

CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held
25 April 1946. Room 117
Headquarters

MR
ED.

Present:

Colonel Kullback
Colonel Rowlett
Colonel Bicher
Lt. Col. Clark
Lt. Col. Walker
Lt. Col. Frier
Major Jones
Mr. Starlin

1. CHALLENGED ALLOCATIONS

The job description, Administrative Assistant to Deputy Chief Staff, which has been challenged as a CAF-7, was read. Two comparables from OSY were also read and discussion followed relative to the merits of the case. It was the opinion of the Board members that the job should be allocated as a CAF-8 rather than a CAF-7, it is requested that the position description be forwarded to higher authority in the Office, Secretary of War, for review.

2. PROMOTIONAL ACTION

Colonel Rowlett submitted a number of promotional requests for Board review. Four of these requests were approved without the necessity of an immediate desk audit. It was recommended that the remaining number be subject to desk audit before promotional action be effected. One case presented by Lt. Col. Walker was also approved by the Board as worthy of promotional action without desk audit.

3. VISIT TO NAVY

Mr. Starlin mentioned a visit to Naval Communications in which Mrs. Fish and he reviewed their organizational charts, certain position descriptions, and job allocations as approved by Civil Service Commission. Classification and Wage Section now has on hand an IBM run of all civilian job titles and grades in the Navy setup and this will be supplemented semi-monthly by up-to-date IBM runs. Navy descriptions and allocations will be used as comparables in setting up and/or reviewing the operational jobs at Army Security Agency.

4. RULES AND REGULATIONS

It was suggested that rules and regulations be drafted to govern the action of the Civilian Employment Board at future meetings.

D. Glenn Starlin
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Chairman, Civilian Employment
Board

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