

712

CIVILIAN EMPLOYMENT BOARD
Minutes of Meeting Held
16 September 1947, Room 117, Hq.

Declassified and approved for
release by NSA on 04-17-2014
pursuant to E.O. 13526

PRESENT:

Lt. Colonel John E. Libby
Major Hamill D. Jones
Major Jack E. Faulds
1st Lt. T. P. Morgan
1st Lt. C. B. Will

1st Lt. H. S. Buchanan
Dr. A. Sinkov
Mr. F. B. Rowlett
Mr. John L. Sullivan
Mr. Alfred W. Rose

I. PROMOTIONS:

Mr. Sullivan presented the names of the following employees to the Board to be considered for promotions to positions as listed:

<u>NAME</u>	<u>PRESSENT POSITION</u>	<u>PROPOSED POSITION</u>
a. Doris Deming (AS-62)	Research Analyst(Crypt)P-3	Research Analyst(Crypt)P-4
b. Pervy W. Griffin (AS-72)	Electrical Engineer P-3	Electrical Engineer P-4
c. Bruce G. Erickson (AS-74)	Mechanical Engineer P-3	Mechanical Engineer P-4

In the case of (a) above, Dr. Sinkov stated that the proposed position and grade had been approved by Colonel Hayes and staff as is required for all critical grades in compliance with recently established procedure and returned to the Board for consideration in accordance with established policy.

After a review of a list of all employees in the grade of P-3, 19 persons were selected for further study. At the suggestion of the Board Mr. Sullivan appointed a sub-committee composed of Dr. Sinkov, Mr. Rowlett, Mr. Rose and himself. The sub-committee is to hold a special meeting and review the 201 files of the 19 employees selected. It was agreed that if one person was selected as being the best qualified that it is to be assumed that it has the unanimous approval of the entire board and recommendations should be forwarded to Colonel Hayes by Mr. Sullivan. If the sub-committee decides that the qualifications of two or more of the persons are quite similar in all respects, such names will be presented at the next meeting of the Civilian Employment for further consideration.

Major Faulds questioned why an employee is being promoted to a higher grade (P-4), when there are other employees who have reached this same grade and had then been reduced through no fault of their own. He questioned whether or not such persons should not be given first consideration before promoting other employees. Dr. Sinkov stated that this particular position and grade had been approved by Colonel Hayes. Mr. Sullivan explained that the policy recently established to provide for the handling of critical grades and positions requires that all positions being upgraded are reviewed by staff before the position or grade become official.

~~CONFIDENTIAL~~

Mr. Sullivan presented the request for promotion for Mr. Pervy Griffin (b) above. After discussion it was the combined opinion of all members that Mr. Griffin was the best qualified for the position under consideration. Mr. Sullivan then asked if there was a motion to recommend approval of the promotion. Lt. Colonel Libby entertained a motion recommending approval of promotion and grade of Mr. Griffin which was seconded by Dr. Sinkov, and unanimously approved by the Board. Mr. Sullivan stated that the case would be forwarded to Colonel Hayes for review.

The proposed position and grade of Mr. Bruce G. Erickson was stated by Mr. Sullivan. At this time he asked the board if they wished to suggest other candidates for this position and grade. No other names were recommended. Mr. Sullivan then asked to hear a motion recommending approval of this promotion and grade. Mr. Rowlett initiated the motion, seconded by Dr. Sinkov and unanimously approved by the Board. Mr. Sullivan stated that the case would be forwarded to Colonel Hayes for review.

II. Schedule "B" qualification standards which were distributed to all members of the Board at the last meeting were discussed. It was agreed that the standards were adequate as written. Mr. Sullivan advised that a slight delay in writing standards had occurred due to Mr. Orton's being on vacation but more standards will possibly be ready for review at the next meeting.

THERE BEING NO FURTHER SUBJECTS FOR DISCUSSION, THE BOARD ADJOURNED AT 1400 HOURS.

John L. Sullivan

JOHN L. SULLIVAN
Acting Chairman,
Civilian Employment Board

~~CONFIDENTIAL~~