

Minutes of Meeting Held  
24 May 1946, Room 117  
Headquarters

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etc;

## Present:

Colonel Kullback  
Lt. Colonel Walker  
Lt. Colonel Frier  
Lt. Colonel Clark  
Capt. Kenney  
Lt. Klemm  
Lt. Sullivan  
Mr. Rowlett  
Mr. Rhoads  
Mr. Starlin

1. JOB ALIGNMENT

a. Status Report - Mr. Starlin reviewed the results of the status report, enumerating the number of challenged allocations. A discussion followed as to whether the allocations should be accepted as they stand until each challenged position can be desk audited. It was agreed that no personnel action on challenged positions be made at this time, that all challenged positions be desk audited immediately and given the highest priority of Classification and Wage Administration Section with the exception of conversion of military to civilian, which will be considered as higher priority than desk auditing challenged jobs.

b. Letter to Employees - The advisability of publishing a letter to all employees attempting to explain the methods that will be followed with regard to job alignment was discussed. It was suggested that this matter be tabled.

2. EMPLOYMENT AND PLACEMENT

a. Temporary Recruitment and Hiring Holiday - As determined in the last meeting of the Executive Council, all recruitment except for Clerk-Typists and Stenographers will stop until all divisions have reviewed their present requests for hiring personnel and have cancelled and/or resubmitted requests for critically needed personnel only. Lists of outstanding requests have been sent from Placement Office to operating officials to serve as a check against their records.

b. Test and Measurement Program - The question of a test and measurement program for the Agency was discussed. This topic was tabled pending procurement of copies of sample tests from War Department Recruiting Service and a more complete statement of the value and ultimate goal of such a program.

c. Placement Authority - Regarding the question of placement authority it was voted that final placement authority be in the hands of Chief, Personnel and Training Branch, with collaboration of Chief, Personnel and Training Branch, and operating officials on positions above CAF-5 or equivalent. In case of disagreement, final authority will rest with Civilian Employment Board to make recommendations for review by Chief, Army Security Agency.

d. Requests for promotion of two employees from P-2 to P-4 grades were reviewed by the Board. It was decided that present P-4 employees who are in danger of being down-graded and present P-3 employees who are qualified should first be considered before taking action to promote the P-2 employee two full grades. Similar consideration should govern any personnel action in the future which involves a two-grade advancement.

3. POSITION DESCRIPTION EXCEPTION

Mr. Starlin read the letter to Director, Civilian Personnel and Training, Office, Secretary of War, requesting that this Agency be granted an exception to the rule of keeping only one Position Description on file, and the incorsement

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thereto stating that the request was not granted at the present time. Mr. Starlin is following through on this matter in an attempt to obtain approval of the exception.

4. STANDARD OPERATING PROCEDURE CIVILIAN EMPLOYMENT BOARD

The draft of Standard Operating Procedure for Civilian Employment Board was tentatively approved by all members.

5. WILLIAM A. FLETCHER

Mr. William A. Fletcher appeared before the Board in defense of charges of inefficiency which had been brought against him by Research and Development Division. A resume of his statements, the Board's decision, plus a copy of the letter forwarded to Mr. Fletcher, will be distributed under separate cover.



D. GLENN STARLIN  
Chairman, Civilian Employment  
Board