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CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held
4 October 1946, Room 117 Hq.

Present:

Lt. Colonel James M. Libby
 Lt. Colonel Morton A. Rubin
 Lt. Colonel James H. Frier
 Major Hamill D. Jones
 Captain Maurice R. Coombs
 Lt. Lucille J. Elwood

Dr. Solomon Kullback
 Mr. Alfred W. Rose
 Dr. Abraham Sinkov
 Mr. John L. Sullivan
 Mr. D. Glenn Starlin

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 13526

1. MINUTES

No corrections of the minutes of the Civilian Employment Board meeting held 6 September 1946 were submitted.

2. PERSONNEL ROTATION POLICY

Mr. Starlin reported, in connection with the decision of the Board at its last meeting that he recommend to the Chief, ASA, the establishment of a committee to decide on a rotation policy for ASA technical personnel (See Par 5, Minutes dtd 6 Sep 46), that the recommendation is now being studied by the Staff, ASA.

3. PROMOTION OF MR. ROBERT GORDON

Mr. Starlin reported that Mr. Gordon's promotion to Research Analyst, P-5, was approved by the Deputy Chief, ASA, and action has been taken to effect promotion.

4. PART-TIME EMPLOYMENT ARRANGEMENTS FOR STUDENTS

Mr. Starlin asked for any deletions or additions to the list of specific subjects and fields of study which may be pursued by ASA employees who wish to maintain their status as permanent employees but yet (a) work part time or (b) receive a leave of absence for study, thus making them more valuable to the Agency. Dr. Sinkov asked that "business administration" and "radio fundamentals and practice" be added to the list. Mr. Starlin stated that the complete list would be used as a basis for individual consideration of each case as it comes before the Civilian Employment Board. The chairman of the Board will have custody of the list and will arrange for dissemination of copies to the members at those meetings in which reference to it is necessary.

In response to Lt. Colonel Rubin's query regarding applications for WAE status for the purpose of teaching, Mr. Starlin reiterated that the purpose in granting this leave was to benefit the Agency through the advancement of the individual, and that absence for purposes of teaching, except in unusual cases, would not be to the benefit of the Agency and consequently would not constitute a valid basis for granting additional leave through the WAE plan.

5. CHARGES OF INEFFICIENCY AGAINST MR. WILLIAM A. FLETCHER (WLGAS-7C)

Mr. Starlin reviewed the history of Mr. William A. Fletcher's case, pointing out that it had been the previous decision of the Board to allow a 30-day probationary

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period in which this employee could prove himself capable of meeting job requirements; that illness had prevented his return to work during July and August; that he took up his duties again on 3 September 1946; and that this case should again come before the Board for review so that a decision can be made by the Board relative to the pending charges of inefficiency.

Dr. Kullback stated that it is the consensus of the Research & Development Division that by 18 October there will have been sufficient work performed by this employee to enable the Board to fairly evaluate his efforts. Dr. Kullback suggested that the impartial judgment of a technician outside the Agency, such as Mr. Parrot from the Office of the Chief Signal Officer, be sought. Mr. Starlin indicated that on another occasion Mr. Parrot was consulted, and that laying the facts before him would not constitute a security violation since apparently clearance was previously made. Dr. Kullback pointed out that Mr. Fletcher's record has been noticeably better since he has returned to work after his recent illness. Mr. Starlin stated that the Board had committed itself to a decision on Mr. Fletcher's suitability after the 30-day period, and he read for approval of the Board the draft of a letter he had prepared to be forwarded through the Chief, Research & Development Division, to Mr. Fletcher, setting forth the facts that he was on probation for thirty days and that a request was being made that work performed by him since 3 September 1946 be sent to the Board for review. After some discussion it was agreed that the sending of the above-mentioned letter to Mr. Fletcher would be held in abeyance and that Mr. Starlin would draft a letter to Mr. Fletcher's immediate supervisor, asking if the original charges of inefficiency were to be dropped or sustained. It was agreed that further action of the Board will depend upon the recommendation of the supervisor, and the decision to proceed with the charges or to drop them will be recorded in the minutes of the next meeting of the Board.

6. INTERPRETATION OF PAR 5 OF LETTER FROM ASA STAFF. SUBJ: CIVILIAN PERSONNEL
DTD 9 SEPTEMBER 1946

Mr. Starlin stated there had been some confusion regarding the interpretation of Par 5 of a letter from the Staff dated 9 September 1946, subject: Civilian Personnel. This paragraph was originally thought to refer only to essential vacancies for hiring of personnel, but Mr. Starlin stated that he had received clarification indicating that all vacancies and transfers on the post would have to be authorized by WDGAS-21. Approval would be necessary for filling any and all vacancies, even to the case involving transfer of a person to another job considered more essential, in the same section, but suddenly vacated because of a resignation. Mr. Starlin further pointed out that this procedure would probably not be necessary after six months when a positive statement regarding personnel quotas for each division will be available.

Lt. Colonel Rubin stated that in his opinion the Staff did not realize what would be involved by making such an interpretation and did not mean the statement to be so far-reaching. Dr. Sinkov pointed out that there was room for interpretation of what constitutes a "vacancy," adding that the table of organization is not so clearly defined that one can say there are exact numbers of positions and vacancies. Lt. Colonel Rubin stated that it is reasonable to assume a vacancy exists if a new job is created and has never been filled before. Dr. Kullback stated he thought the purpose of the paragraph was to institute a control, through determining what work is considered essential and non-essential; Lt. Colonel Rubin suggested that the persons best qualified to decide what positions are essential are the division chiefs; Lt. Colonel Libby agreed that the Staff almost always would be guided by the recommendations of the division chiefs. Mr. Rose proposed that the Board recommend to Staff that promotions, demotions, or transfers of personnel already hired (particularly when the nature of the jobs is the same), not be considered in this category. Dr. Sinkov added

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that transfer of personnel in the same grade from one job to another and transfer of military personnel should not require approval on higher than division level. Dr. Sinkov made the following motion: "It is moved that the question of essential vacancies be considered to apply only to the hiring of new people and bringing them into the Agency, and to reconversion of military." Dr. Kullback seconded the motion, and it was carried.

7. CONVERSION TO CIVILIAN FROM MILITARY STATUS

Mr. Starlin asked that in cases where military personnel wish to convert to civilian status, information to this effect should be sent to Personnel and Training Branch at least thirty days in advance of date of discharge so that the qualifications of the individual can be checked, so that issuing of announcements and other Civil Service requirements can be met, and so that all routine office procedures can be handled and the individual can be informed before his discharge of his eligibility or ineligibility for rehire, thus obviating a waiting period of several weeks between military and civilian jobs. Mr. Starlin asked that this information be passed along to persons in the branches responsible for handling personnel matters.

8. TARDINESS OF PERSONNEL

Dr. Sinkov introduced the subject of personnel arriving late for work. He outlined the efforts being made in Security Division to remedy the situation, and asked if a post-wide study could be made so that whatever action taken in any one division would be consistent with and have the support of the highest authority. Mr. Starlin indicated that a representative from Personnel and Training Branch already has a suggested policy written up and within the week will confer with the various divisions in an effort to consolidate ideas and complete a recommendation for action by the Staff. Mr. Starlin asked the members of the Board if they would like to review the recommendations when assembled, and Dr. Sinkov indicated that it would not be necessary since the important point is that some uniform action be taken.

9. CHANNELING REQUESTS FOR INFORMATION REGARDING "WHEN ACTUALLY EMPLOYED" STATUS (WAE)

Lt. Colonel Rubin asked that Personnel and Training Branch inform individuals seeking information regarding WAE that a general regulation does exist, but that it is still necessary to coordinate their plans with the proper authorities within their own division, branch, and section. Mr. Starlin agreed that informal coordination of action by echelons within each division before commitments in writing are made to any individuals regarding WAE, would preclude awkward situations, and he stated that Personnel and Training Branch members would be cautioned to send persons inquiring about WAE through channels to effect proper coordination.

10. COMPLAINTS FROM WAC PERSONNEL

Lt. Colonel Frier pointed out that recently several WAC's have complained of discrimination against them by civilian supervisors. He asked that such cases be brought to his attention, since in most instances he has been able to restore tranquility through discussions with the WAC personnel involved.

D. Glenn Starlin
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Chairman, Civilian
Employment Board