

~~CONFIDENTIAL~~*1/21/47*

CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held
21 January 1947, Room 214, Hoq.

PRESENT:

Colonel George A. Ficher
Lt. Colonel John M. Libby
Major Hamill D. Jones
Mr. Mark RhoadsMr. Frank E. Fowlett
Mr. John L. Sullivan
Mr. Alfred V. Rose
Mr. D. Glenn Starlin

1. FLETCHER CASE

Mr. Starlin indicated that the final draft of the minutes of the hearing of the Fletcher case had gone forward and asked whether there were any corrections. Mr. Starlin explained that upon the request of Mr. Lawson, Mr. Fletcher had been granted permission to submit some further evidence in his case and, though Mr. Starlin had spoken to Mr. Fletcher about the matter several times, the material had not yet been obtained. It was decided that a letter should be written to Mr. Fletcher setting a deadline date as 3 February for the submission of the additional material and if it had not been received at the end of that time the case would be decided on the basis of present evidence. Mr. Starlin indicated that he will draft a letter to this effect immediately. Discussion followed concerning the action which would be taken in the event that charges are upheld and Mr. Fletcher chooses to appeal an adverse decision to higher authority. Mr. Starlin advised that only in case of an appeal to higher authority in the War Department will the Agency have to withhold final action.

2. WAGE SCALE

(Mr. Rhoads excused)

Mr. Starlin explained that in accordance with Headquarters Memo #2, the Civilian Employment Board is designated as Ranking Committee with the responsibility delegated by the Commanding Officer for keeping ungraded jobs in alignment. Mr. Starlin presented to the Board a new Proofreader Job in Security Division which is to be entered into the proper place on the ladder diagram of grades and steps of jobs. He advised that the decision of the Committee will go forward to higher authority in the War Department for approval. After a lengthy discussion of the duties and responsibilities of the position in question, Board members agreed that the job had a great deal in common with already established CAF-4 positions and that the Proofreader Job should be a grade which most closely approximates the CAF-4 salary level.

*D. Glenn Starlin*D. GLENN STARLIN
Chairman, Civilian
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