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CIVILIAN EMPLOYMENT BOARD
Minutes of Meeting Held
20 January 1948, Room 117, Hq.

PRESENT:

Lt. Colonel John M. Libby	Mr. Mark Rhoades
Major Hamill D. Jones	Mr. Alfred W. Rose
Major Jack M. Faulds	Mr. Frank B. Rowlett
Major Maurice H. Klein	Dr. A. Sinkov
1st Lt. H. S. Buchanan	Mr. John L. Sullivan
1st Lt. C. B. Will	

1. FLETCHER CASE:

Mr. Sullivan announced that the Agency's decision in the case of Mr. William Fletcher had been affirmed by the Chief Law Officer of the Civil Service Commission, and that Mr. Fletcher had been notified of this decision by letter from the Commission on 30 October 1947. A copy of this letter indicating the case has been closed has been placed in the Agency files.

2. REVISION OF CIVILIAN EFFICIENCY RATING PROCEDURE FOR GRADED EMPLOYEES:

Mr. Sullivan outlined recent changes in the civilian efficiency rating procedure for graded employees:

a. The special and probational efficiency ratings have been eliminated. Under the new system there will be two official ratings, the "Regular" rating made on 31 March and an "Entrance" rating. A new employee who has never worked in Federal service will be given an entrance efficiency rating of "Good." When a graded employee is transferred within an agency or to another agency, his previous official rating is used. If, however, a person is hired with an "Unsatisfactory" rating which he received in another Agency, that person is given an entrance rating of "Fair." Under this system special efficiency ratings will no longer have to be made in cases of periodic pay increases or reduction in force.

b. In the past an employee could be given an "Unsatisfactory" or "Fair" efficiency rating and not know about it until he received it. The new regulation requires that advance notice of from one to three months must be given any employee who is to be given an "Unsatisfactory" or "Fair" rating. This provision is to give the employee an opportunity to overcome his deficiency and possibly prevent his

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receiving an "Unsatisfactory" or "Fair" rating. Personnel and Training Branch is preparing a special form letter for such cases, which will be forwarded to the operating divisions in the near future.

3. CIVILIAN TRAINING:

Mr. Sullivan announced that Mrs. Beatrice A. Rudes had been hired from the Adjutant General Department to take over the Civilian Training School. Mr. Sullivan pointed out that Personnel and Training Branch felt that the Training School needed someone who could develop, coordinate and direct sound supervisory training. Mr. Sullivan stated that in the past years many responsibilities which are those of supervisors have been absorbed by Personnel and Training Branch and that in line with good management such responsibilities should be returned to supervisors. Mrs. Rudes has a good background in supervisory training and it is felt that she will be able to implement a sound training program for supervisory personnel. Major Faulds said that he would be very glad to make available to the Personnel and Training Branch a complete set of notes and lesson plans for a Post Engineers supervisors' training course which he recently attended at Fort Meade. Mr. Sullivan said he would be interested in reviewing the course, and added that while he was attending the recent Civilian Personnel Officers' School the Post Engineers course had been discussed and it was considered to be one of the best developed thus far.

4. PROMOTIONAL REQUESTS:

The following promotions were proposed for consideration by the Board:

<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>
Thomas A. Miller (AS-14)	Research Analytic Specialist, P-2	Research Analytic Specialist, P-3
John L. Catterall (AS-90)	Research Analytic Specialist, P-2	Research Analytic Specialist, P-3
Dorothy H. Gollinger (AS-90)	Research Analyst (Crypt.), P-2	Research Analyst (Crypt.), P-3
Marjorie Mountjoy (AS-90)	Research Analyst (Crypt.), P-2	Research Analyst (Crypt.), P-3
Francis J. Porras (AS-90)	Research Analyst (Foreign Affairs), P-2	Research Analyst (Foreign Affairs), P-3

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4. PROMOTIONAL REQUESTS: (Continued)

<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>
Alexander G. Rose (AS-90)	Research Analyst (Crypt.), P-2	Research Analyst (Foreign Affairs), P-3
Elise de L. Seay (AS-90)	Research Analytic Specialist, P-2	Research Analytic Specialist, P-3
David H. Shepard (AS-90)	Research Analyst (Crypt.), P-2	Research Analyst (Crypt.), P-3

Major Klein gave a brief resume of the positions of those assigned to AS-90. Mr. Rowlett explained that some of these people had been downgraded under the Royall edict of 29 June 1947 and that they were now being brought back to their former grade. The Board recommended approval of all cases.

The following promotion was also submitted to the Board for review:

Abraham Checkoway (AS-90)	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
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Major Klein stated that Mr. Checkoway was working on traffic analysis problems. Dr. Sinkov said he would like to present the name of Mr. Richard M. Gibson of AS-84, a traffic analyst, for consideration for this job. Dr. Sinkov pointed out that Mr. Gibson also had been downgraded from P-3 to P-2 on 29 June 1947 under the Royall edict. The Board decided that this promotion would be held in abeyance until Operations Division had interviewed Mr. Gibson, then when Dr. Sinkov and Mr. Rowlett agreed on the better man for the position, Mr. Sullivan would forward the recommendation to the Chief, ASA, in accordance with established procedure.

5. SCHEDULE "B" STANDARDS:

Mr. Sullivan stated that reproduction of Schedule "B" standards in officially approved form was being held up because the Civil Service Commission did not have enough personnel to process them. As a result, Personnel and Training Branch volunteered to have the standards reproduced in "ditto" form to expedite the project. It is beneficial to the Agency to get these standards completed as soon as possible, and at the same time such action cements public relations with the Commission.

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5. SCHEDULE "B" STANDARDS: (Continued)

A sufficient number of copies are being produced to furnish both the Commission and Naval Communications Annex with several copies. About one-half of the standards have been reproduced so far and the balance have just come back from the Commission approved and ready for reproduction. These standards will become official for this Agency as soon as they have been reviewed by Colonel Hayes and Colonel Neff.

Mr. Sullivan went on to say that a few standards had come back with rather drastic changes. The experience required for a cryptographic repairman has been increased from two to three years more than the Agency had required. Dr. Sinkov asked if the experiences of the Agency in filling vacancies were considered by the Commission in such cases. Mr. Sullivan replied that this is always called to the attention of the Commission in such cases and as a result they are usually written and approved to meet the original requirements suggested by this Agency. Mr. Sullivan advised that the draftsman and engineering standards were still under consideration. The Commission wishes to establish the Engineer standards to require as a substitute for education a minimum of four years of suitable experience for P-1, rather than three years as recommended. Engineer grades of P-2, P-3, etc., would each be increased one year also. Mr. Sullivan stated that this increase would not create any recruitment problem in that a degree is usually required for engineers. The revision was approved by the Board.

6. CIVILIAN PERSONNEL OFFICERS' SCHOOL:

Mr. Sullivan gave a brief report of the Department of the Army Civilian Personnel Officers' School which he recently attended.

Mr. Sullivan briefly outlined the employee utilization program to be put into effect in the future. As part of the program Personnel and Training Branch will train and develop personnel technicians whose duties will be a combination of placement, training, counseling, etc. This will reduce the number of personnel contacting operating units and would expedite all personnel actions. This employee utilization program was recommended by the Department of the Army Inspectors during their recent inspection and was orally discussed by them with the Chief, ASA.

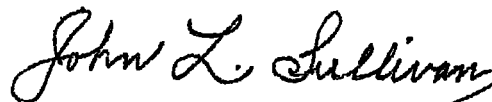
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6. CIVILIAN PERSONNEL OFFICERS' SCHOOL: (Continued)

Mr. Sullivan stated that the program was being prepared by Personnel and Training Branch and would be presented to the Board for review before being submitted to Colonel Hayes for approval. In that the plan is in process of development, Mr. Sullivan stated that for the present it would be inadvisable to discuss it in detail.

The meeting was adjourned at 1410 hours.



JOHN L. SULLIVAN,
Chief, Personnel and
Training Branch

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CIVILIAN EMPLOYMENT BOARD

AGENDA

For the meeting to be held 1300
Tuesday, 20 January 1948, Room 117 Hq.

(Dr. Sinkov's secretary is requested to attend to take minutes)

1. Revision of Civilian Efficiency Rating Procedure
2. Civilian Training
3. Promotional Requests

Thomas A. Miller, Res. Anal. Spec., P-2, to Res. Anal. Spec., P-3
Alexander G. Rose, Res. Anal. (Crypt.), P-2 to Res. Anal. (Foreign Aff.) P-3
Francis J. Porras, Res. Anal. (F.A.), P-3, to Res. Anal. (F.A.) P-4
Abraham Checkoway, Res. Anal. (Crypt.) P-2, to Res. Anal. (Crypt.) P-3
Marjorie Mountjoy, Res. Anal. (Crypt.) P-2 to Res. Anal. (Crypt.) P-3
Dorothy M. Gallinger, Res. Anal. (Crypt.) P-2 to Res. Anal. (Crypt.), P-3
John L. Catterall, Res. Anal. Spec. P-2, to Res. Anal. Spec., P-3
Elise de L. Seay, Res. Anal. Spec., P-2 to Res. Anal. Spec., P-3
David H. Shepard, Res. Anal. (Crypt.) P-2 to Res. Anal. (Crypt.) P-3

4. Schedule "B" Standards
5. Civilian Personnel Officers' School