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CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held 1300 hours 27 April 1948, Room 117 Headquarters

PRESENT:

Lt. Colonel John M. Libby
 Major Maurice H. Klein
 1st Lt. H. S. Buchanan
 1st Lt. Cyrus B. Hill

Dr. S. Kullback
 Mr. Alfred W. Rose
 Mr. Frank B. Rowlett
 Mr. John L. Sullivan

1. PROMOTIONS:

The following promotion requests were considered by the Board:

<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>
Mary Olena Adams AS-93	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
Shirley Storm Bigler AS-93	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
Margaret C. Deeter AS-13	Historian P-2	Historian P-3
Joseph E. Richard AS-93	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
Robert Sackman AS-73	Electrical Engineer P-3	Electrical Engineer P-4

The Board unanimously recommended approval of all promotions.

2. OTHER ITEMS DISCUSSED:

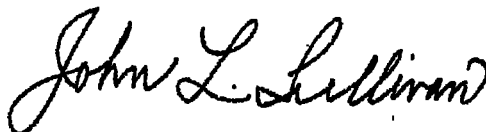
a. Major Klein brought up the question of the downgrading of employees. Operations Division has two cases under consideration and Research and Development Division has three. Mr. Sullivan stated that fair consideration should be given to all cases in which personnel are downgraded, and promotion made when possible.

b. Mr. Sullivan discussed the question of what Personnel and Training Branch is doing in regard to former employees here. A project was begun approximately four or five weeks ago to establish current addresses of people who were at some time employed by this Agency. A form is being sent out to most of these

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people on a selective basis requesting their current address. When the cards are returned the information is posted to service records in Personnel and Training Branch. If sudden expansion becomes necessary, this information will make possible immediate contact for recruitment of experienced and competent personnel. When a definite expansion actually takes place, careful screening will be made to eliminate known undesirables before recruitment begins.

There being no other subjects for discussion or comments, the meeting was adjourned.



JOHN L. SULLIVAN
Chairman,
Civilian Employment Board