

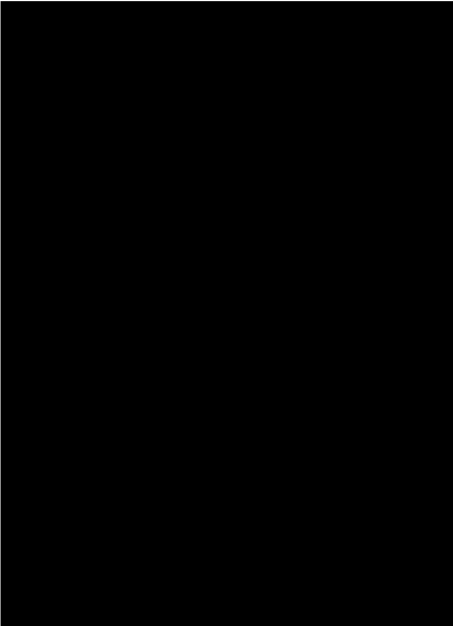
MINUTES

ORD CAREER SERVICE PANEL MINUTES

22 - 24 APRIL 1987

ORD MANAGEMENT CONFERENCE

22-24 APRIL 1987

<u>ATTENDEES</u>	<u>25X1A9a</u>	<u>TITLES</u>
Dr.		D/ORD, Chairman
Mr.		DD/ORD
Mr.		C/CTG/ORD
Mr.		C/PATG/ORD
Dr.		C/ACS/ORD
Mr.		C/PERD/PATG/ORD
Dr.		C/AMRD/PATG/ORD
Dr.		C/ISRD/PATG/ORD
Dr.		C/SMRD/CTG/ORD
Mr.		C/APRD/CTG/ORD
Mr.		C/CRD/CTG/ORD
Dr.		ORD Recruitment Coordinator
Ms.		EO/ORD
Mr.		C/SB/MS/ORD, Exec Secy
Ms.		Pers Asst/ORD, Recording Secy
*Ms.		C/CS/ORD
*Ms.		Security Officer/ORD
*Mr.		Comp Ops Mgr/ORD
*Ms.	Secretary/PERD/PATG/ORD	

*Not present for comparative evaluations.

1. Comparative evaluations were completed for employees in grades GS-07 thru 14. Evaluation sheets are attached. (See Attachment A)

2. Specific action items discussed during the conference are attached. (See Attachment B)

3. The following promotion recommendations were reviewed and approved.

GS-07 to GS-08

25X1A9a



ORD/ACS

GS-08 to GS-09
25X1A9a

[REDACTED]

ORD/PATG/AMRD

GS-09 to GS-10
25X1A9a

[REDACTED]

ORD/PATG/PERD

GS-10 to GS-11
25X1A9a

[REDACTED]

ORD/MS/DMB
ORD/CTG/SMRD

GS-11 to GS-12
25X1A9a

[REDACTED]

ORD/PATG/ISR
ORD/CTG/SMRD

GS-12 to GS-13
25X1A9a

[REDACTED]

ORD/PATG/PERD

GS-13 to GS-14
25X1A9a

[REDACTED]

ORD/PATG/AMRD
ORD/CTG/SMRD

GS-14 to GS-15
25X1A9a

[REDACTED]

ORD/PATG/ISR
ORD/CTG/CRD
ORD/CTG/SMRD
ORD/CTG/APRD
ORD/CTG/APRD
ORD/CTG/CRD

4. The CSP members discussed and approved Quality Step Increases for the following employees:

25X1A9a

[REDACTED]

GS-14 ORD/PATG/ISR
GS-10 ORD/PATG/AMRD
GS-13 ORD/CS

5. Following the individual rankings of each employee, the CSP members reviewed a consolidated listing of the GS-11 to GS-14 female and minority ORD careerists who were ranked in Category I or Category II (See Attachment C). Promotions, training requirements, and rotational assignments were discussed in compliance with current DS&T policy.

6. ORD Management will review the number of available GS-15 positions required for the promotions to GS-15 at a future mini-CSP meeting.

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7. Training requirements for senior ORD professional/technical officers were discussed. Group/Division Chiefs were requested to consider members of their staffs for the Senior Officer Training Schools and provide feedback to EO/ORD by 22 May 1987.

a. Career Development Course
25X1A9a

██████████ is recommended to attend the Spring 1988 Career Development Course (CDC).

25X1A9a

██████████ is recommended to attend the Fall 1988 Career Development Course (CDC).

25X1A9a

██████████ is recommended as an alternate and possible nominee for a future running of CDC.

b. Midcareer Course

25X1A9a

Mr. ██████████ are recommended for a future running of the Midcareer Course.

8. DD/ORD presented the CSP with a new training profile for all technical officers and managers in ORD. Mandatory internal courses and electives were discussed (See Attachment D). Participation in the OD&E manager's course was encouraged.

The development of an "ORD Security Orientation" was recommended in order to familiarize new employees with ORD security practices. The "Introduction to ORD", a mini course for new employees, will be scheduled at a later date. "Updating of the ORD Security Handbook" and "ORD Employee Handbook" was also recommended. C/PATG suggested ORD officers might want to enroll in the COFC, which would provide them an understanding of DO customs and customers.

9. EO/ORD briefed ORD Managers on the status of the newly formed secretarial career system and the recruitment/staffing requirements for 1987.

10. C/CS gave a slide presentation depicting the results of a recent ORD survey on the needs and concerns of employees involved in contact negotiation. A mini-contract course will be developed based on the feedback received from this survey.

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11. SO/ORD gave a briefing on the planned demonstration at the Headquarters compound scheduled for 27 May 1987. Concerns of ORD employees, should the demonstration also occur at the Ames Building, should be transmitted to her office.

25X1A9a

[Redacted]

Executive Secretary

APPROVED:

25X1A9a

[Redacted Signature]

Chairman, ORD Career Service Panel

6/10/87

Date

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ACTION REQUESTED AT THE ORD/CSP MEETING

22-24 APRIL 1987

ACTION

COMPLETED

EO/ORD:

- 1) Recommend Level II and Level III secretarial positions for upgrading to Level III and Level IV respectively.
- 2) Discuss recommendations at ORD Secretarial Career Service Panel meeting.
- 3) Consider reassignments for secretaries within ORD.

C/SB:

25X1A9a

- 1) Obtain a PAR on [REDACTED]
- 2) Sponsoring memo to CT Program on

25X1A9a [REDACTED]

30 Apr 87

C/CS:

- 1) Need recommendation for QSI for

25X1A9a [REDACTED]

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ORD TRAINING PROFILES

(..... OTE QUOTA COURSES) (.....S&T QUOTA COURSES.....)

Name	POCM	AIS	Car	Gls	LSB	Dev	Coun	Crs	CDC	Sem	Fcstg	Mgmt	Crs	Sem.	Crs	Mater	Crs	S&T	Crs	Sec	Budg	Prog	Mgmt	RECOMMENDATIONS		
																								(April 1987)		
[REDACTED]														X												
		X					X		X					X												
														R												
							X							X												
		X												W												
		X		X										X												
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														X												
														R												
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														X												
				X		X	X				X			X		X									X	
			X										X										X			
													W		X		X									

Key: R - Requested
X - Completed
W - Waived

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ORD TRAINING PROFILES

(..... OTE QUOTA COURSES))

(.....S&T QUOTA COURSES.....))

Name
25X1A9a

POCM	AIS	Car	Gls	LSB	Dev	Supv	Brief	Crs	CDC	Sem	Ldrshp	S&T	Crsg	Acq	Crs	Eng	Proc	Intel	Brief	OS	Wrtg	Psn	Mgmt	Prog	Sec	& Budg	CRS	RECOMMENDATIONS	
																										(April 1987)			

Key: R - Requested
X - Completed
W - Waived

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~~CONFIDENTIAL~~ ORD TRAINING PROFILES

(..... OTE QUOTA COURSES)

(.....S&T QUOTA COURSES.....)

Name	25X1A9a	POCM	AIS	Car	Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Sem	Ldrshp	S&T Fcstg	Cont Mgmt	Proc Crs	Crowley Eng.	Intel Crs	Brief Proc	OS Mater	Wrtg Crs	Psn S&T	Mgmt Sec & Budg	CRS	RECOMMENDATIONS (April 1987)		
[REDACTED]														R											X	
														X		X										
				X				X						X		X										
				X												W		W								
				X	X										X		X									
															X		X			X						
						X	X	X	X	X					W		X									
															X		X	X	X							
				X	X										W		W									
										X					W		W									
															X											

Key: R - Requested
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ORD TRAINING PROFILES

(..... OTE QUOTA COURSES))

(.....S&T QUOTA COURSES.....))

Name	POCM	AIS	Mid Car	LKG Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Ldrshp Sem	S&T Fcstg	Cont Proc Crs/Acq Mgmt Crs	Crowley Eng. Sem.	Intel Proc Cr.	Brief Mater Crs	OS Orien	Wrtg in S&T	Psn Sec Crs	Prog Mgmt & Budg CRS	RECOMMENDATIONS (April 1987)				
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	Lome, L.																							

Key: R - Requested
X - Completed
W - Waived

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(..... OTE QUOTA COURSES)

(.....S&T QUOTA COURSES.....)

Name	POCM	AIS	Car	Mid LKG Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	Ldrshp CDC	S&T Sem	Pcstg	Cont Crs/Acq Mgmt Crs.	Proc Eng	Crowley Sem	Intel Proc Crs	Brief Tech Mater	OS Orien Crs	Wrtg in S&T	Psn Sec Crs	Prog Mgmt & Budg CRS	RECOMMENDATIONS (April 1987)	
25X1A9a										X		W		X								
												X		X								
												X										
									X			X		X		X						
	X										X	W		X								
												W										
						X		X				W		W		X						
												X						X				
												W		W								
												R										
								X				W		X								
										X		X		X								

Key: R - Requested
 X - Completed
 W - Waived

ORD TRAINING PROFILES

(..... OTE QUOTA COURSES))

(.....S&T QUOTA COURSES.....))

Name	POCM	AIS	Car	Mid LKG	Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Sem	Ldrshp Fcstg	S&T Mgmt	Crs. Crs.	Sem	Crowley Eng.	Intel Proc	Brief Tech	OS Orien	Wrtg in	Psn Sec	Mgmt & Budg	CRS	RECOMMENDATIONS		
																								(April 1986)		
25X1A9a	X		X	R										X		X										
	R				X		X							X		X										
		X	X												W		X									
		X										X			W		X									
																X		X					X			
			X			X	X	X	X							X										
																X										
		X			X					X						W		X					X			
																	R									
																	X									
				X	X	X		X								W		X								
																	X							X		

Key: R - Requested
 X - Completed
 W - Waived


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ORD TRAINING PROFILES

(.....OTE QUOTA COURSES.....)

(.....S&T QUOTA COURSES.....)

Name	POCM	AIS	Car	Mid LKG Gls	LSB	Mgmt Dev	Supv Coun	Brief Crs	CDC	Sem	Ldrshp	S&T Fcstg	Cont Crs/Acq.	Proc Eng.	Crowley	Intel Proc	Brief Mater	OS Crs	Wrtg S&T	Psn in	Mgmt Sec & Budg	Prog Crs	RECOMMENDATIONS (April 1987)		
																								Cr	Cr
25X1A9a 	X					X		X		R			W		X										
													W		W										
													W												
														W		X									
															R										

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CSP RECOMMENDATION FOR SENIOR SERVICE SCHOOLS
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SEPT 85 RECOMMENDATIONS 25X1A9a

APRIL 86 RECOMMENDATIONS

25X1A9a

OCT 86 RECOMMENDATIONS

25X1A9a

HARVARD - Nat & International Security - [REDACTED]
 -
 - Senior Managers in Govt - [REDACTED]
 -
 - Management Development - [REDACTED]
 -
 } BROOKINGS - Outlook on Issues in S&T - [REDACTED]
 -
 - Perspectives/Public Policy - [REDACTED]
 -
DUKE - Advanced Mgmt Program - [REDACTED]
 -
EXECUTIVE SEMINAR CENTERS
 - S&T & Public Policy - [REDACTED]
 - National Security Policy - [REDACTED]
 - Exec Development Center - [REDACTED]
 - Fed Personnel Mgmt Issues - [REDACTED]
)
 - Managerial Competencies & Effectiveness Characteristics for Execs - [REDACTED]

HARVARD - Nat & International Security - [REDACTED]
 -
 -
 -
BROOKINGS - Outlook on Issues in S&T - [REDACTED]
 -
 - Perspectives on Pub Policy - [REDACTED]
 -
 -
 - National Issues Forums (National Security Strategies Dealing with Terrorism & Low Level Conflict) - [REDACTED]

HARVARD - Prog/Senior Mgrs in Govt - [REDACTED]
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 -
 -
BROOKINGS - Outlook on Issues in S&T - [REDACTED]
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 -
 -
EXECUTIVE SEMINAR CENTERS
 -
 -
 - Fed Personnel Mgmt Issues - [REDACTED]
 - Managerial Competencies & Effectiveness Characteristics for Execs - [REDACTED]

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Attended 