

## CIVILIAN EMPLOYMENT BOARD

Mirutes of Neeting Held 1300 hours 27 April 1948, Room 117 Headquarters

61-A-201785

## PRESENT:

Dr. S. Kullback Lt. Colonel John M. Libby Mr. Alfred W. Rose Major Maurice H. Klein 1st Lt. H. S. Buchanan Mr. Frank B. Rowlett 1st Lt. Cyrus B. /ill Mr. John L. Sullivan

## 1. PROMOTIONS:

The following promotion requests were considered by the Board:

Name	Present Position	Proposed Position
Mary Olena Adams	Research Analyst (Crypt.)	Research Analyst (Crypt.)
AS-93	P-2	P-3
Shirley Storm Bigler	Research Analyst (Crypt.)	Research Analyst (Crypt.)
AS-93	P-2	P-3
Fargaret C. Deeter	Historian	Historian
AS-13	P-2	P-3
Joseph E. Richard	Research Analyst (Crypt.)	Research Analyst (Crypt.)
AS-93	P-2	P-3
Robert Sackman AS-73	Flectrical Engineer P-3	Electrical Engineer P-4

The Board unanimously recommended approval of all promotions.

## 2. OTHER ITEMS DISCUSSED:

- a. Major Klein brought up the question of the downgrading of employees. Operations Division has two cases under consideration and Research and Development Division has three. Mr. Sullivan stated that fair consideration should be given to all cases in which personnel are downgraded, and promotion made when possible.
- b. Mr. Sullivan discussed the question of what Personnel and Training Branch is doing in regard to former employees here. A project was begun approximately four or five weeks ago to establish current addresses of people who tere at some time employed by this Agency. A form is being sent out to most of these



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people on a selective basis requesting their current address. Then the cards are returned the information is posted to service records in Personnel and Training Branch. If sudden expansion becomes necessary, this information will make possible immediate contact for recruitment of experienced and competent personnel. Then a definite expansion actually takes place, careful screening will be made to eliminate known undesirables before recruitment begins.

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

JOHN L. SULLIVAN

Chairman,

Civilian Employment Board