

## CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
13 July 1946, Room 117  
Headquarters

*MR*  
*F*

## Present:

Major Jones  
Lt. Sullivan  
Lt. Elwood  
Dr. Sinkov .

Dr. Kullback  
Mr. Rowlett  
Mr. Klemm  
Mr. Starlin

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*MR*

1. PROMOTIONAL ACTION

In order to clear up the question of the validity of the allocation of positions based on the questionnaires completed by civilians some time ago, Mr. Starlin stated that if the questionnaire gave a true description of the job, the allocation is valid and will not be altered by desk auditing of the job. If the questionnaire was incorrect, or if the complexion of the job has changed, a desk audit of the job by the classification analyst may result in a change in allocation. Mr. Starlin stated that a memorandum had been published to the effect that Colonel Hayes has granted division chiefs, or comparable authority, the authority to approve promotional action and that Personnel and Training Branch will honor such requests for promotion without further desk audit from Classification and Wage Administration Section.

2. PROMOTIONS OF MR. JAMES H. DOUGLAS AND MR. FRANK AUSTIN, SECURITY DIVISION

Mr. Starlin presented the cases of Mr. Douglas and Mr. Austin, both of Security Division, and stated that action has been requested on the promotion of Mr. Douglas from a Research Analyst, P-5, to Research Analyst, P-6, and on the promotion of Mr. Frank Austin, Research Analyst, P-4, to Research Analyst, P-5. It is a Civil Service regulation that all occupants of the grades of P-2 and higher be in grade for one year before they are eligible for promotion. Neither of these employees meets this requirement. However, such promotions may be approved prior to this time by the Agency if the person involved meets the competitive standards of the grade and is the best qualified and available person in the Agency for the position. It was recommended by the Board that in order to determine whether or not Mr. Douglas and Mr. Austin were the best qualified persons to fill the positions in question, a survey be made of all personnel throughout the Agency in the grades of P-4 and above who are available, and that a selection should be made only after every individual available and qualified for the jobs is considered. As soon as this information is obtained, a special meeting of the Civilian Employment Board will be called. In the meantime, the cases of Mr. Douglas and Mr. Austin will be shelved.

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3. APTITUDE TESTING

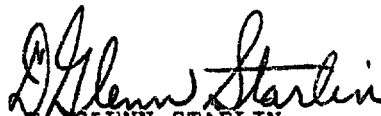
Mr. Starlin stated that a staff study on the subject of Aptitude Testing has been made and will be circulated to the members of the Board.

4. POST POLICY WITH REGARD TO PUBLICATION OF ARTICLES BY RESEARCH PERSONNEL

Mr. Starlin stated that if the Army Security Agency reviews, for security violations, research papers that are to be published in publicly available publications, this Agency will be fully responsible for the publication of such articles. Col. Edgerton of War Department Bureau of Public Relations has indicated that all personnel will be governed by policies set forth in War Department Circular No. 62, Release of Military Information. If there is any doubt in the mind of the reviewing authority at the Army Security Agency, the article in question should be forwarded to the Bureau of Public Relations, which organization will review and take full responsibility of the publication. It was the recommendation of the Board that the Staff review Post policy and establish and publish procedure for submitting articles for publication approval.

5. STANDARDS OF PERFORMANCE

Mr. Starlin stated that some thought should be given to the possibility of establishing standards of performance for positions at this Agency. After a discussion by the Board, it was recommended that a staff study be prepared to determine the feasibility of establishing standards of performance, and the manner in which they would be applied if they were used.

  
D. GLENN STARLIN  
Chairman, Civilian  
Employment Board