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CIVILIAN EMPLOYMENT BOARD Linutes of Meeting Held 16 September 1947, Room 117, Hq.

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PRESENT:

Lt. Colonel John E. Litby Major Hamill D. Jones Major Jack E. Faulds 1st Lt. T. P. Lorgan 1st Lt. C. B. Will 1st Lt. H. S. Buchanan

Dr. A. Sinkov Lr. F. B. Rowlett

Mr. John L. Eullivan

Mr. Alfred W. Rose

I. PROLUTIONS:

Er. Sullivan presented the names of the following employees to the Board to be considered for promotions to positions as listed:

	<u>NALIE</u>	PRESULT POSITION	PROPOSIL TUSITION
a.	Doris Deming (AS-82)	Research Analyst(Crynt)P-3	Research Analyst(Cryot)P-4
b.	Pervy W. Griffin (AS-72)	Diectrical Engineer P-3	Electrical Engineer P-4
c.	Bruce G. Erickson (AS-74)	Fechanical Engineer P-3	Lochanical Engineer P-4

In the case of (a) above, Dr. Sinkov stated that the proposed position and grade had been approved by Colonel Hayes and staff as is required for all critical grades in compliance with recently established procedure and returned to the Board for consideration in accordance with established policy.

After a review of a list of all employees in the grade of P-3, 19 persons were selected for further study. At the suggestion of the Board Mr. Sullivan appointed a sub-committee composed of Dr. Sinkov, Mr. Rowlett, Mr. Rose and himself. The sub-committee is to hold a special meeting and review the 201 files of the 19 employees selected. It was agreed that if one person was selected as being the best qualified that it is to be assumed that it has the unanimous approval of the entire board and recommendations should be forwarded to Colonel Hayes by Mr. Sullivan. If the sub-committee decides that the qualifications of two or more of the persons are quite similar in all respects, such names will be presented at the next meeting of the Civilian Employment for further consideration.

Major Faulds questioned why an employee is being promoted to a higher grade (P-A), when there are other employees who have reached this same grade and had then been reduced through no fault of their own. He duestioned whether or not such persons should not be given first consideration before promoting other employees. Dr. Sinkov stated that this particular position and grade had been approved by Colonel Hayes. Mr. Sullivan explained that the policy recently established to provide for the handling of critical grades and positions require that all positions being appraised are revised by staff before the position or frace become official.

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Mr. Sullivan presented the request for promotion for Mr. Pervy Griffin (b) above. After discussion it was the combined opinion of all members that Mr. Griffin was the best qualified for the position under consideration. Mr. Sullivan then asked if there was a motion to recommend approval of the promotion. Lt. Colonel Libby entertained a motion recommending approval of promotion and grade of Mr. Griffin which was seconded by Dr. Sinkov, and unanimously approved by the Board. Mr. Sullivan stated that the case would be forwarded to Colonel Hayes for review.

The proposed position and grade of Mr. Bruce G. Erickson was stated by Mr. Sullivan. At this time he asked the board if they wished to suggest other candidates for this position and grade. No other names were recommended. Mr. Sullivan then asked to hear a motion recommending approval of this promotion and grade. Mr. Rowlett initiated the motion, seconded by Dr. Sinkov and unanimously approved by the Board. Mr. Sullivan stated that the case would be forwarded to Colonel Hayes for review.

II. Schedule "B" qualification standards which were distributed to all members of the Board at the last meeting were discussed. It was agreed that the standards were adequate as written. Mr. Sullivan advised that a slight delay in writing standards had occurred due to Mr. Orton's being on vacation but more standards will possibly be ready for review at the next meeting.

THERE BEING NO FULTHER SUBJECTS FOR DISCUSSION, THE BOARD ADJOURNED AT 1400 HOURS.

JOHN L. SULLIVAN Acting Chairman.

Civilian Employment Board

John & Sullivan