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CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting held 1300 hours 30 March 1948 Room 117 Hq.

PRESENT:

Lt. Colonel John M. Libby
 Major Hamill D. Jones
 Major Jack M. Faulds
 Major Maurice H. Klein
 1st Lt. Cyrus B. Hill

Dr. S. Kullback
 Mr. Alfred W. Rose
 Mr. Frank B. Rowlett
 Dr. A. Sinkov
 Mr. John L. Sullivan

1. PROMOTIONS:

The following promotion requests were considered:

<u>Name</u>	<u>Present Position</u>	<u>Proposed Position</u>
a. Hollis G. Brown	Administrative Assistant CAF-9	Equipment Specialist (Radio & Wire) CAF-10
b. Edwin C. Fishel	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
c. Teresa A. Mineau	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
d. Anne Solomon	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
e. Dorothy Toplitsky	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3
f. Maurice E. waltz	Research Analyst (Crypt.) P-2	Research Analyst (Crypt.) P-3

The Board recommended approval of all promotions.

2. HIRING AND WITHIN-GRADE ADJUSTMENT POLICY FOR WAGE BOARD
(UNGRADED) EMPLOYEES:

Mr. Sullivan explained that he had visited the Office of the Chief of Staff and conferred with Mr. Friedman of the Salary and Wage Section. Request was made for an exception to the current Plan "B" policy, to hire Toolmakers at step 4 due to the shortage of such personnel on the labor market. Mr. Friedman informed Mr. Sullivan that such request could be made to higher echelon and advised that a Civilian Personnel Circular would soon be

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issued on this subject. Mr. Sullivan pointed out that it would be advisable for all installations in this area to pay the same rate for Toolmakers. Otherwise, various Federal Agencies in this area are placed in a position of competing with each other for the same employees and offering different rates of pay. In the event the exception is approved, such authorization would apply to specific jobs and grades. The exception would partially assist in solving the problem of securing Toolmakers. The rates of those Toolmakers presently employed by ASA would be adjusted in accordance with the authorization.

Mr. Sullivan said he also inquired if an effort was being made to arrive at uniform rates of pay for ungraded employees within the National Establishment. Mr. Friedman informed him that such a project is currently under way.

In conclusion, Mr. Sullivan reviewed a draft of the new Hiring and Within-Grade Adjustment Policy (CPC 7, 20 February 1948) to govern this Agency. The draft, as read, was approved by the Board and will become effective 1 April 1948.

The meeting was adjourned at 1400 hours.



JOHN L. SULLIVAN
Chairman,
Civilian Employment Board

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