

CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
6 September 1946, Room 117 Hq.

Present:

Lt. Colonel H. G. Frier  
Lt. Colonel J. M. Libby  
Captain M. R. Coombs  
Lt. Lucille J. Elwood  
Dr. A. Sinkov

Mr. F. B. Rowlett  
Mr. H. L. Clark  
Mr. D. G. Starlin  
Mr. R. W. Rose  
Miss Gertrude E. Kirtland

1. MINUTES

The minutes of the meeting held 16 August 1946 were reviewed and approved.

2. WOP FOR MR. SHEPPARD

Leave without pay for Mr. Sheppard has been approved.

3. PROMOTIONAL ACTION FOR MR. JAMES H. DOUGLAS

Mr. Douglas' promotion is under way.

4. TRAVEL AT EXPENSE OF EMPLOYEE

Mr. Starlin stated that information had been obtained from Civilian Personnel Division, War Department, regarding travel at the expense of an employee, to conferences and meetings which would be beneficial to the Agency. Leave for this purpose is permissible and will be charged to Administrative Leave. The name of any person who is to attend a meeting should be submitted with substantial reasons for requesting that said individual be granted permission to take Administrative Leave. The request should originate in the Division and be addressed to the Adjutant, ASA, who, in turn, will forward the request to Personnel and Training Branch where a letter will be written authorizing Administrative Leave and copies of the letter sent to the individual's 201 file and Payroll.

5. PERSONNEL ROTATION POLICY

As Colonel Hayes has indicated that he is in favor of personnel rotation in order to have a group of people specially trained with as wide a background as possible in the work of the Agency, the extent to which such a policy should be applied was discussed by the Board. Mr. Rowlett stated that the purpose of rotation is to pass around technical information to improve techniques in Divisions and to insure that fairly large groups of people can collaborate in case of an emergency. A discussion was held as to the feeling with regard to rotation of administrative as well as technical positions. Mr. Rowlett stated that on administrative positions it is more the responsibility of the Chief of the Agency to outline policy. There is not as much gain to the Agency from an efficiency point of view in rotation of administrative personnel as technical people. Shifts of personnel from one division to another will normally result in some loss of efficiency and if Division and Branch Chiefs are

rotated and an Administrative Assistant moves from one division to another with them the degree of efficiency would suffer where both technical and administrative heads are removed. Dr. Sinkov moved that the Board recommend that administrative personnel not rotate from one division to another and Mr. Rowlett moved that the policy formulated for technical personnel not apply to purely administrative personnel. The above recommendations were approved by the Board. Dr. Sinkov brought up the question of how far down in the scale of pay the rotation will extend. It was felt that a working committee should be set up to formulate policy. This committee could determine the type of job and person that would be considered and submit such decisions to the Board for review. There is an alternative, to consider each case on its own merits as it comes up. Mr. Starlin suggested setting up a committee of the three Division Chiefs to decide on a rotation policy that would be advantageous to the Agency. Another responsibility of the proposed working committee will be to outline length of time rotation will last. The estimate given is approximately six months to a year. This committee should include the Director of Communications Research and it was recommended that Mr. Friedman be appointed Chairman. Mr. Rowlett said he would furnish the secretary. Mr. Starlin stated that he will recommend to the Chief of the Agency that this committee be established to consider how far the rotation policy should extend. Dr. Sinkov stated that in view of the fact that the personnel rotation policy was originally intended to apply to technical personnel it is moved that purely administrative personnel be exempt. The board agreed unanimously that purely administrative personnel should be exempt from rotation.

#### 6. TRANSFERS EFFECTED IN ACCORDANCE WITH PERSONNEL ROTATION POLICY

Mr. Starlin reported that in accordance with the expressed present instructions of Colonel Hayes on personnel rotation policy Mr. J. H. Douglas has been transferred from Security Division to Research and Development Division, Mr. A. W. Small has been transferred from Operations Division to Security Division, and Mr. R. O. Ferner has been transferred from Research and Development Division to the Operations Division, in appropriate technical positions.

#### 7. PROMOTIONAL ACTION FOR MR. F. C. AUSTIN

The request for promotion of Mr. F. C. Austin from P-4 Research Analyst (Crypt), OS-METH-41, to position P-5, Research Analyst (Crypt), OS-METH-42, was considered by the Board. Prior to reviewing all incumbents in P-4 and P-5 positions Dr. Sinkov stated that with regard to the general problem of Division efficiency, rotational program changes introduced have taken Mr. Douglas from Methods Branch and as a consequence a much bigger load is falling on the shoulders of Mr. Austin and the efficiency of Methods Branch would be complicated, perhaps seriously, if Mr. Austin were to be replaced now. Mr. Starlin read the names of those incumbents in P-4 and P-5 positions and after due consideration of those eligible for the position it was requested that Mr. Austin be promoted from P-4, OS-METH-41, to position OS-METH-42, P-5. After receiving a majority vote it was decided to forward this recommendation for the approval of the Chief, ASA.

#### 8. PROMOTIONAL ACTION FOR MR. RICHARD A. LIBOS

Dr. Sinkov brought up the case of Mr. Richard A. Libos, Electrical Engineer in Security Division. Mr. Libos was hired as a P-3 on the basis of a letter in which he was informed that though he did not qualify for a higher grade, a request for exception would be submitted to the Civil Service Commission after thirty days recommending that he be promoted to a P-4 grade. After thirty days the request for an exception in the case of Mr. Libos was submitted to the Civil Service Commission with the recommendation

that he be promoted to P-4. The request was denied and returned DISAPPROVED. Dr. Sinkov stated that he would like to add the name of Mr. Dibos to the special list of appeals that is being prepared for forwarding to the U. S. Civil Service Commission and requested that the case of Mr. Dibos be submitted in greater detail with a statement that his work up to now is of outstanding quality. Mr. Starlin stated that the special list had been discussed with the Regional Office of the Civil Service Commission and that every single request had been disapproved.

9. ANNOUNCEMENT OF CIVIL SERVICE EXAMINATIONS

Mr. Starlin informed the group that the Board of U. S. Civil Service Examiners, of which this Agency is a member, will try to get approval from the Civil Service Commission to announce examinations for probational appointments in several occupational areas. ASA will work to get priority for certain critical positions of both a technical and administrative nature that are now held by employees with War Service or temporary appointments.

10. STANDARDS OF EXAMINATION FOR CRYPTOGRAPHIC POSITIONS

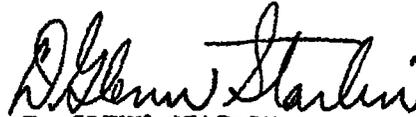
Mr. Starlin indicated that a week or ten days ago the Civil Service Examination Unit called this Agency to say that they were considering announcing examinations for cryptographic positions. They had been referred here by the Office of the Secretary of War who said that we might be able to give some help with regard to the type of examination required for cryptographic clerks. They are thinking in terms of opening such positions to competition and ASA personnel will have to obtain permanent status through passing an examination. A representative of the Fourth Regional Office of Civil Service has indicated that there is no hope for this Agency to continue with Schedule "A" authority. It will be necessary to have a draft of the examination that we want given for these types of positions to be approved by the Commission. The decision as to whether the individual is eligible or ineligible will be in the hands of the Agency. Discussion followed regarding the advisability of carrying on an aptitude testing program at ASA. It was thought that it would be well to draw up an examination and test people here before submitting the examination to the Civil Service Board. However, testing doesn't cover everything that appears to contribute to success in the cryptanalytic field. Written examinations could be given up to CAF-5 or CAF-7 and for grades above that experience, background, and interview method is much better. A Technical Consultant from Office of the Secretary of War would be available to put any examinations in a form that the Commission would accept. Miss Kirtland suggested giving examinations to a group of people from CAF-2 to CAF-7, including comparable SP grades. A basic test could be given in each one of a series and if personnel pass the test then basically they would be qualified. In order to qualify for a higher grade more experience and background will be necessary. Dr. Sinkov stated that Captain Callimahos would be very good on such a project and suggested requesting his release to act as consultant in developing these examinations. Mrs. Coen in I & D Branch has a good background in testing and would be valuable in working on such a program. It was recommended by the Board that a testing program be initiated with Captain Callimahos and Mrs. Coen assigned to the project.

11. LWOP FOR SEASONAL ILLNESS

Mr. Starlin stated that he has received a number of requests for Leave Without Pay to cover seasonal illness such as hay fever and asthma. Such requests usually cover a period of from six weeks to two months. His question is whether an employee who suffers from a seasonal illness should be required to save his leave until this season.

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It was the unanimous decision of the Board that such leave should be granted on the merits of the individual concerned and that no set rule could be laid down.



D. GLENN STARLIN  
Chairman, Civilian  
Employment Board

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