

CONFIDENTIAL

PPES 73- 3858

DD/M&S 77-3234

13 AUG 1973

MEMORANDUM FOR: Acting Director of Personnel

THROUGH : Deputy Director of Personnel for Plans and Control

SUBJECT : Apparent Discrepancies in Concepts of Personnel Evaluation

REFERENCES : a. Memo fr D/Pers to C/RCS dtd 27 Jul 73, subj: Proposed Changes to [REDACTED]

b. Memo fr DD/M&S to Heads of DD/M&S Components dtd 6 Aug 73, subj: Competitive Evaluation System for Employees of the Management and Services Directorate

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1. Referent a. requested changes in Agency regulations to implement specific modifications in the Agency's personnel evaluation system as considered by the CIA Management Committee on 1 June 1973 and approved by Mr. Colby subsequent to that meeting. There are apparent discrepancies between basic concepts therein and those promulgated in referent b.

2. The primary objective of referent a. is to establish a clear distinction between:

a. The system of performance evaluation involving Letters of Instruction and scheduled ratings of job performance against Agency-wide criteria in Fitness Reports for the official record which ratings are shown to the employees rated; and,

b. Those other systems for comparative evaluation of the relative capabilities and potential of employees as pertinent to various selection considerations. Such comparative evaluations (rankings) are not recorded in official Agency records and usually are not made known to the employees concerned.

3. The attachment to referent b. titled "AN EVALUATION SYSTEM FOR THE SUPPORT CAREER SERVICE" seems well designed for the purpose in 2b above and is consistent with referent a. as proposed. On the other hand referent b. and the attachment "FITNESS REPORTS FOR MEMBERS OF THE MG CAREER SERVICE" contain instructions which conflict with referent a. and require supervisors in the M&S Directorate to evaluate promotability and executive potential on Agency Fitness Reports which will be shown to the

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employees concerned. It is recommended that you meet privately with the DD/M&S as soon as possible to discuss appropriate action to realign the instructions in referent b. with Agency policy as contained in referent a.

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Chief, Review Staff

Atts

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