

CIVILIAN EMPLOYMENT BOARD

*MDL*Minutes of Meeting Held
16 August 1946, Room 117
Headquarters

Present:

Lt. Col. Libby	Dr. Sinkov
Major Jones	Mr. Rowlett
Lt. Elwood	Mr. Klemm
Lt. Holland	Mr. Starlin
Dr. Kullback	

1. MINUTES

The minutes of the meeting of 2 August were reviewed and approved.

2. PUBLICATION OF ARTICLES BY RESEARCH PERSONNEL

Mr. Starlin announced that Headquarters Memorandum No. 76, 7 August 1946, subject: "Authorization for Publication of Technical Papers," has been issued as a supplement to Headquarters Memorandum No. 71, 23 July 1946.

3. PROMOTIONAL ACTION FOR DR. MARTIN JOOS

As was requested in the last Board meeting, a letter was forwarded to the Chief of the Agency regarding promotion for Dr. Joos. This recommendation was approved and the promotion was made effective 11 August 1946.

4. PROMOTIONAL ACTION FOR MR. JAMES DOUGLAS

The request for promotion of Mr. James Douglas, which was held until such time as the Technical Staff in Operations Division was allocated, was considered. In view of the fact that the Chief, Technical Staff, has now been allocated as P-6, it was the decision of the Board that a letter be forwarded to the Chief, Army Security Agency, stating that all incumbents in P-5 and P-6 jobs have been reviewed and after due consideration by the Board, it is requested that Mr. Douglas be promoted to Technical Consultant to the Chief, Security Division.

5. CASE OF MISS LILA LEWIS

In connection with the Civilian Personnel Regulation No. 46 which grants additional within-grade salary advancements as rewards for superior accomplishment, Dr. Sinkov brought up the case of Miss Lila Lewis of the Protective Branch, Security Division. He stated that Miss Lewis was recommended for promotion on 13 May 1946 and because of delays in the establishment of policy at this Agency, promotional action was deferred. Now that this policy has been set down, he would like to bring it up again. Mr. Starlin indicated that her case would be reviewed in the near future by the Local Suggestion and Awards Committee which will pass on in-grade salary advancement for superior accomplishment.

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6. POSITION CLASSIFICATION

Mr. Starlin indicated that there still exists a basic confusion regarding job allocations and people incumbent in jobs. Many challenges of allocation base justification on the ability of the person on a job rather than positions themselves. He feels that if the Agency can see eye to eye on considering the relative duties and responsibility of the job rather than the merits of the incumbent of the job, we will have accomplished better understanding in regard to proper classification and wage administration. Col. Libby suggested that it is up to the individual supervisor to disassociate the job from the man but that he did not readily know how to accomplish this. Dr. Kullback stated that the main difficulty is that the analyst does not appreciate the technical job involved and should have a little faith in what the technical people say when they are interviewed. Mr. Starlin then suggested that possibly what is needed is a technical person taken from the division and trained to do the job analyses for that division. Mr. Rowlett agreed with this idea stating that he would back Mr. Starlin in obtaining more personnel in order to complete the job. The apparent difficulty in this regard is the training of these employees to be analysts and discrepancies of allocation as the analyst job is CAF-5 for a trainee and CAF-7 for a qualified analyst. Possibilities will be further explored, meanwhile it was generally agreed that position duties and responsibilities will be considered rather than position incumbent's ability when challenged allocations are discussed.

7. BOARD OF UNITED STATES CIVIL SERVICE EXAMINERS

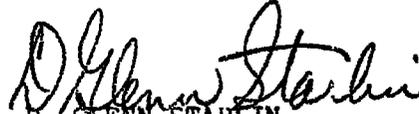
A Board of United States Civil Service Examiners will be established in the near future. This Board will include Army Security Agency, field jobs in EDW, Ft. Myer, Message Center of Signal Corps, etc. The major concern of this Board will be the obtaining and retaining of personnel. Mr. Starlin, as a member of that Board, asked the opinion of those present concerning which problem they considered of primary importance -- the obtaining or retaining of personnel. After some discussion, it was agreed that Mr. Starlin meet with the Board with the primary purpose in mind of striving to retain those people who are most desirable for the efficient operations of the Agency. This would resolve itself to getting permanent Civil Service appointments for employees so that both the employees and the Agency would be more assured of their continued employment.

8. LNOP FOR MR. SHEPPARD

Mr. Rowlett brought up the case of Mr. Sheppard who has asked for LNOP to take some courses at University of Michigan. Mr. Sheppard at one time worked on the JMA development and has done some very good work along that line. He is not a language man but from a technical point of view he is a clear and profound thinker. He recently returned from Japan and was hired as a P-2 in Operations Division where he has made some fair contributions. He recognizes his deficiencies, however, and has asked for leave to take courses in electronics and mathematics. Mr. Rowlett asked that since this is a borderline case and since we may have other cases similar to this one, the problem be considered by the Board as a matter of policy -- whether or not Mr. Sheppard can be granted

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this leave. It was indicated that approval of such a request would be in keeping with recently established policy regarding part-time employment. After some discussion, it was the decision of the Board that the case should be forwarded with approval to the Chief of the Agency for review.


D. GLENN STARLIN
Chairman, Civilian
Employment Board