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N. M.

Civilian Promotion Review Board

File

Mr. Arey/CivPers/638/fim

16 Nov 53

NSA Civilian Promotion Review Board Charrman

and Members

Secretary, MSA Civilian
an Promotion Review Board

1. Your attention is invited to General Orders Number 66 and NBA Regulation 32-6 regarding the NSA Civilian Promotion Review Board.

2. It is requested that the proposed basic operating functions of the Board, Inclosure 1, and the functions of the Board Secretary, Inclosure 2, be reviewed preparatory to the first meeting which will be neld 23 November 1953, at 1400 hours in the office of the Charman. The organizational aspects and procedures of the Board will be discussed at that time.

3. Autached as Inclosure 3 is the agenda for the first meeting of the Board.

3 Inclosures

- 1. Basic Fuactions of the Board
- 2. Functions of the Board Jecrewary
- 3. Agenda

Approved for Release by NSA on 02-07-2014 pursuant to E.O. 13526

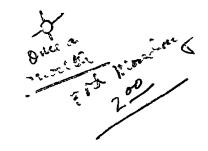
reference?

## PASIC MUTITICIS OF THE BOARD

- 1. Heviet and make final decision on all promotions and reassignments to grade CS-13.
- 2. Review and make final decision is all controversial cases anvalving advertisement of a position at any grade level up to and including grade GS-15 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.
- 3. Review and make final decision in all controversial cases involving the promotion or reassignment to a position at any grade level up to and including grade GS-12 which cannot be resolved by discussion between representatives of the Personnel Division and the operating officials concerned.

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## FUNCTIONS OF THE BOARD SECRETARY



- 1. The Secretary will accomplish the following.
- a. Coordinate Civilian Personnel activities in regard to cases requiring Board action.
  - b. Prepares Agends of cases to be acted upon by the Board.
  - c. Advises Chairman of need for meeting.
  - d. Announces meeting to all members.
- e. Forwards Agenda to Board members at least > working days in advance of meeting, together with briefs of candidates work history.
  - 2. The Secretary will bring the following to the Board meeting:
- s. Official Personnel Files of candidates to be considered together with requests for personnel action, SF 52's or Position Survey lists.
  - b. Seniority lists of employees at GS-12 level.
  - c. Appropriate Key Personnel Data Sheets.
  - d. Appropriate Job Sheets.
- 3. The Secretary will prepare brief minutes of the actions taken by the Board, secure approval of the Chairman, and will coordinate implementation of the Board's decision.
  - 4. The Secretary will maintain all files of the Board.

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## AGENDA

For the meeting of the Civilian Promotion Review Board to be held Monday, 23 November 1953, at 1400 hours in the Office of the Chairman, Room 19-232, NavSecSta.

- 1. Consideration of basic functions of the Board and functions of the Board Secretary.
- 2. Consideration of the promotions of the following personnel:

HUNT, William

From: Analysi, GS-12, MSA 901, Job No. NSA 2356

To: Supervisory Intelligence Analyst (Reporting), GS-13, MSA 901

Job No. MSA 4307

See Brief 1

HURLEY, George Jr.

From: Analyst, GS-12, NSA 0641, Job No. NSA 957 To: Analyst, GS-13, NSA 0641, Job No. NSA 956 See Brief 2

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MUNN, Kathleen M.

From: Analyst, GS-12, MSA 0641, Job No. NSA 957

To: Analyst, GS-13, MSA 0641, Job No. NSA 956

See Brief 3

PRICE, Benjamin J.

From: Research Analytic Specialist, GS-12, NSA 741, Job No. NSA 2030 To: Supervisory Cryptanalyst, GS-13, NSA 741, Job No. NSA 2566 See Brief 4

> Secretary, NSA Civilian Promotion Review Board

4 Inclosures a/s