

**EYES ONLY**

Outline of Discussion for ORD Career Service Panel

SUBJECT: Criteria for Promotability List

1. The CSP has as one of its fundamental responsibilities the annual preparation of a promotability list for all ORD personnel. Members of the Panel were requested to submit comments on their criteria; the AD/ORD was requested to participate in the 30 June meeting to discuss this subject.

2. In general, it is agreed that the following factors must be considered:

- a. Length of service with the specific division;
- b. Length of time in grade;
- c. Sustained job performance relative to standards for the necessary higher grade;
- d. Attitude of the individual;
- e. Loyalty to the Division, ORD, and the Agency;
- f. Significant personal contributions;
- g. Maturity and effectiveness in program management and high level liaison.

3. More specifically, when an attempt is made to establish a promotability list, it becomes difficult to resolve the individual criteria of each division to a common set for rating ORD personnel. It becomes necessary, for instance, to translate each efficiency report on an individual into a common language for the overall office; different supervisors place different emphasis on time in grade and specific technical contributions. It thus becomes necessary either to develop an overall philosophy, or to develop a formula with weighted elements which could be used as a guide in establishing positions on the promotability list.

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**SECRET**