

~~Administrative - Internal Use Only~~
CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
7 April 1975

1330 hours
607 - Conference Room

AGENDA

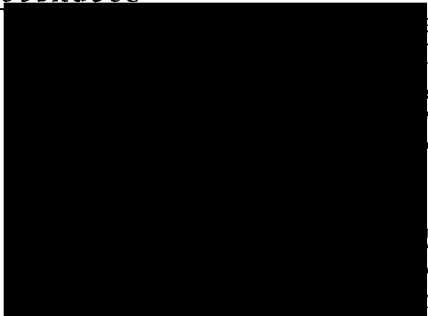
1. Review of agenda for 7 April 1975
2. Review of minutes for 3 March 1975
3. Report from the Chairman, CSP/ORD
4. Report from Chief, Support Branch/MS/ORD
5. Training - OTR Payment for Courses Not Job Related
6. Discussion on Establishment of an ORD Mobility Program
7. Nominee for the Midcareer Course
11 May - 13 June 1975
8. Nominee for the Management Advisory Group
(One year appointment)
9. Nominee for the Management Seminar #7
12 - 23 May 1975
- 25X1A9a 10. Training Approval - [REDACTED] GS-11, TCR/ORD
Image Processing, 5 May - 9 May 1975
Wintek Corp.
Cost: \$700 (Includes fee, travel & per diem)
- 25X1A9a 11. Training Approval - [REDACTED] GS-14, OT/ORD
Cryogenic Engineering, 28 April - 9 May 1975
UCLA
Cost: \$1,228 (Includes fee, travel & per diem)
12. Competitive Evaluation - GS-13's
13. New Business

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EYES ONLY

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
7 April 1975

Attendees

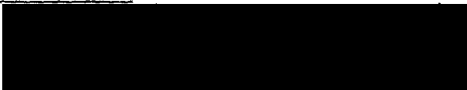
25X1A9a



Chairman
OT/ORD
C/TCR/ORD
MS/ORD
CDAM/ORD
C/LSR/ORD
TCR/ORD
C/ORD
Executive Secretary
Recording Secretary

Absentee

25X1A9a



CDAM/ORD (Training)
C/DPR/ORD (Meeting)
Training)

1. The meeting was called to order at 1335 hours.
2. There were no additions to the Agenda under New Business.
3. The minutes of 3 March 1975 have been reviewed by the D/ORD and have been made part of the record.

25X1A9a

4. [Redacted] reported to the Panel that it looks very hopeful that OTR will pay for courses not job related for personnel in the lower grades as long as they have Division approval and the training will prepare the employee for other job opportunities in the Agency. [Redacted] stated that the training approved for [Redacted] GS-06, Information Control Clerk, ORD/Registry, who is working towards an Associate Degree in Commercial Art and Photography, has been approved by OTR with a statement that they were delighted to see an Office sponsor such training. Miss [Redacted] latest semester grade was an "A."

25X1A9a

25X1A9a

25X1A9a

NOTED:

[Signature]
D/ORD

DATE:

4/18/75

25X1A9a

5. The Panel discussed the Agency Off-Campus Program which is open to all Agency personnel, and it was noted that the training requested does not have to be job related. [Redacted] GS-06, Secretary Steno, OT/ORD, is in this program and is working towards a Master's degree.

NOTED:

[Signature]
D/ORD

DATE:

4/18/75

EYES ONLY

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6. Report from the Chairman:

a. The Division Chiefs were reminded that the Career Development and Training Profiles for GS-9's and above are due on 1 May 1975. He stated that in preparing this paperwork the Division Chiefs might consider those personnel below GS-9, and talk to them about the training opportunities available to them.

b. ORD has not received the paperwork for the Public Service Awards - 1976, which was to be considered at this meeting.

NOTED: [Signature] DATE: 4/18/75
D/ORD

25X1A9a 7. [Redacted] submitted his monthly report to the CSP/ORD. (Copy attached)

NOTED: [Signature] DATE: 4/18/75
D/ORD

25X1A9a 8. [Redacted] appointed an Upward Mobility Committee to come up with a set of recommended approaches for implementing the Upward Mobility Program in ORD. He asked [Redacted] to chair the committee, with Messrs. [Redacted] C/MS/ORD and [Redacted] TCR/ORD as members. [Redacted] requested an interim report on 1 June 1975. The Chairman advised the committee that for planning purposes the ORD total incumbency, average grade, and number of upper grade level positions would be maintained. He asked the committee to consult with [Redacted] in this area.

NOTED: [Signature] DATE: 4/18/75
D/ORD

9. ACTION : Nominee for the Midcareer Course, 11 May - 13 June 1975

25X1A9a MAJORITY : [Redacted] Principal (GS-13, DPR/ORD)
25X1A9a [Redacted] Alternate (GS-13, CDAM/ORD)
25X1A9a [Redacted] second Alternate (GS-13, TCR/ORD)

NOTED: [Signature] DATE: 4/18/75
D/ORD

10. ACTION : Nominee for the Management Advisory Group (one year appointment).

25X1A9a MAJORITY : [Redacted] GS-15, DPR/ORD

25X1A9a APPROVED: [Signature] DATE: 4/18/75
D/ORD

25X1A9a

25X1A9a 11. ACTION : Nominee for the Management Seminar #7,
12 - 23 May 1975

25X1A9a MAJORITY : [REDACTED] GS-14, OT/ORD and
S-13, C/PPB/MS/ORD

25X1A9a APPROVED: [REDACTED] DATE: 4/18/75
[REDACTED] D/ORD

25X1A9a 12. ACTION : Review of Training Request for
[REDACTED] GS-11, TCR/ORD to
attend an Image Processing course from
5 May - 9 May 1975, at the Wintek
Corporation, Lafayette, Indiana.
Total Cost: \$700

MAJORITY : Approved

APPROVED: [Signature] DATE: 4/18/75
D/ORD

25X1A9a 13. ACTION : Review of Training Request for
[REDACTED] GS-14, OT/ORD,
Cryogenic Engineering, 28 April -
9 May 1975, UCLA. Total Cost: \$1,228

MAJORITY : Approved

25X1A9a APPROVED: [REDACTED] DATE: 4/18/75
[REDACTED] D/ORD

25X1A9a 14. The first competitive evaluation was held on the
GS-13's. It was noted by [REDACTED] that some of the GS-13's do not
have up-to-date fitness reports. Most members felt they did not
know the GS-13's as well as they should and needed more
opportunities to observe and attend briefings given by GS-13
personnel on their activities and projects. The final review
of GS-13's will be completed at the 5 May 1975 meeting. The
Chairman requested that any Division Chief who will not be
present at the next meeting and/or is disturbed by the interim
GS-13 rankings should submit to the DD/ORD, in writing,
information on his views.

NOTED: [Signature] DATE: 4/18/75
D/ORD

15. The meeting adjourned at 1510 hours.

25X1A9a [REDACTED] DATE: 14 April 1975

Executive Secretary, CSP/ORD/DD/S&T

Attachment:
A/S

25X1A9a

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