OUTLINE FOR CONSIDERATION

For

Promotability List

1. The following Outline for Consideration will be used in determining the promotability of ORD personnel in accordance with CSP procedures.

2. There is an essential difference between a competitive evaluation list and a promotability list, the former required by Agency regulation, the latter a requirement of the DD/S&T and D/ORD. The following factors must be added or considered in a competitive evaluation to arrive at a promotability list:

a. Time in Grade: A man newly promoted might rate high on a competitive evaluation but low on a promotability list.

b. Potential: Individual might be doing an excellent, specialized job but may not be material for higher level of responsibility.

c. Special Internal Division Consideration: Division Chief might have special reasons for not promotion.

d. Competitive evaluations would be performed annually on the following schedule:

1. GS-09 to 11	December
2. GS-12	February
3. GS-13	March
4. GS-14	June

3. Several methods or procedures for arriving at a competitive evaluation list were considered: the way the CSP did it on the first GS-13 exercise; the way OEL did it, i.e., each panel member giving

an arbitrary rating number based on the number of people considered; and a more methodical procedure such as that suggested in the following paragraphs.

4. Outline for Consideration:

It is emphasized that "Outline for Consideration" is so labeled because it is not a hard and fast formula; in the final analysis, the judgment of the Panel must establish the lists. It does, however, bring out the essential aspects of the individual for review such that strong or weak points are not inadvertently overlooked in competition with similar qualities in others. Each of the following four elements weighted equally would be applied:

a. Education and Training - 25 points

BS	8
MS	2
Ph. D.	4
Additional Courses	1 - 6
Specialized Training	1 - 5
Total	25

At the discretion of the Career Panel, specialized training may be extended on evaluation to a B.S. equivalent point rating.

b. Professional Experience - 25 points

	GS Equivalent	Points per Year	Max. No. of Years	Max. Points
Jr. Engineer or Scientist	7 - 9	1	2	2
		1	2	2
Jr. Engineer or Scientist	11	1	3	3
Engineer	12	2	3	6
Senior Engineer	13	2	3	6
Years in Grade		2	3	6
			Total	25

c. Performance (Supervisor's Fitness Report Rating)- 25 points

W	-	0 Points
A	-	10 "
P	-	15 "
S	-	20 "
O	-	25 "

d. General Impression on Panel Members

In the competitive evaluation, the first three elements, Education and Training, Professional Experience, and Supervisor's Rating, would all be taken from the individual's personnel folder. The fourth category - General Impression on Panel Members - would be derived at the scheduled Panel meeting for the appropriate grade.

5. Promotability List:

At the April, August, and December Panel meetings, the Promotability List for all ORD personnel would be reviewed; it is still recommended that a Division Chief make a promotion recommendation whenever he deems it appropriate. Recommendation and consideration should be a two-month process. The D/ORD's recommendation is strongly endorsed that there be no minimum time in grade criteria for a promotion - the qualified is thus not held back and the unqualified is not encouraged to raise the point periodically.