ORD

Nov 12 1975

25X1A9a

[Redacted]

Donald L. Haas, D/ORD

Nov 25, 1975

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25X1A9a

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