

*Mr. Rhoads*

*MR*

Present:

Lt. Col. Walker  
Lt. Col. Clark  
Major Jones  
Mr. Kullback  
Mr. Rowlett  
Mr. Rhoads  
Mr. Starlin

1. TEST AND MEASUREMENT PROGRAM

The advisability of a test and measurement program for the Agency was discussed. A sample copy of a simple cryptographic test was reviewed by Board members. It was decided that a Staff study should be made specifically outlining a test and measurement program for this Agency. Mrs. Janet Coen is to be detailed to this assignment.

2. PROMOTION EXCEPTION

A request from Operations Division for the promotion of Mr. James Vanvoar from P-3 to P-4 was reviewed by the Board. In that Mr. Vanvoar lacks but two months in grade and is eminently qualified for the P-4 position, it was the opinion of the Board that an exception to the "time-in-grade-requirement" would be justified in this case. This decision will be forwarded to the Chief, ASA, for review.

3. STANDARD OPERATING PROCEDURES

In that a full time secretary cannot at present be justified for the Civilian Employment Board, it was agreed that the secretary of one of the members of the Board be detailed to the taking of minutes of Board meetings. This will work on a rotation basis and the secretary to attend will be mentioned on the Agenda prepared and distributed previous to a regular meeting.

4. WHEN ACTUALLY EMPLOYED STATUS

The question of establishing a Post policy to govern the granting of part-time or "When Actually Employed" status to employees was reviewed. The basic communication from Personnel and Training Branch suggesting such policy and the indorsements by the Staff and Chief, ASA, were outlined. It was decided that Personnel and Training Branch should communicate directly with the operating Division Chiefs, rather than through the Personnel Officers, in order to determine what educational courses should be selected as having a direct bearing on the work of this Agency. Upon request, qualified employees will be granted, within administrative discretion, part-time employment to allow them to enroll in these suggested courses.

*D. Glenn Starlin*

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Chairman, Civilian Employment Board

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