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ORD-3003-71

6 May 71

MEMORANDUM FOR: Chairman, Career Service Panel/ORD

SUBJECT : Competitive Evaluations

REFERENCES : a. Committee Report on Grade Criteria
b. Competitive Evaluation and Promotion
Actions, 30 September 1966

1. During the spring and summer of 1966, the ORD Career Service Panel initiated several studies aimed at improving the system for competitive evaluations and establishing grade criteria for the various positions in ORD. The reports of two of the studies (Reference (a) and (b)) were eventually adopted by the CSP as guides for evaluation and promotion of technical and scientific personnel in ORD. The following statistics reflect the application of these two procedures in evaluating and promoting ORD personnel since the procedures were adopted in 1966:

Individuals evaluated
Total evaluations

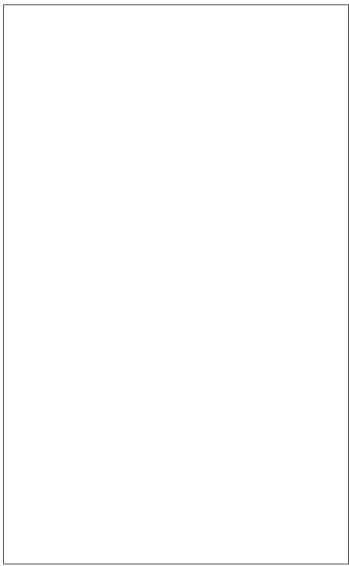


EVALUATIONS

TOTAL

PERCENT

- A Outstanding performance. Will advance to higher grades well ahead of contemporaries.
- B Performance excellent. Expected to earn promotion ahead of contemporaries.
- C Entirely satisfactory. May be considered for promotion with majority of contemporaries.
- D Performance adequate. Has reached plateau and promotion, if it occurs, will be after majority of contemporaries.



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GROUP 1
Excluded from automatic
downgrading and
declassification

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EVALUATIONS (Cont'd)

TOTAL

PERCENT

W	Performance less than adequate.
N	Not evaluated or evaluation not in my records.



PROMOTIONS

Number of individuals evaluated	
Number of promotion actions	
Number of individuals promoted	

2. A review of the promotion pattern, i.e., promotion date versus rating fails to reveal much of a connection between the two; other than that, an "A" rating is generally followed almost immediately by a promotion action.

3. After reviewing the statistics of panel actions, it is difficult to believe that there is a serious approach to competitive evaluations or promotions. Time-in-grade is rarely mentioned. The criteria for the grade being considered has not been brought up in several years. Discussions usually center around the division chiefs' statements about current assignments rather than actual overall proficiency and value to ORD and to the Agency.

4. In view of the statistics on evaluations and observed procedures on promotions, I wish to make the following recommendations:

a. Establish a minimum time-in-grade requirement for grades 10 through 14. A suggestion based on the current average time (months) in grade:

GS-10
GS-11
GS-12
GS-13
GS-14

MINIMUM

AVERAGE



25X1



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25X1



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The requirement would have to have some flexibility but, basically, an individual rated as an "A" could be promoted after he had been in grade for the minimum period. A "C" rated individual could be promoted around the average time-in-grade for his grade level.

b. Revise the competitive evaluation procedure to force it into its intended use. The present procedure indicates that 66% of those rated may be promoted before their contemporaries and that the remainder may be promoted with the majority of their contemporaries.

5. The attached listing shows all personnel who have been evaluated under the current system, dates of grade, evaluations, dates of promotion and time in grade at promotion.

25X1



Administrative Officer
Office of Research and Development

Attachment
Computer Listing

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