8 JUN 195**9** 

and the second s

Comptroller THRU : Deputy Comptroller

Assistant Comptroller

Competitive Evaluation Panels (F/11/11/11/0 E)

- 1. It will be recalled you requested at the 17 April 1959 SF Career Board meeting that effort be made to:
  - a. Determine common factors which can be used by the ecompetitive promotion panels in the Office of the Comptroller.
  - b. Develop a uniform point system to be applied to each of these factors to assist in determining the relative standing for promotion purposes of the personnel evaluated.
  - c. Ascertain how individual fitness reports can be used in this connection and weight which should be placed thereon.
- 2. Review of the various systems employed by the panels within the Office of the Comptroller, as well as other selected DD/S offices, has been made. Summarized in attachment are the principal highlights of each of these systems.
- 3. Attachment 2 is a draft of a proposed guide which, it is felt, will provide the desired uniformity and assist penel members in carrying out their responsibilities in ranking employees solely on the basis of merit and fitness. Attempt was made to incorporate the best features of each of the systems with due consideration given the significant factors enumerated in paragraph II.C. of titled Guide for Competitive Evaluation Panels.

25X1A

- b. Regarding fitness reports and their value in this connection, the application of numerical ratings to Sections B, C and D might facilitate determining an employee's relative standing under two of the six recommended factors listed in Attachment 2; i.e., Performance and Potential. This is now being done by some of the competitive panels.
- 5. This feature has not, however, been incorporated in the draft guide for several reasons. Foremost among these is the thought expressed by the majority of officials queried on this point that this would

CCC 2 REV CATE 29/04/8/ 8401893.5

CAIG COMP OPI 38 TYPE O/

CRIG CLASS 5 PAGES 2 REV CLASS U

JUST 22 NEXT REV 20// AUTH: HR 10-2

25X1A

- (1) tend to negate the exercise of mature judgment by panel members in evaluating personnel on these two important factors and (2) would probably relegate their work to a more or less number exercise which could just as easily be performed by less senior personnel. Secondly, but no less important, are the complications encountered by virtue of the fact rating officials use varying standards in completing fitness reports.

  Personnel representative on the ED/S Staff, stated the majority of the fitness reports which he has observed recently indicate the reviewing official would have given the employee a different evaluation.
- 6. Appraisal of employees' performance, capabilities and potential, it is thus concluded, can best be done only through consideration by penal members of all records available. This would include Form 1080, Biographic Profile, and the official personnel folder, if needed, in addition to the various fitness reports which are available on the employees. Personal interview of employees, their supervisors or ethers having knowledge of the employees being evaluated is strongly recommended in the guide mentioned previously
- 7. This is accordingly submitted for your review and consideration. Nothing herein should be construed as affecting in any way the broad powers of the Comptroller in making final determination on any premotion actions for EF personnel.

Signed by

25X1A

Approved For Release 2000/08/15 : GIA-RDP80-01341A000100030002-5

ATTACHMENT 1

## COMPETITIVE EVALUATION PACTORS AND POINTS

		Other DD/S Components				Office of the Comptroller				
Pactor	Admin	Commo	Security	Logistics	<u> Fieral</u>	Pipeace	heliget	EP		
Performance	40	No	45	20 20	10 10	3	6	30		
Potential Assignability	20 20	15 15	17 9	•	10	63/	6			
Qualifications Time-in-Grade	20	20 1/	<b>23</b>	63 <b>₽/</b>	10	3	36 34 6	45 5/		
Leadership Other Considerations	**	10	**	**		_3		**		
Totals	100	100	100	113	140	18	66	80		

Fre-experience
Fre-ex

of marines 10 originality and 10 personality

Control State



ATTACEMENT 2

# OFFICE OF THE CONFTROLLER

# COMPETITIVE EVALUATION GUIDE

			Average	Toa
1.	Performance (30 Points) Productivity Quality	15 15	10 10	5
2.	Qualifications (20 Points)  Education 3  Training  Experience  Depandability 2  Cooperativeness 2	20	12	7
3.	Potential (15 Points) Estimated cognities for growth and assumption of greater responsibilities	15	10	5
4.	Assignability (15 Points) Value to Agency (Versatility and Adaptability)  Acceptance of Gareer Chilgations	15	10	. 5
5.	Length of Service (10 Points) Time in Agency, Government or related service	10	7	3
6.	Other Considerations (10 Points)  Bonomstrated skills not otherwise reflected in factors ranked	10	7	3
	Total	1.00	66	33

	1		Approved For Refer	Sec <b>2000/08</b> /16 ARCIAC <b>O</b>	1680-010	4 12 <b>000</b> 011000000	02.6		
PERFORMANCE (30)		NCE (30)	QUALIFICATIONS (20)	POTENTIAL (15)	ASSIGNABILITY (15)		LENGTH OF SERVICE (10)	OTHER CONSID RATIONS (10)	
RALE	Produc- tivity (15)	Guslity (15)	Education-Training Experience-Describs- bility-Cooperative- ness	Estimated capabilities for growth and sassumption of greater responsi-	to Agency (5)	Acceptance of field service (10)	Time in Agency, Government or related service	Demonstrated skills not otherwise reflected in factors rank d	Andreas and the second
			1	Old State	1	İ		AND RESIDENCE AND ARREST CONTRACTOR OF THE PERSON OF THE P	-
of majorinary who comments the second			CALCA THE CONTROL OF THE CALCADA CONTROL OF T				COS THE RESIDENCE OF THE PROPERTY OF THE PROPE	and the second s	-
					-		The second secon		
			A SALE STATE OF THE ART OF THE PARTY OF THE	E CONTRACTOR CONTRACTO		and the second s	The second of the second secon	Comment of the Control of the section of the sectio	L
A STATE OF THE PARTY OF THE PAR	man comment granders and transcribed Means.	-	ili. Li il langua papananan ing kapata ya mananan ing kapata na	THE RESERVE AND PARTY OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS N		1		AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	
the training of the second of the	***************************************				I			er og en	- relica-
المواجعة المواوات بالماسية المعادد والدراجة		A CONTRACTOR OF THE PERSON NAMED IN COLUMN 1		AND ADDRESS TO COMPANY OF THE PARK THE	<u> </u>	A COMPANIE OF THE PROPERTY OF	g ner og grenne flak sørerne med ske kenkette som en	Approximate signification restriction to the contract of the c	m gan
a. Indiana of the second of th	1	1		The state of the s	-	- Principle of the Prin	and the recovered to the second s	and the control of th	
		-	-	*	<del>†</del>	<del></del>		THE RESIDENCE OF THE PROPERTY	<u>.</u>
		*		The second secon	1	1	And the state of t	The state of the s	
CANDEL MICHAEL COMMISSION OF THE PROPERTY OF T	-	1					And the state of t	The contract of the contract o	+
CONTRACTOR STATE		S. C.		AND THE PROPERTY OF THE PROPER	+	-	THE PROPERTY OF THE PROPERTY O	CONTRACTOR SECURITION OF THE PROPERTY OF THE SECURITION OF THE SEC	4
and the respect of the property of the second secon	The second second second second second	-	Property of the Comment of the Comme				The second secon	Contraction of the second seco	-
Control of the Contro		-		-	<del></del>			The state of the s	<u></u>
property and the second se		-	-		1	-		-	+
Autor consistent of the control and the control of		<del> </del>						and the state of t	7
AND THE SHAPE SHEET AND THE PROPERTY OF THE PARTY OF THE	5	-			-		THE RESERVE OF THE PROPERTY OF	The state of the s	1
geresa (p. gyanyen) ingasaran) in a gyanyenye a dibiri			The second secon	į		-	The state of the s	THE WASHINGTON THE PROPERTY OF	Į
The second secon					<u> </u>	-	A STATE OF THE STA	and the later was a second date to the second date of the second date of the second date of the second date of	4.
THE PERSON NAMED AND POST OF PERSONS	COMMENSATION OF THE PARTY OF TH	-	The state of the s	And the contract of the contra	mention:	The state of the s		CONTINUE AND SECURE AN	
ene Enem personal residence di que demanda de la compansión de la com	AND	-	**************************************	1		and the second second second second	The state of the s	and a consequence of the consequ	
CERTIFICATION CONTRACTOR AND ACTUAL CONTRACT	- Committee of the comm	-		in company to the contract of		ingressiones approve to the	man and the second seco	The second secon	
ere entre property and extremely and the second			tiller på men til strendelig menner til et 190 strenge av sike i 190 strenge menner	and freeze and the company of the commence of the contract	. 1		The second section of the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the sect	The state of the s	-
		-	and better the contract of the	The second secon	<u> </u>	The second secon		The Company of the State of the	man (T)
LANGER OF THE PROPERTY OF THE PARTY OF THE P	Caratanana and American	endigen in the contract of the	The state of the s	A CONTRACT CONTRACTOR OF THE PROPERTY OF THE P	1	CONTRACTOR OF THE PROPERTY OF THE PARTY OF T	Committee of the commit	CONTRACTOR	, m
and the state of the second state of the secon		AND EDISONAL SERVICE AND	magainteen etguspissatistasi ja metekus tistakan julipakan kanada met				After confined anyther in the principles of the specimens by the principles of the specimens of the principles of the pr	A STATE OF THE PROPERTY OF THE	-mercely
ganggangan kanasan tahun an Promitsi Sistem (1900) I	esser manerous de la cità des activat mentione	· Proposition and a second second		and the same of th	- Parkettine	-			
		and the second second second	**************************************	The state of the s	manifesta conserva sense	Antigenesis and the second section of	reasonable of the contract of	Security Control of the Control of t	
	Anna Caracter Management of the Caracter of th	1	The state of the s	The second secon		is a manufacture of the second	School and the second s	Control of the contro	
englander von einer sterner einer von eine	ij Marie (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900) (1900)	i. Les <b>i</b> liano con contraversimiento	garage programme and the second responsibilities of the second responsibilities of the second responsibilities	se 2000/08/15 : CIA-RI	along the state of	to the section of the section of			

# 'Approved For Release 2000/08/15 : CIA-RDP80-01341A00-100030002-5

STATINTL

The elements listed for specific consideration have been selected because it is believed they represent adherence to the principles and criteria set forth and also represent factors which tend to indicate competence and capability for responsibility of the type generally encountered in the competitive fields concerned.

The factors listed on the attached form as comprising elements on which the relative standings are based are more fully described as follows:

#### Performance

Productivity, quality and level of job performance, organization of work, accomplishments.

# Potential

Judgment, creative work, self-reliance, acceptance of unusual responsibilities, supervisory capabilities, appearance, personality.

## Value to Agency

Versatility, occupational skills, capabilities, training, experience.

## Acceptance of Career Service Obligations

Willingness to accept o/s assignment, willingness to subordinate personal preferences or conveniences, when necessary to mission of Agency, to obligations to Agency.

#### Qualifications

Education, training, experience, personal characteristics.

#### Other Considerations

Specialized background, experience, etc., nature of previous assignments, evaluation reports, general background and acceptability.

### Approved For Release 2000/08/15 CIARDP80-01341A000100030002-5

Approved For Release 2000/06/1541A000100030002-5								
Sept.	AME	FERFORMANCE Initiative, Prod Sup, Capabilities	POTENTIAL Accept. Resp. Judgment	VALUE TO AG. Versatility, Sails Personel	ACC OF CS OFL. Accept. of	QUALIFICATIONS Education, Experience	COMER CONSIDER. Cart. Auth. O/S Assista.	2CAR
LEGIB	٠	The mandatories		· Property of		maining		CONTRACTOR OF THE STREET, STRE
•		3	3	3	3	3	3	18
•			; ; ;	1				400
•		<b>.</b>	1					8.0
7			; ;					
				• •				
	•							

· Lomen Scints established by Panels