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CIVILIAN EMPLOYMENT BOARD  
Minutes of Meeting Held  
17 February 1948, Room 117 Hq.

PRESENT:

Major Jack M. Faulds  
Major Hamill D. Jones  
Major Maurice H. Klein  
1st Lt. H. S. Buchanan  
Mr. F. M. Kelley

Dr. S. Kullback  
Mr. Mark Rhoades  
Mr. Alfred J. Rose  
Mr. Frank B. Rowlett  
Mr. John L. Sullivan

1. PROMOTION OF ABRAHAM CHECKOWAY (AS-93):

Mr. Sullivan reviewed the promotional action on Mr. Checkoway, which was postponed from the last meeting until the records of Mr. Checkoway were reviewed. Mr. Sullivan explained that on 21 January 1948 Mr. Rowlett and Dr. Sinkov agreed that Mr. Checkoway was the most qualified and the recommendation for his promotion was sent to Colonel Hayes for review.

2. NEW WAGE SCHEDULE FOR REGULAR "UNGRADED EMPLOYEES" (OTHER THAN PRINT SHOP AND BINDING WORKERS):

3. REQUEST FOR EXCEPTION TO PLAN "B" PROMOTION POLICY - UNGRADED EMPLOYEES:

Mr. Sullivan explained that since these two topics were so closely related that it was advisable to discuss them together. Mr. Sullivan stated that the new Wage Schedule for Regular "Ungraded Employees" would become effective with the new pay period beginning 7 March 1948. The Schedule of rates from Grade 1 up to Grade 17 is exactly the same as the schedule now in effect; however, from Grade 18 up to the top grade there is a graduated increase.

Mr. Sullivan made reference to pay problems encountered at the present time in recruiting toolmakers for Research Laboratories Division. He stated that many of the toolmakers were former Navy employees and were hired under a schedule of rates ranging from \$1.40 per hour to \$1.71 per hour. Most of them were hired in the third step rate of Grade 20 at \$1.55 under the authorized 25% allowance. Whereas the Agency has a provision for 5 steps within the grade, the Navy has only three step rates, which are \$1.54, \$1.60, and \$1.66. Under the current schedule the fifth step rate for ASA is higher than the top rate of the Navy, but this Agency is guided by the Plan "B" promotion policy, with an allowance of 25% for hiring above the first step and a minimum of 6 months

3. REQUEST FOR EXCEPTION TO PLAN "B" PROMOTION POLICY - UNGRADED EMPLOYEES (Continued):

service for promotion. Mr. Sullivan stated that the new schedule does help to correct the situation of the toolmakers in some respects because it does "up" the individual grade, although it does not overcome the pay problem entirely. Listed below are the old rates compared with the new:

	<u>ASA Old Rate</u>	<u>ASA New Rate</u>	<u>Navy Existing Rate</u>
First Step	\$ 1.40	\$ 1.43	\$ 1.54
Second "	1.47	1.51	1.60
Third "	1.55	1.59	1.66
Fourth "	1.63	1.67	-
Fifth "	1.71	1.75	-

Mr. Sullivan quoted from the ASF Manual for ungraded employees still in effect: "No merit increases will be made within six months after date of original appointment; thereafter, merit increases will not be made more frequently than at six month intervals."

Mr. Kelley of Research Laboratories Division explained that \$1.66 for first class toolmaker is the top step in the Navy, and the Navy can hire them at the top step. He also stated that in the Navy only three months is required before a toolmaker can be promoted to the second step, and six months for promotion to the third step which is the top of the grade. Mr. Sullivan stated that if approval could be obtained from the Department of the Army to promote from step 3 to step 4 within three months, the problem could possibly be overcome.

Mr. Sullivan asked for the opinions of the Board as to whether or not it would be advisable to go to the Department of the Army and ask for an exception to the current policy. It would not be the intent to use the exception for all ungraded jobs.

It was agreed by the Board that Mr. Sullivan contact the Department of the Army as he saw fit and discuss and, if necessary, request the exception. Mr. Sullivan said that he would expedite the matter.

4. TRAINING COURSE - REVISED UNIFORM EFFICIENCY RATING SYSTEM - GRADED EMPLOYEES:

Mr. Sullivan announced that Personnel and Training Branch had mapped out an extensive training course on efficiency rating in order to familiarize all those concerned with revisions to uniform efficiency rating system and to refresh the minds of raters and reviewers. This course will be conducted prior to March 31.

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4. TRAINING COURSE - REVISED UNIFORM EFFICIENCY RATING SYSTEM -  
GRADE) EMPLOYEES (Continued):

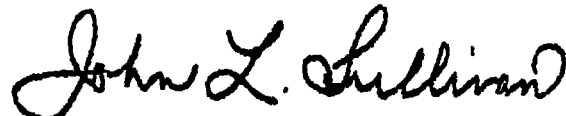
Mr. Sullivan outlined two methods of presenting the course:

(1) That all the Branch Chiefs meet in one session and receive the Training Course conducted by Personnel and Training Branch. They would then be supplied with course outlines and all pertinent material and then would conduct the training course within their own branches for all personnel under their supervision. This would decentralize the training project.

(2) Personnel and Training Branch conduct several sessions to include all raters and reviewers of civilian efficiency ratings under a centralized training plan.

Mr. Sullivan explained that in order to have the most effective and uniform training, it would be advisable to adopt the second plan, and so recommended. He stated that the second plan would place a heavier work load on Personnel and Training Branch, but that it was their responsibility, they were equipped for the project, and the results would offset the additional work load. Mr. Rowlett made a motion that the latter method be used. The motion was then seconded and unanimously approved by the Board.

The meeting was adjourned at 1420 hours.



JOHN L. SULLIVAN  
Chief, Personnel and  
Training Branch

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