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323
8 April 1952

PERSONNEL DIRECTOR MEMORANDUM NO. 17-52

SUBJECT: PERIODIC STEP-INCREASES (CLASSIFICATION ACT SCHEDULES)

1. This memorandum establishes requirements and uniform procedures for effecting periodic step-increases to personnel compensated on a per annum basis and occupying permanent positions paid in accordance with the compensation schedules fixed by the Classification Act of 1949. The subjects of additional and longevity step-increases will be covered by subsequent instructions.

2. Periodic step-increases as provided for in the Classification Act of 1949 are awarded to employees of the Central Intelligence Agency in accordance with the policy of the Director of Central Intelligence to adhere to the Act insofar as possible. In addition to meeting the requirements enumerated in the following paragraphs, personnel eligible for these increases must be paid on a per annum basis and occupy permanent positions paid in accordance with the compensation schedules fixed by the Classification Act.

3. Regulations cited in Part 25, Chapter 21, of the Federal Personnel Manual are applicable to these actions. The following general statements of requirements have been extracted from these regulations for convenient reference.

a. Definitions.

(1) Periodic step-increase is a one-step increase within the grade based on length of service and performance rating requirements.

(2) Permanent position is any position compensated on a per annum basis within the scope of scheduled rates of compensation fixed by the Classification Act of 1949, except a position designated as temporary by law or with a definite time limitation.

(3) Maximum scheduled rate is the maximum rate of any grade under the CPC or General Schedules established under Title VI of the Act (Classification Act of 1949), exclusive of rates established under regulations governing longevity step-increases and increases under Title X of the Act providing for superior accomplishment awards.

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(4) Waiting period is the minimum time requirement of creditable service without an equivalent increase in compensation in order to be eligible for consideration for a periodic step-increase. The waiting period for either full-time or regular part-time employees is 52 weeks for grades with step-increases of less than \$200, and 78 calendar weeks for grades with step-increases of \$200 or more. (Service which is creditable in the computation of waiting periods is specifically listed in the regulation.)

(5) Equivalent increase in compensation is the total of any increase or increases in basic compensation which is equal to or greater than the smallest step-increase in any grade in which the employee has served during a period under consideration. (Salary increases resulting from general legislation increasing salaries of groups of Federal employees do not constitute an equivalent increase. Other exceptions are listed in the Civil Service regulation.)

(6) Current performance rating is the current official efficiency rating under a performance rating plan which has been approved by the Civil Service Commission.

b. Conditions of eligibility.

Each officer and employee in a permanent position receiving less than the maximum scheduled rate for his grade shall receive periodic step-increases successively to the next higher rate within the grade following the completion of the waiting period for his grade, subject to the following conditions:

(1) That his current performance rating is "Satisfactory" or better, except that an employee whose latest official efficiency rating under a previous system was "Fair" shall not be entitled to a periodic step-increase until he receives an official periodic performance rating of "Satisfactory" or better under a performance rating plan approved by the Commission in accordance with the provisions of the Performance Rating Act of 1950.*

(2) That the benefit of successive step-increases shall be preserved for any officer or employee whose continuous service is interrupted in the public interest by service with the armed forces or by service in essential non-Government civilian employment during a period of war or national emergency. The requirement of a performance rating shall be waived upon the return to Federal civilian duty of any such officer or employee otherwise entitled to the benefit of step increases.

* Pending action on exemption of Central Intelligence Agency from the Performance Rating Act or from certain portions thereof, special provisions for meeting this requirement are included in the procedures outlined in Section 4 of this memorandum.

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c. Effective date.

(1) Periodic step-increases shall be made effective at the beginning of the next pay period following the completion of the required waiting period and compliance with the other required conditions of eligibility.

(2) Any step-increase becoming due as the result of corrective action under the provisions of Public Law 623, 80th Congress, or in accordance with the provisions of section 7(d) of the Performance Rating Act of 1950, shall be made effective as of the date the officer or employee would have met all the conditions if proper action had been taken that would not have required correction.

(3) Where a step-increase is delayed beyond its proper effective date solely through administrative error, delay, or oversight, the step-increase shall be made effective as of the date it was properly due.

4. Interim procedure.

Pending installation of a Performance Rating Plan in the Agency, the following procedure will be followed for obtaining a current statement certifying to satisfactory service and conduct for employees otherwise eligible for a periodic step-increase.

a. List of employees scheduled for periodic step-increases

Unnumbered interim form, "List of Employees Scheduled for Periodic Step Increase," will be prepared in duplicate for each office for which there are employees to be listed. The original will be forwarded to the appropriate administrative official and the copy retained in suspense in the Transactions and Records Branch. The lists may be submitted once each pay period or once each alternate pay period, whichever is more convenient for the Transactions and Records Branches.

(Note: Since this form is prescribed for temporary use, a mimeographed supply will be obtained by each Transactions and Records Branch.)

b. Suspense record

(1) As the standard procedures are installed, Service Records Cards (Standard Form 7) in the Position Inventory will be used as the suspense record for scheduled step-increases. Personnel located in the United States will be named on the "List of

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Employees Scheduled for Periodic Step Increases" at least two full pay periods in advance of the one in which increases will become due. Personnel stationed overseas will be named on the List at least four pay periods in advance of the one in which increases will become due.

(2) Suspense dates for the return of unsatisfactory reports will be set for the first working day of the pay period preceding that in which the employees named are to receive increases.

c. Certification of service and/or conduct

(1) Presumption of satisfactory service and/or conduct will be made by the Office of Personnel in each case in which an unsatisfactory report is not received from the operating office by the suspense date. It is therefore unnecessary for operating offices to return the lists with formal certification of satisfactory service and/or conduct.

(2) Certification of unsatisfactory service and/or conduct must be made by the supervisor responsible for the work of the individual concerned, subject to such internal review as may be required in the operating office. These reports must state specifically the reasons for making a certification of "unsatisfactory" and will be countersigned by the employee affected as evidence that he has been made aware of the supervisor's action. If certification is not received in Transactions and Records Branch by the prescribed suspense date, it will be assumed that the individual's performance and conduct are satisfactory and the scheduled increase will be processed.

d. Preparation of Standard Form 1126, Revised November 8, 1950

Standard Form 1126, Revised November 8, 1950, will be prepared at the same time as the listing and will be held in suspense. This form will serve as the official notification of an approved increase.

e. Disposition of listing

Carbon copies of listings will be retained in a master file as official record of obtainment of certification. Certifications of unsatisfactory performance will also be noted in this file. Statements supporting reports of unsatisfactory service and/or conduct will be placed in the appropriate official personnel folder.

f. Placement follow-up on unsatisfactory reports

(1) The Placement Officer responsible for the operating office to which the employee is assigned will be notified by the Transactions and Records Branch of "unsatisfactory" reports and a copy of the supervisor's statement will be made available to him.

(2) The Placement Officer will contact the supervisor and the employee, if appropriate, in an attempt to effect better job adjustment of the individual. Action to separate or re-assign the individual will be taken if necessary.

(3) Necessary follow-up with the operating office by the Transactions and Records Branch during this period will be coordinated with the appropriate Placement officer.

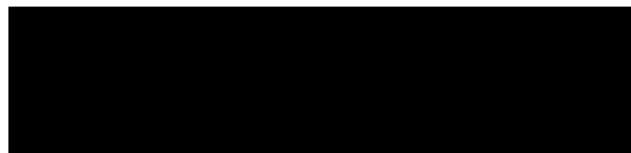
g. Service on which certification is based

(1) Determinations of satisfactory or unsatisfactory service and/or conduct for employees actually working under the supervision of other than their official supervisors will be based on the evaluation of the supervisor actually responsible for his current work.

(2) In the event the employee has not been under the supervision of the official specified in (1) immediately above for a period of at least thirty days preceding the date of certification, the last supervisor will be consulted as to his service and conduct.

(3) The same principle of 30-days' observation on which the determination is based will apply in the case of an employee recently officially transferred from one supervisor to another.

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Acting Personnel Director

Attachment: Sample Form

S A M P L E
(Front)

LIST OF EMPLOYEES SCHEDULED FOR PERIODIC STEP-INCREASES

OFFICE _____ Date of
Preparation _____

The following-named individuals are scheduled to receive periodic step-increases on the dates shown provided they meet the requirements of satisfactory service and conduct and have not had leave without pay in excess of 80 hours during the waiting period.

It is not necessary to notify the Personnel Division of individuals listed below whose performance and conduct are satisfactory. Reports of unsatisfactory performance are due in the Personnel Division not later than _____. The listing may be retained for your file. (See supplemental instructions on reverse of this page.)

Name _____ Date Scheduled for
Step-Increase _____

S A M P L E
(Back)

Determinations of satisfactory service and conduct. A presumption of satisfactory service and conduct will be made by the Office of Personnel in the case of each individual for whom an unsatisfactory report is not received from the operating office by the suspense date. It is therefore unnecessary to return the list with formal certification of satisfactory service and conduct or to submit reports on the satisfactory service and/or conduct of individuals.

Unsatisfactory reports. A detailed statement of the reasons for an "unsatisfactory" determination must be provided by the individual's supervisor and countersigned by the employee affected as evidence that he has been made aware of the report. Statements supporting "unsatisfactory" reports must be received in Personnel not later than the beginning of the pay period preceding the one in which the scheduled increase would become due. If an unsatisfactory report is not received in the Personnel Division by the prescribed suspense date, it will be assumed that the individual's performance and conduct are satisfactory and the scheduled increase will be processed.

Determinations of unsatisfactory conduct by the official authorized to approve personnel action requests in your office will be accepted subject to such checks and reviews as may be required by your internal operations.

Determinations as to whether an employee is "satisfactory" or "unsatisfactory" with respect to performance and/or conduct must be based on at least 30 days' assignment under the supervision of the official making the determination. In the event this 30-day requirement is not fulfilled by the circumstances, determination by the last previous supervisor will be appropriate. The supervisor is defined for this purpose as the official actually responsible for the work of the individual.