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Exec 7

Approved For Release 2003/12/22 : CIA-RDP78B05703A000500030013-4

NPIC/D-132-70

7 MAY 1970

MEMORANDUM FOR: Chairmen, Career Panels

SUBJECT : Career Panel Procedures #2
Competitive Evaluation Rating

REFERENCE : HR 20-21, dated 30 October 1969

1. The IP Career Service comprises the total competitive area for the promotion of members of this Career Service. Separate areas of competition have been established within the Career Service, in IEG, PP&BS, PSG, and TSSG, because of the different occupational groups and functional lines of work. In accordance with CIA personnel policy, the competitive promotion evaluation of personnel in grades GS-09 through GS-14 must be accomplished at least annually. Groups and Staffs will be expected to follow the schedule for competitive evaluation rating (CER) and promotion which was issued with NPIC Instruction 20-2 dated 4 May 1970.

2. One of the basic objectives of the CIA personnel program is to provide employees with opportunities for making the best use of their training and experience, avenues for employment and advancement on the basis of ability and performance, equitable pay, and an environment in which they can find satisfaction in their daily work. The competitive evaluation process is one of several career management tools available to supervisors to aid in reaching this objective. Other means include the use of promotions, fitness reports, quality step increases, training and various adverse actions, all of which are related to competitive evaluation but are intended to accomplish specific purposes.

3. An effective competitive evaluation program provides a review of all career management activities and gives direction for future career development. It requires that supervisors take the time to think about their employees, to compare the progress and potential of individuals, and to plan for maximum benefit to the individual and the organization. At the same time, it enables managers to provide guidance to their first-line supervisors and to generate new ideas for the furthering of the careers of their employees.

4. It will be the responsibility of each Career Panel to determine the methods and procedures to be used in completing and reviewing CER's.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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This will depend upon the number and type of employees being evaluated and the functions assigned to the respective components. In any case, emphasis must be placed on the career management and development aspects of evaluation rather than the transitory value of the ratings themselves.

5. The following rating categories are to be used by Career Panels in recording the results of the annual competitive promotion evaluation of personnel in grades GS-09 through GS-14.

PROMOTION POTENTIAL

- A - Deserves Promotion
- B - Progressing, but not yet ready
- C - Promotion unlikely in foreseeable future
- D - Defer (Indicate reason)

DEVELOPMENT POTENTIAL

- 1 - Possesses leadership qualities or exceptional skill
- 2 - Shows promise of leadership or skill development
- 3 - Performance satisfactory but development potential limited
- 4 - No development potential

6. Career Panel ratings should be consolidated for each grade and forwarded to the Chief, Personnel Branch in the following format:

Career Panel _____ (Group or Staff)

Competitive Promotion Evaluation

Personnel in Grade _____ Evaluation Date _____

<u>NAME</u>	<u>GROUP</u>	<u>DIVISION</u>	<u>RATING</u>	
			<u>PROMOTION POTENTIAL</u>	<u>DEVELOPMENT POTENTIAL</u>
Example	IEG	MSD	B	1



Chairman, IP Career Service Board

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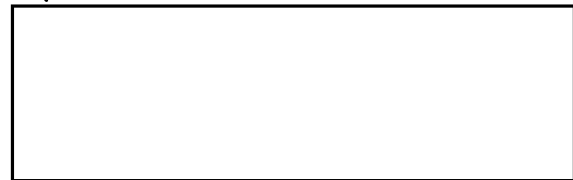
Per: P. C. SB

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Re competitive ratings & promotions:

1. Your schedule, with one minor change (see schedule) is OK by me.
2. But, ~~if~~ any promotion recommendations to CSB should include our new rating (A-1, A-2, B-3, etc) done by the supervisor in coordination with his, the supervisor's, boss, and reviewed by Group Chief.



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INTERIM NPIC CAREER PANEL SCHEDULE
1970 COMPETITIVE EVALUATION AND PROMOTION

GRADE	PROMOTION				FITNESS REPORT DUE	REGULARLY SCHEDULED RATING PANEL	INTERIM PLAN 1970 RATING	REMARKS
	1	2	3	4				
GS-14 to 15	JAN	JULY			30 APR	JUNE	15 JUNE-15 JULY	
GS-13 to 14	APR	OCT			31 JAN	MARCH	15 SEPT-15 OCT	Conduct April Promotion Without Rating
GS-12 to 13	MAY	NOV			31 JAN	APRIL	15 MAY-15 JUNE	Delay May Promotion Until June June
GS-11 to 12	JAN	JULY			31 OCT	DEC	DECEMBER	Conduct July Promotion Without Rating
GS-10 to 11	FEB	MAY	AUG	NOV	31 OCT	JAN	15 JULY-15 AUG	Conduct May Promotion Without Rating
GS-09 to 10	MAR	JUNE	SEPT	DEC	31 OCT	FEB	15 AUG-15 SEPT	Conduct June Promotion Without Rating

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