

ADMINISTRATIVE EYES ONLY INTERNAL USE ONLY

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
3 March 1975

Attendees

25X1A9a



man
ORD
C/DPR/ORD
/TCR/ORD
/ORD
AM/ORD
AC/PAS/ORD
LSR/ORD
R/ORD
RD
utive Secretary
Recording Secretary

Absentee

25X1A9a

[Redacted] C/CDAM/ORD (Training)

1. The meeting was called to order at 1335 hours.
2. One item was added to the Agenda under New Business:

25X1A9a

Training Request - [Redacted]
TCR/ORD

3. Minutes of 3 February 1975 have been reviewed by the D/ORD and have been made part of the record.
4. Report from the Chairman:
 - a. The Special Panel will be sending Clerical Rating Sheets to all Division Chiefs for completion and return to the Special Panel so that the SP may complete its evaluation review.
 - b. The Special Panel requested C/SB/MS/ORD to determine what impact the Upward Mobility Program and the DCI's Personnel Management Programs will have on OTR's paying for training which is not job related. He will report his findings at the CSP meeting in April.
 - c. The Agency shorthand qualifying standard is now 80 words per minute dictation for three minutes and 20 minutes to transcribe with no more than eight errors; previously five errors were allowed.

NOTED: _____

J/A
D/ORD

DATE: 3/18/75

EYES ONLY

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EYES ONLY

4. The monthly report from the C/SB/MS/ORD was distributed to the CSP members. (Copy attached)

NOTED: JVA DATE: 3/13/75
D/ORD

5. Competitive Evaluation - GS-12's

25X1A9a

ACTION : Evaluation of one GS-12:
[REDACTED], OT/ORD,
Physical Scientist-Res.

25X1A9a

MAJORITY : [REDACTED] should be placed in the "B" category.

NOTED: JVA DATE: 3/13/75
D/ORD

6. There were no Quality Step Increase recommendations submitted for March.

NOTED: JVA DATE: 3/13/75
D/ORD

7. The Division Chiefs were asked to prepare career development and training profiles for GS-9's and above for submission to the D/ORD by 1 May 1975. This is a part of the ORD Personnel Development Plan requested by DD/S&T, with a deadline of 1 June 1975.

NOTED: JVA DATE: 3/13/75
D/ORD

8. There were no ORD nominees for the Fellowship in Congressional Operations for Executives, 1975-1976.

NOTED: JVA DATE: 3/13/75
D/ORD

9. There were no ORD nominees for the Foreign Service Economic/Commercial Studies Course beginning on 14 July 1975.

NOTED: JVA DATE: 3/13/75
D/ORD

25X1A9a

10. The Panel recommended approval for [REDACTED] GS-13, TCR/ORD to attend the Contemporary Optical Engineering Course at the University of Rochester, 14 - 25 July 1975, for a total cost of \$973.

NOTED: JVA DATE: 3/13/75
D/ORD

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11. The ORD Career Service Panel Annual Report will be reviewed at the next CSP meeting.

NOTED: J/A DATE: 3/13/75
D/ORD

12. The Panel members were asked to review the paperwork on the Upward Mobility Programs in DDI, NPIC, and Office of Logistics in preparation for a discussion on establishing an ORD Upward Mobility Program in ORD. (Copies attached)

NOTED: J/A DATE: 3/13/75
D/ORD

13. The meeting adjourned at 1415 hours but reconvened shortly thereafter to hear comments from the D/ORD.

14. Mr. Hirsch told the Panel members that the DD/S&T Personnel Management Employee Handbook was being distributed to them for information, reference and circulation to their employees. He also talked about the manner in which the CSP should conduct its business, the format and schedule on the distribution of the CSP minutes, Letters of Instruction, rotation, managerial versus technical career tracks, ranking groups, and PAS promotion actions. Mr. Hirsch recommended elimination of the ORD promotability list. He suggested if such a list is needed by ORD/CSP, it should be used for guidance purposes only and discussion held to a minimum on it.

NOTED: J/A DATE: 3/13/75
D/ORD

15. Meeting adjourned at 1550 hours.

25X1A9a [Redacted] DATE: 10 March 1975
Executive Secretary, CSP/ORD/DD/S&T

APPROVED:

25X1A9a [Redacted] DATE: 10 Mar 1975
Chairman, Career Service Panel/ORD/DD/S&T

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