

EVALUATION AND PROMOTION SCHEDULE
FOR
PROFESSIONAL PERSONNEL

<u>GRADE LEVEL</u>	<u>SUBMISSION OF FITNESS REPORTS</u>	<u>COMPETITIVE EVALUATION</u>	<u>PROMOTION RECOMMENDATIONS</u>
GS-09-11	31 October	December	January July
GS-12	31 January	March	May November
GS-13	31 January	April	June December
GS-14	30 April	July	August February
GS-15	30 April	June	Senior Board

EVALUATION AND PROMOTION SCHEDULE
FOR
SECRETARIAL AND CLERICAL PERSONNEL

<u>GRADE LEVEL</u>	<u>SUBMISSION OF FITNESS REPORTS</u>	<u>COMPETITIVE EVALUATION</u>	<u>PROMOTION RECOMMENDATIONS</u>
GS-04			
GS-05	30 April	May	June December
GS-06	31 July	August	September March
GS-07	31 July	September	October April
GS-08	31 July	October	November May

OFFICE OF RESEARCH AND DEVELOPMENT

TIME SCHEDULES FOR FITNESS REPORTS, COMPETITIVE EVALUATION AND PROMOTION ACTIONS

The time schedule for the submission of fitness reports to the Office of Personnel, submission of Division ratings to the Secretary of CSP/ORD, the CSP/ORD competitive evaluations, statements of intent to promote, and subsequent promotion actions is as follows:

<u>TIME SCHEDULE</u>					
<u>GRADE LEVEL</u>	<u>FITNESS REPORTS</u>	<u>DIVISION RATING</u>	<u>COMPETITIVE EVALUATION</u>	<u>STATEMENT INTENT TO PROMOTE</u>	<u>PROMOTION ACTION</u>
1-5	30 April	NA	NA	NA	Special Panel
6-8	31 July	NA	NA	NA	Special Panel
9-11	31 October	November	December	December June	January July
12	31 January	February	March	April October	May November
13	31 January	March	April	May November	June December
14	30 April	June	July	July January	August February
15	30 April	(May)	(June)		Senior Board

DATE: 6 February 1967

~~EYES ONLY~~

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OFFICE OF RESEARCH AND DEVELOPMENT

EVALUATION AND PROMOTION SCHEDULE
FOR
SECRETARIAL AND CLERICAL
PERSONNEL

<u>GRADE LEVEL</u>	<u>SUBMISSION OF FITNESS REPORTS</u>	<u>COMPETITIVE EVALUATION</u>	<u>PROMOTION RECOMMENDATIONS</u>
GS-4 GS-5	30 April	May	June December
GS-6	31 July	August	September March
GS-7	31 July	September	October April
GS-8	31 July	October	November May

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~~EYES ONLY~~

~~CONFIDENTIAL~~

(1 May 73)

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PROMOTION PROCEDURES - OFFICE OF RESEARCH AND DEVELOPMENT

The competitive evaluation and rating assist in identifying those individuals whose performance is clearly outstanding and who will advance to higher grades well ahead of their contemporaries. At the completion of the competitive evaluation, Division Chiefs may elect to announce their intent to initiate promotion actions for selected employees and request that the promotion action be considered at the next CSP meeting. The announcement of intent is followed by a memorandum sent to all members that summarizes the following information concerning the employee:

- a. Background
- b. Basic information on individual
- c. Project responsibilities
- d. Career Potential
- e. Chief's rationale for promotion
- f. Availability of headroom for promotion.

The memorandum is to be issued at least two weeks prior to the meeting of the ORD/CSP on the promotion action so that all Division Chiefs will have sufficient opportunity to review the personnel folder and other information

DATE: 6 February 1967

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