

## CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
25 April 1946. Room 117  
Headquarters

MR  
ED.

## Present:

Colonel Kullback  
Colonel Rowlett  
Colonel Bicher  
Lt. Col. Clark  
Lt. Col. Walker  
Lt. Col. Frier  
Major Jones  
Mr. Starlin

1. CHALLENGED ALLOCATIONS

The job description, Administrative Assistant to Deputy Chief Staff, which has been challenged as a CAF-7, was read. Two comparables from OSY were also read and discussion followed relative to the merits of the case. It was the opinion of the Board members that the job should be allocated as a CAF-8 rather than a CAF-7, it is requested that the position description be forwarded to higher authority in the Office, Secretary of War, for review.

2. PROMOTIONAL ACTION

Colonel Rowlett submitted a number of promotional requests for Board review. Four of these requests were approved without the necessity of an immediate desk audit. It was recommended that the remaining number be subject to desk audit before promotional action be effected. One case presented by Lt. Col. Walker was also approved by the Board as worthy of promotional action without desk audit.

3. VISIT TO NAVY

Mr. Starlin mentioned a visit to Naval Communications in which Mrs. Fish and he reviewed their organizational charts, certain position descriptions, and job allocations as approved by Civil Service Commission. Classification and Wage Section now has on hand an IBM run of all civilian job titles and grades in the Navy setup and this will be supplemented semi-monthly by up-to-date IBM runs. Navy descriptions and allocations will be used as comparables in setting up and/or reviewing the operational jobs at Army Security Agency.

4. RULES AND REGULATIONS

It was suggested that rules and regulations be drafted to govern the action of the Civilian Employment Board at future meetings.

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

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