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PRESENT:

Lt. Colonel John M. Libby
Major Hamill D. Jones
Major Jack M. Faulds
1st Lt. T. P. Morgan
1st Lt. C. B. Will
Dr. S. Kullback

Dr. A. Sinkov
Mr. F. B. Rowlett
Mr. John L. Sullivan
Mr. Alfred W. Rose
Mr. James White

1. MINUTES:

The minutes of the meeting of the Civilian Employment Board for 8 July 1947 were read and reviewed by members of the Board and after minor corrections, were approved for the record.

2. LEAVE WITHOUT PAY FOR CAREER EMPLOYEES:

A request for leave without pay for the period 15 September 1947 through 30 June 1948 for Francis G. O'Brien, WDGAS-93, was submitted to the Board for review. The request was for the purpose of attending school in order to further Mr. O'Brien's education and better qualify him for the field in which he is presently engaged at this Agency. The request was unanimously approved.

3. REVIEW OF SCHEDULE "B" STANDARDS:

Mr. Sullivan presented the Board members with copies of Job Standards for Schedule "B" which have come back from the Civil Service Commission. Mr. Sullivan directed attention to revisions made by the Chief Examiner of the Commission. Dr. Sinkov said that he would like to see the differences between these and the ones the Agency had submitted. Mr. Rowlett seconded this motion. Mr. Sullivan suggested that the members take the Standards with them so that they could read and compare the standards with those originally prepared by the Agency. These standards will be brought up for further discussion at the next meeting of the Civilian Employment Board.

Dr. Kullback stated that the job standard for "Superintendent of Maintenance (Cryptomechanisms)" contained the phrase "maintenance and repair of communications cryptomechanisms". Mr. Sullivan explained that in many cases words appearing in the job title did not appear in the standard itself. He further stated that by using cryptomechanisms it would be too confusing from a recruitment standpoint. By using the words electro mechanical communications equipment it would give the Agency more freedom in recruitment.

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Mr. Sullivan pointed out the major changes made in the job standards by the Chief Examiner:

a. In the Engineering Series the Agency set up the requirement of 3 years of experience for a P-1 and 4 years for a P-3, with 8 months additional experience to be required for each grade from P-3 through P-7. The Chief Examiner stated that the one year jumps should also be maintained for grades P-3 through P-7.

b. The Chief Examiner further stated that the grade P-8 require 2 years of experience rather than the 16 months proposed by the Agency.

c. In the Engineering Aide Series, SP-7 standards call for the successful completion of a 3 year engineering course. The Chief Examiner recommended that this be changed to a 4 year engineering course.

d. The same change has been recommended in the SP-8 standards.

There being no additional subjects for discussion the meeting was adjourned at 1415 hours.



JOHN L. SULLIVAN
Acting Chairman

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