

CRITERIA FOR SELECTION OF CIVILIAN EMPLOYEES . . . FOR ATTENDANCE AT THE INDUSTRIAL COLLEGE OF THE ARMED FORCES . . .

1. The opportunity of having civilian employees attend the Industrial College . . . affords the Department of Defense another means of assuring that key civilian personnel are properly equipped to carry out responsible duties in the Department. It is important that the necessary time and attention be devoted to the selection of nominees for this purpose, if the Department is to take full advantage of this opportunity. In the selection of these employees, the following criteria will be observed:

a. The employee must have an appointment without time limitation and must have a competitive status if employed in the competitive service.

b. . . . Since growth potential of the individual is even more important than grade level, careful consideration should be given to employees in the lower grades of eligibility who have demonstrated a potential for advancement.

c. The employee must have demonstrated a potential for advancement in the Department of Defense.

d. The employee must have arrived at a point in his career development where the educational opportunity offered by the College is appropriate and desirable for his future development within the Department of Defense.

e. No employee should be nominated for attendance . . . unless: (1) he is participating in an executive development program in an area to which the education received at the College is related; or (2) he is employed in a position in which the education received at the College would be of benefit to him; or (3) he will, if selected, be earmarked for definite assignment to a position in which the education received at the College will be of benefit to him and arrangements for his assignment to such position will be completed prior to completion of the course.

f. Because of the extremely broad scope of the College course, employees nominated should have demonstrated a capacity to adjust themselves readily to a variety of substantive fields, to master complex subject matter quickly, and to appreciate the problems and understand the implications involved in economic, political, and military planning.

g. One of the techniques used by the College is the development of projects by small teams or task forces. Students assigned to these teams contribute to the development of the projects, jointly examine their individual work and collaborate in the completion of the project. Employees nominated for attendance . . . should, therefore, have demonstrated an adaptability for teamwork as an approach to the solution of specific problems.

h. The employee should possess the educational background, maturity, and poise to meet the other students (Army, Air Force, and Marine Corps Colonels and Navy Captains) on an equal footing.

i. The employee must have or be able to obtain clearance for access to Top Secret information.

j. The employee must desire to attend the College.

k. In order for the Department of Defense to profit by the investment in personnel who take a course at one of the Colleges, employees should be nominated who are expected to be available for further service in the Department upon completion of the course. Therefore an employee nominated for the course must be willing, if selected, to agree to remain with the Department of Defense for a period of not less than three years upon completion of the course, or for such portion of this three-year period as his services may be required.

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