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57-1000

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Competitive Promotion Program

MAR 12 1957

1. This is in reply to your memorandum of 1 March 1957 which requested a report on the progress the Office of Logistics has made in implementing the Competitive Promotion Program.

2. Consideration of how the Competitive Promotion Program can be implemented most advantageously in the Office of Logistics raised two major problems: namely, varying types of occupations, and the size of the divisions and staffs. In the Office of Logistics we have specialized jobs; such as, Supply Officers, Contract Negotiators, Procurement Officers, Logistics Officers, Planners, Engineers, and Printers. The majority of these individuals, because of specialization, are limited in progress to their own component.

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3. A Committee, consisting of three members of the Logistics Career Board [redacted], was assigned the task of resolving these problems. After study, to avoid arbitrary or inequitable consideration of qualifications of the individual employee, a point rating system based on fitness reports, pre-CIA experience, time in grade, time with the Agency, education, Agency training, and overseas service, was considered. This system will rate individuals in each salary group irrespective of whether they are engineers or printers. The Committee further proposes that those individuals with the highest number of points in each salary grade be considered by the Logistics Career Board for competitive promotion, the number of individuals to be determined by available promotion slots.

4. The Committee also proposes that the Logistics Career Board review those individuals determined from the point rating system and that they be evaluated and ranked individually by each member of the Board, or by a panel of the members of the Board. Promotion for the individual or individuals receiving the highest ranking from the Board will be recommended to the Director of Logistics for approval.

5. This proposed system has been discussed with the Board, but will be formally presented for review and adoption prior to 1 April 1957. Upon adoption by the Board, the Office of Logistics Personnel Office will obtain the necessary information and compute the points for all employees, using a separate list for each grade. Until this is available and ready for use, promotions will be handled on the promotion procedure previously used in the Office of Logistics.

[redacted]

JAMES A. GARRISON  
Director of Logistics

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