



NAVAL INVESTIGATIVE SERVICE
FAIRMONT BUILDING
4420 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203

IN REPLY REFER TO
NIS-25/dle
12334
Ser 8421
20 October 1967

From: Director, Naval Investigative Service
To: Assistant Director for Investigations

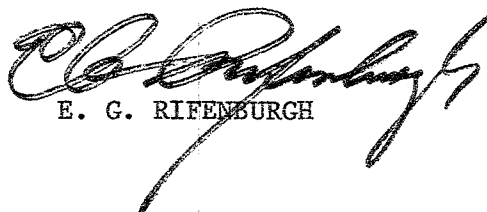
Subj: Special Agent Selection Board (SASB); establishment of

Ref: (a) DIRNAVINSERV ltr ser 10108 of 16 OCT 67, s/s

1. Amend subparagraph 2a of reference (a) by adding the following after the last sentence therein. "The PSL will consist of no less than fifteen (15) and no more than twenty-five (25) Special Agents."

2. Further, add to paragraph 2 of reference (a) subparagraph h as follows:

"The proceedings of the SASB will be conducted in secret. The members and recorder of the SASB are hereby directed not to discuss the business of the SASB with persons not officially attached to the SASB without prior approval of the Director."


E. G. RIFENBURGH

Copy to:
Each SASB Member

DECLASSIFIED
Authority *NUD 73643*



NAVAL INVESTIGATIVE SERVICE

FAIRMONT BUILDING

4420 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203

IN REPLY REFER TO
NIS-251/mak
12334
Ser: 10108
16 October 1967

From: Director, Naval Investigative Service
To: Assistant Director for Investigations

Subj: Special Agent Selection Board (SASB); establishment of

1. Since assuming my duties as Director, Naval Investigative Service, I have had a continuing desire to assure that Special Agent promotional opportunities will remain fair and competitive. It is my expressed desire to establish personnel policies that are as objective as possible, reducing subjectivity to the feasible minimum. To implement this policy, a Special Agents' Selection Board (SASB), Pay Grade 12 level, is hereby established. The SASB will be convened on 23 October 1967 and will remain in session until 27 October 1967. The SASB will consist of seven voting members and a non-voting recorder. Four of the SASB members will be senior supervisory personnel assigned to NAVINVSERV field components, who have extensive knowledge of operating conditions and daily contact with the journeymen special agents. Two of the SASB members will be senior NAVINVSERVHQ Investigations Department personnel who have significant knowledge of worldwide organizational problems. The Assistant Director for Investigations will be the Chairman of the SASB. The Head, Special Agent Control Branch, Career Services Division will be the non-voting recorder of the SASB.

2. The SASB will operate in accordance with the precepts set forth below:

a. Select a Promotional Suitability List (PSL) of Pay Grade 11 Special Agents who are considered to be those best qualified for promotion to Pay Grade 12. The numerical limitations of the PSL will be determined by the SASB after considering the approximate number predicted to be required plus an appropriate percentage to meet unexpected contingencies.

b. Special Agents will be selected to the PSL by secret vote of at least 5 of the 7 members. When completed the PSL will be arranged alphabetically.

c. In order to be considered for selection a Special Agent will be required to have five years longevity with NAVINVSERV, at least two years of which have been in PG-11. The SASB may credit significant supervisory service elsewhere and in exceptional cases may waive longevity stipulations for particularly outstanding candidates. However, equity dictates that in the absence of some disqualifying characteristic, the most senior person should be the first selected.

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d. All available personnel data will be reviewed before each selection. Personal knowledge items known to members of the Board, as distinguished from the formal record items, will be made known to the SASB. Panel discussions will permit each member to voice his observations. The SASB will call for and be provided the informational items it requires before voting action.

e. A Special Agent who is passed over for reasons related to his performance potential, etc., will be reconsidered the next year. After a second "pass over" a Special Agent will thereafter be considered for selection only after a demonstrated basic change and improvement in his pattern of performance.

f. The PSL will remain in effect for one year from the date of its submission to the Director. Holdovers from a previous PSL will automatically be included in a new list unless specifically selected out by formal vote of the subsequent SASB.

g. Special Agents may be removed from the PSL for cause or for failure to maintain satisfactory performance. They may also be removed for declining a promotion or transfer unless there are extenuating circumstances as determined by a majority vote of the Special Agents' Promotion Board and approved by the Director, NIS.

3. You are hereby designated Chairman of the Special Agents' Selection Board. Other members of the Board will be:

M. S. BLISS, Special Assistant for Investigations, NISHQ, Member
V. A. BONNEY, Supervising Agent, NAVINVSERVO-Norfolk, Member
J. F. DONNELLY, Head, Career Services Division, NISHQ, Member
T. J. NOLAN, Supervising Agent, NAVINVSERVO-Philadelphia, Member
D. N. PLANTON, Supervising Agent, NAVINVSERVO-New York, Member
E. S. RICHEY, Supervising Agent, NAVINVSERVO-Chicago, Member
C. J. TUZA, Head, Agent Control Branch, Career Services Division, NISHQ, Recorder

4. At the completion of the SASB session submit the PSL. The PSL will be utilized by the Special Agent Promotion Board in making promotional assignments during the next twelve months.


E. G. RIFENBURGH

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Each SASB Member

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