

*MR*

CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
28 September 1946, Room 117 Hq.

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|------------------------|--------------------|
| Lt Colonel R. G. Frier | Dr. S. Kullback    |
| Lt Colonel J. W. Libby | Mr. F. B. Rowlett  |
| Major H. L. Jones      | Mr. J. L. Sullivan |
| Captain M. R. Coombs   | Mr. R. W. Rose     |
| Lt. Lucille J. Elwood  | Mr. D. G. Starlin  |
| Dr. A. Sinkov          |                    |

1. PART-TIME EMPLOYMENT

Memorandum #96, 10 September 1946, entitled "Educational Opportunities for Career Employees" was read and attention called to the fact that any requests from employees for part-time employment or LTOP to further education that will benefit the Agency will be referred to the Civilian Employment Board for review. A composite list of subjects considered of value by operating officials was distributed to each Board member. These will be reviewed and additions and deletions made pending further discussion and approval at the next meeting of the Board.

2. EFFICIENCY RATINGS

The Local Efficiency Rating Committee met on 17 September to discuss the advisability of continuing monthly efficiency ratings. A report of a recent check made of such ratings was given by Employee Counselors and it was apparent from the inconsistencies and certain lack of administrative action that there exists a need for a training course for rating officials. Mr. Levine from the Civil Service Commission, who developed the present rating form, attended the meeting and outlined the development of the present form and the basic training needs in order to use it as a functional tool of management. He also outlined a new and progressive type of efficiency rating which is being used by his office and a limited number of other agencies. This is a plan where the worker lists what he considers the total work operations of his job. A coordinate and composite list of these is prepared by the job supervisor and reviewed with the worker. The most important factors from an accomplishment point of view are underlined by the employee as the make or break points of the job and a mutual understanding regarding all items is reached by supervisor and employee. After agreement has been reached regarding the items on this work operation list, it is submitted to Civil Service Commission for approval and becomes an official efficiency rating form. It is thought that this method arrives at a better understanding on what is required of the job on both the part of the worker and supervisor, and will aid in establishing standards of performance as well as a more specific work performance report. The advisability of trying out such a program in a few sections at the Agency was discussed at length by the Board. It was requested that more information be obtained from Mr. Levine and from other agencies who were operating under the program as to the most practicable method to be used in initiating such a project.

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Request for promotion of Mr. Robert Gordon from P-4 to P-5 was considered by the Board. The qualifications of all employees incumbent in these two grades were reviewed and it was the decision of the Board that Mr. Gordon is best qualified for the position. A recommendation in keeping with the Board's decision will go forward to Chief, Army Security Agency, for approval.

**4. SCHEDULE B**

Mr. Starlin mentioned that he had been to the Navy Communications Annex on 10 September and had talked with the people who handle civilian personnel for that Agency. The reason for the visit was to discuss with the Navy their feeling in regard to announcing cryptographic jobs for open competitive examination. It was learned that Navy is operating under Schedule B authority from the Commission which exempts them from certain Civil Service rules and regulations and allows them to appoint people to positions assigned exclusively to Navy Communications Intelligence activities under non-competitive standards. The manner in which the Navy obtained this authority was outlined and the Board discussed the advisability of trying to obtain the same setup for this Agency. It was the opinion of the Board that the matter was one for command decision and that it be presented to the Chief, ASA, without any specific recommendations on the part of the Civilian Employment Board.

**5. CRYPTOGRAPHIC REPAIRMEN**

Dr. Sinkov outlined the difficulty Security Division has had in obtaining qualified Cryptographic Repairmen at grade CPC-9 and requested that consideration be given for establishing an Understudy position at CPC-7 and a Student position at CPC-5 as it is possible to get people with limited experience in these grades and to train them to be fully qualified Cryptographic Repairmen. The Board was in full agreement with Dr. Sinkov's request and suggested that Personnel and Training Branch do everything possible to expedite establishment of the Understudy and Student positions mentioned above.

**6. PROTECTIVE BRANCH**

Dr. Sinkov mentioned the current classification survey in Protective Branch and the fact that classification analysts wanted to set up certain positions as Cryptographic Clerks when the Branch Chief felt these positions should be entitled Statistical Clerk. He indicated that it was the desire of Security Division to call the people by established Civil Service titles when jobs did not deal specifically with cryptographic work. After limited discussion, Mr. Starlin indicated that the problem would be discussed with the Classification and Wage Administration Section to correct the situation.

**7. COFFEE LINES**

Mr. Rowlett outlined his concern for the excessive length of the coffee lines outside the PX in B building, and the resultant man hours of work lost by standing in line. He indicated that Operations Division had issued PX time schedules for different sections, had cautioned supervisors and taken other measures in an attempt to cut the length of the line, all to no avail. He requested that Board members suggest other means of correcting the situation. Colonel Frier outlined the present difficulties from a management point of view in the PX when it was suggested that more help or another PX room be maintained. It was finally decided that the Hall Herald publicize

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the problem in keeping with the suggestions program and a reward be given to the person suggesting the best means of remedying the excessive waiting line and time spent in obtaining morning coffee.

*D. Glenn Starlin*

D. GLENN STARLIN  
Chairman, Civilian  
Employment Board

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