

## CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
19 April 1946, Room 117  
Headquarters

## Present:

Colonel Kullback  
Colonel Rowlett  
Lt. Col. Frier  
Lt. Col. Walker  
Major Jones  
Lt. Sullivan  
Mr. Friedran  
Mr. Starlin

1. INTERNAL ALIGNMENT


The question of internal alignment and adjustment of employees to job grades as a result of the recent survey was discussed. It was suggested that operating officials be requested to submit a Status Report regarding employee's grades and their relation to the accepted allocation of positions within each operating unit. This report will serve as a basis for action toward internal alignment when the grade of the individual does not agree with the grade of the job. Cases where operating officials have been unable to adjust grades by shifting personnel will be further considered by Personnel and Training Branch in an attempt to effect position and grade alignment on post-wide basis.

2. EXTERNAL ALIGNMENT

The adjustment of allocations of positions in this Agency in comparison with comparable positions in other agencies was discussed. There was some concern that our position allocations may not be in line with known allocations elsewhere. There was a further discussion of sub-titles for crypt jobs and question as to whether these have been properly exploited. It was suggested, for instance, that two types of candidates for positions might be considered. An electrical engineer who had training in this alone would carry a position title of Electrical Engineer, but one who had certain cryptographic and/or cryptanalytic experience may be considered an Electrical Engineer (Cryptologic). The Board thought that such a sub-title may be indicative of more specialized training which in turn may be a higher allocating factor on a job. It was recommended that a Coordination Committee be appointed to consider both the problem of basic alignment of allocations and job titles with other agencies. Mr. Friedman was suggested as chairman for such a committee.

3. CLASSIFICATION

The problem of job allocations which have been challenged by operating officials and are still controversial was considered. Discussion revolved around what are true allocating factors and what type of comparables are used both within and outside the Agency. Board members requested that the specification manuals used by analysts be made available to operating officials. It was agreed that, considering the large number of outstanding requests for promotion and the few cases where allocations are still challenged, that the Board should meet several times a week if necessary to review such cases. It was tentatively agreed that a meeting would be held at 7:30 p.m. on 22 April 1946.

  
D. GLENN STARLIN  
Chairman, Civilian Employment  
Board