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4 March 1964

MEMORANDUM FOR: Deputy Assistant Director, CR

SUBJECT : Draft of OCR Career Service - Guidelines

1. As requested the following Document Division Comments regarding subject paper are submitted for your consideration:

A-1. We do not agree that only Strong and Outstanding employees can be promoted to the next higher grade except under unusual conditions. Although we have recently changed our standards of evaluating employees to reflect an average performance as "P", it still does not seem proper to withhold regular promotional increases when the employee is progressing at an average rate. We hire analysts against a GS-9 slot at the GS-6 or GS-7 level with the promise that they will progress to the GS-9 level if they perform satisfactorily. Therefore, we don't believe it would be proper to let only Outstanding and Strong individuals progress to the journey-man level of the analyst job.

The proposed policy would permit the selection of only Strong or Outstanding employees to fill vacancies covered by the Vacancy Notice System because only those employees could be promoted.

The time-in-grade requirements between GS-6 and GS-7 would result in inequities. For example it takes longer to be promoted from a GS-6 to a GS-8 than from a GS-7 to a GS-9 and equally as long to move from GS-6 to GS-8 as from GS-9 to GS-11.

E. c (1). We do not see any useful purpose in having Panels of the OCR Career Service Board. The recommendations of the Division Chief for non-supervisory as well as supervisory positions can be reviewed by the Administrative Staff and if at variance can be passed to the Career Service Board for resolution with the Division Chiefs involved invited to present their sides of the case.


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2. We feel these policies should be modified to bring them in line with the rest of the DD/I Offices.

3. We believe the "Guidelines" when approved should be circulated as an OCR Notice and brought to the attention of all employees.

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Chief, Document Division

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