

Kirby

2:00  
Monday  
30 NovFile

NSA Civilian Promotion  
Review Board Chairman  
and Members

Civilian Promotion Review Board  
Secretary, NSA Civilian  
Promotion Review Board

16 Nov 53  
Mr. Arey/CivPers/638/jlm

1. Your attention is invited to General Orders Number 66 and NSA Regulation 32-6 regarding the NSA Civilian Promotion Review Board.
2. It is requested that the proposed basic operating functions of the Board, Inclosure 1, and the functions of the Board Secretary, Inclosure 2, be reviewed preparatory to the first meeting which will be held 23 November 1953, at 1400 hours in the office of the Chairman. The organizational aspects and procedures of the Board will be discussed at that time.
3. Attached as Inclosure 3 is the agenda for the first meeting of the Board.

*William O. Arey*  
WILLIAM O. AREY

3 Inclosures

1. Basic Functions of the Board
2. Functions of the Board Secretary
3. Agenda

Who  
refers to  
Board?

## BASIC FUNCTIONS OF THE BOARD


1. Review and make final decision on all promotions and reassignments to grade GS-13.

2. Review and make final decision in all controversial cases involving advertisement of a position at any grade level up to and including grade GS-13 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.

→ 10/25/51, Tol  
at Bureau

3. Review and make final decision in all controversial cases involving the promotion or reassignment to a position at any grade level up to and including grade GS-12 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.

## FUNCTIONS OF THE BOARD SECRETARY

  
 Once a  
 month  
 1st Monday  
 2:00

1. The Secretary will accomplish the following.
  - a. Coordinate Civilian Personnel activities in regard to cases requiring Board action.
  - b. Prepares Agenda of cases to be acted upon by the Board.
  - c. Advises Chairman of need for meeting.
  - d. Announces meeting to all members.
  - e. Forwards Agenda to Board members at least 3 working days in advance of meeting, together with briefs of candidates' work history.
2. The Secretary will bring the following to the Board meeting:
  - a. Official Personnel Files of candidates to be considered together with requests for personnel action, SF 52's or Position Survey lists.
  - b. Seniority lists of employees at GS-12 level.
  - c. Appropriate Key Personnel Data Sheets.
  - d. Appropriate Job Sheets.
3. The Secretary will prepare brief minutes of the actions taken by the Board, secure approval of the Chairman, and will coordinate implementation of the Board's decision.
 

*12:00*  
*to implement*
4. The Secretary will maintain all files of the Board.
 

*minutes*

7/14/64  
 7/14/64  
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## A G E N D A

For the meeting of the Civilian Promotion Review Board to be held Monday, 23 November 1953, at 1400 hours in the Office of the Chairman, Room 19-232, NavSecSta.

1. Consideration of basic functions of the Board and functions of the Board Secretary.
2. Consideration of the promotions of the following personnel:

HUNT, William

From: Analyst, GS-12, NSA 901, Job No. NSA 2356

To: Supervisory Intelligence Analyst (Reporting), GS-13, NSA 901  
Job No. NSA 4307

See Brief 1

HURLEY, George Jr.

From: Analyst, GS-12, NSA 0641, Job No. NSA 957

To: Analyst, GS-13, NSA 0641, Job No. NSA 956

See Brief 2

MUNN, Kathleen M.

From: Analyst, GS-12, NSA 0641, Job No. NSA 957

To: Analyst, GS-13, NSA 0641, Job No. NSA 956


See Brief 3

PRICE, Benjamin J.

From: Research Analytic Specialist, GS-12, NSA 741, Job No. NSA 2830

To: Supervisory Cryptanalyst, GS-13, NSA 741, Job No. NSA 2566

See Brief 4

  
WILLIAM O. ARREY  
Secretary, NSA Civilian  
Promotion Review Board

4 Inclosures  
a/s