

Office Memorandum • UNITED STATES GOVERNMENT

TO Mr William Friedman
S/ASST

FROM Mr. A. F. Lessard
Executive Secretary

SUBJECT Personnel Development Board

DATE 7 Feb 1955 *J*

The meeting of the Personnel Development Board for February is cancelled due to the reassignment of the chairman, RADM. L. H. Frost. General Orders naming the new chairman will be published in the near future.

Attached is a copy of the minutes of the last meeting.

A. F. Lessard
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Executive Secretary

MEETING OF PERSONNEL DEVELOPMENT
BOARD

13 January 1955

Captain D. M. Agnew opened the meeting in the absence of the Chairman at 1330 with the following members or alternates present:

Col. A. R. Marcy, USA
Mr. William Friedman
Dr. S. Kullback
Col. K. I. Davis, USA
Col. Duncan Sinclair, USA
Dr. Sydney Jaffe
Mr. Oliver Kirby

Mr. A. F. Lessard reviewed the status of projects presently before the Board. The project on Executive Rotation was assigned to a joint committee composed of Personnel, Training, and Operations Committees, under Colonel Duncan Sinclair, Chairman. The Project on Executive Appraisal was assigned to joint committees composed of Personnel and Training Committees under Mr. S. L. Patterson, Chairman.

Dr. S. Jaffe, TMJ, briefed the Board on development programs available in NSA which utilize outside training facilities. A copy of the chart used in the briefing is attached.

Discussion of the NSA Fellowship Program for 1955-56 resulted in the following decisions:

- 1) Nominations for the Fellowship Program will be made both by Office Chiefs and by individual applications.
- 2) Those selected for the Program will be notified in March in order to allow ample time for settlement of personal affairs.
- 3) No supervisor can prevent an individual's application from being submitted. Supervisors, however, will be asked for recommendations.
- 4) Previous acceptance for graduate study at a university will not be a criterion for selection.
- 5) An ad hoc committee will be appointed to screen applications. This ad hoc committee of three may call on any person in the Agency to lend technical assistance. This committee will consist of Dr. S. Jaffe, Chairman, Col. D. Sinclair, Mr. O. Kirby. Applications will be arranged in order of the best qualified according to selection criteria listed in (7) below.

The Personnel Development Board will make final selection from the most highly qualified applicants, the number to be determined by the Board.

- 6) The Personnel Development Board will recommend to the Director names and numbers of Full and/or Partial Fellowships.
- 7) The following will be the selection criteria for selection committees:
 - a. Usefulness of program to Agency and specificity of outlined study program.
 - b. Individual's aptitude for graduate work (transcripts of college work).
 - c. Applicants demonstrated seriousness of purpose (Job performance, supervisor's recommendation, previous graduate work.)
 - d. Applicant's tenure (two year minimum) and condition of health (Physical examination).
 - e. Expected contribution of the individual.

The final agenda item, "Presentation of Proposal for Board Study of Use of University Facilities for Management Training of Executives" was withdrawn at Board suggestion.

The Board decided to examine all major areas of development utilizing outside facilities for the purpose of making specific recommendations to the Director. Dr. S. Jaffe was asked to return to the Board to make a more detailed presentation on objectives, scope, and effectiveness of these training programs.

The meeting was adjourned at 1550.

Arnold F. Lessard
ARNOLD F. LESSARD
Executive Secretary
Personnel Development Board

Incl:
a/s