

~~CONFIDENTIAL~~*Mr Friedman*61-61953
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CIVILIAN EMPLOYMENT BOARD

Minutes of meeting held 1330 hours, 19 April 1949, Room 117 Headquarters *WR*

PRESENT:

Lt. Colonel John M. Libby
Major Mannie L. Raley
Major Maurice H. Klein
Mr. Frank B. RowlettMr. Harry L. Clark
Mr. Alfred J. Rose
Mr. Cyrus B. Hill
Mr. John L. Sullivan, Chairman *File*

1. PROMOTION REQUESTS:

The Civilian Employment Board met to consider the following promotion requests:

Joseph Elum, AS-76

Research Analyst (Cryptanalytic) P-2, to

Research Analyst (Cryptanalytic) P-3 - Position No. O-RD-C-46

Stanley Coffin, AS-93

Research Analyst (Cryptanalytic) P-2, to

Research Analyst (Cryptanalytic) P-3 - Position No. O-I-C-4318

Alfred J. Hesse, AS-96

Research Analyst (Cryptanalytic) P-4, to

Research Analyst (Cryptanalytic) P-5 - Position No. O-I-T-2

Arthur N. Lewis, AS-96

Research Analyst (Cryptanalytic) P-4, to

Research Analyst (Cryptanalytic) P-5 - Position No. O-I-T-2

Joan Ruth Malone, AS-97

Research Analyst (Cryptanalytic) P-2, to

Research Analyst (Cryptanalytic) P-3 - Position No. O-I-SP-1040

Hannah K. McDonald, AS-97

Research Analyst (Cryptanalytic) P-2, to

Research Analyst (Cryptanalytic) P-3 - Position No. O-I-SP-1040

Phyllis R. Metcalf, AS-70

Research Analyst (Cryptanalytic) P-3, to

Research Analyst (Cryptanalytic) P-4 - Position No. O-RD-C-634

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George W. Morris, AS-97
Research Analyst (Cryptanalytic) P-3, to
Research Analyst (Cryptanalytic) P-4 - Position No. O-I-SP-976

Rose C. Rosen, AS-71
Historian, P-2, to
Historian (National Defense) P-3 - Position No. O-RD-470

Margaret A. Tribble, AS-93
Research Analyst (Cryptanalytic) P-2, to
Research Analyst (Cryptanalytic) P-3 - Position No. O-I-C-5533

The promotions were unanimously approved by the Board.

2. OTHER ITEMS DISCUSSED:

a. Mr. Sullivan stated that a new publication, "Civilian Personnel Administrative Letter," had been received from the Civilian Personnel Division, Department of the Army, and will be circulated to unit chiefs and personnel officers for information, comments and suggestions. This will be a periodic publication, possibly monthly, and it is requested that any significant information which could be mentioned in such a publication be forwarded to AS-61 for inclusion in future issues.

b. Mr. Sullivan made reference to the new Department of the Army Civilian Personnel Regulation P2. In this regulation the Salary and Wage Administration realigns the position concept to a job concept. An Agency statement of policy for Salary and Wage Administration must be prepared and approved by the Chief, Army Security Agency, and published so that the entire civilian component will have complete knowledge of Salary and Wage administration within ASA. Mr. Sullivan stated he would circulate a draft of this policy to all members of the Board for comment. He asked for comments regarding a control of reorganization element to be included in the policy as it affects job allocation. He explained that position classification analysts are not and should not be concerned with control of organization or reorganization. The analysts are immediately concerned with job allocation concurrent with reorganization or organization, and should be present when discussion of organization realignment takes place.

Mr. Rowlett stated that he believes responsibility for such control rests with the Chief of the Agency, but that in his opinion control is necessary and should be strictly a Staff function. Mr. Clark stated that control should be delegated, and Mr. Rowlett disagreed. Mr. Sullivan said there should be some line between minor reorganization approved by unit chiefs, and those major changes requiring approval by a control body. Mr. Rowlett said that could not be done because there are no definite minor changes in an organization, and one man could not decide without going to the Chief of the Agency. Mr. Sullivan stated that when the draft of the statement of policy is circulated, comments on such control can be attached if desired.

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c. Mr. Sullivan stated that a complete survey list is being prepared as of 15 April 1949 covering the continuing survey of all jobs, based on the new CPR P2. The list will be compiled subject to approval by unit chiefs and the Chief, Army Security Agency.

There being no other subjects for discussion or comments, the meeting was adjourned at 1335 hours.



JOHN L. SULLIVAN
Chairman
Civilian Employment Board

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