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WORK SHEET FOR IS REVIEW OF SELECTION-OUT CASES

FOR IS CONFIDENTIAL FILE ONLY

25X1A9a

(Name)

Intelligence Officer, GS-9,
WI/Div.

(Assignment)

A. SUPERVISOR'S RESPONSIBILITY

	YES	NO
1. Was individual advised of his weakness prior to initiation of selection-out proceedings?	X	
2. Does more than (1) Fitness Report reflect these basic weaknesses?	X	
3. Has the individual been given the opportunity to improve his performance by formal training?	X	
4. Has the individual been given the opportunity to improve his performance by change in assignment?	X	
5. Has the supervisor displayed leadership qualities as they pertain to his responsibilities for:		
a. Laying out work programs?	X	
b. Providing on-the-job training?	X	
c. Pointing out deficiencies and assisting individual to correct same on a day-to-day basis?	See Comment	
d. Recommending promotions?	See Comment	
e. Recommending rotations and training when appropriate?	X	
f. Reviewing production?	X	
g. Assisting individual to adjust to working environment?	X	
h. Helping individual to prepare for advancement?	X	
i. Frankly discussing with individual his job performance attitude and conduct?	X	

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B. HEADS OF CAREER SERVICE RESPONSIBILITIES

	YES	NO
1. Are the recommendations for selection-out proceedings supported by the record?	See Comment	X
2. Has individual been afforded all job opportunities within the Career Service for which he is qualified?	X	
3. Did the Head of the Career Service consider possible reassignment of the individual within his component?	X	
4. Did the Chief of the Career Service personally advise the individual of selection-out proceedings?	X	
5. Did the Head of the Career Service forward the case to the D/Personnel over his signature?	X	
6. Did the Head of the Career Service submit a comparative ranking of the individual with others of the same grade and position?	X	
7. Was individual relieved from his current assignment pending outcome of his case?	X (IAS)	
8. Was the case administered objectively?	X	
9. Was the Competitive Evaluation Panel utilized in this case?	The CE/CS Career Panel	

C. DIRECTOR OF PERSONNEL - RESPONSIBILITIES

1. Was the inclusive date of the latest Fitness Report within ninety (90) days of date sent forward for selection-out procedures?	X	
2. Was the entire Agency canvassed to insure there is no place that individual can be profitably employed?	See Comment	X