

**CONFIDENTIAL**

57-0776

7 MAR 1957

**MEMORANDUM FOR: Deputy Director (Support)****SUBJECT: Competitive Promotion Program**

1. This is in response to your memorandum dated 1 March 1957 requesting a report on the progress of the Office of Security in implementing the Competitive Promotion Program.
2. A staff study made by the Office of Security Career Service Board providing ground rules for implementing the program in this office was approved by me on 21 February 1957. (Tab A)
3. The Office of Security Competitive Promotion Program provides for the establishment of four evaluation panels for rating employees from GS-7 through GS-12, and one panel for rating employees in the GS-13 and GS-14 grades. Employees in grades GS-1 through GS-6 will be rated by supervisors. The required panels have been appointed and instructed to commence operations immediately upon receipt of necessary data from our Administration and Training Staff. (Sample appointments--Tab B and Tab C). Supervisors will be instructed in the process for rating GS-1 through GS-6 employees soon after the panels get into operation.
4. The Administration and Training Staff of this Office is now preparing rosters of employees within the zone of promotion eligibility for the use of each of the panels concerned and guides and instructions for the use of each panel in carrying out the evaluation processes.
5. It is estimated that all eligible GS-14s will have been evaluated and placed in a listing in order of merit for promotion consideration by 22 March; all eligible GS-13s will have been similarly processed by 30 April. Grades GS-12 and below will follow within target dates to be established as soon as the work load entailed can be estimated. These lists will be used by the Office of Security Career Service Board in considering recommendations for promotions which will come to them from supervisors.

SIGNED

Sheffield Edwards  
Director of Security

Attachments

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