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8 JUN 1959

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THRU : Comptroller
Deputy Comptroller
Assistant Comptroller

Competitive Evaluation Panels *(FINNHOE)*

1. It will be recalled you requested at the 17 April 1959 EF Career Board meeting that effort be made to:

a. Determine common factors which can be used by the competitive 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 attachment¹ 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 panel 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 [redacted] titled Guide for Competitive Evaluation Panels.

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4. 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 DATE	29/04/81	BY	18935
GAGD COMP	-	OPI	38	TYPE	01
ORIG CLASS	5	PAGES	7	REV CLASS	U
JUST	22	NEXT REV	2011	AUTH:	HR 70-2

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(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. [REDACTED], Personnel representative on the DD/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.

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6. Appraisal of employees' performance, capabilities and potential, it is thus concluded, can best be done only through consideration by panel 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 others having knowledge of the employees being evaluated is strongly recommended in the guide mentioned previously [REDACTED].

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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 promotion actions for SF personnel.

Signed by

[REDACTED]

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COMPETITIVE EVALUATION FACTORS AND POINTS

Factor	Other DD/S Components				Office of the Comptroller			
	Admin	Commo	Security	Logistics	Fiscal	Finance	Budget	HRB
Performance	40	40	45	20	10	3	6	30
Potential	20	15	17	20	10	3	6	5
Assignability	20	15	9	-	10	6 ^{3/}	6	-
Qualifications	20	20 ^{1/}	23	63 ^{2/}	10	3	36 ^{4/}	45 ^{5/}
Time-in-Grade	-	-	6	10	-	-	6	-
Leadership	-	10	-	-	-	-	-	-
Other Considerations	-	-	-	-	-	3	6	-
Totals	100	100	100	113	40	18	66	80

^{1/} Made up of maximum 10 originality and 10 personality

^{2/} Made up of maximum: CIA experience 18
 Pre-experience 10
 Overseas experience 15
 Education 10
 CIA training 10

^{3/} Made up of maximum 3 value to Agency and 3 acceptance of career service obligations

^{4/} Consists of maximum: Time in Agency 6
 Time in Government 6
 Education - General 6
 Education - Special 6
 Experience - Budget 6
 Experience - Related 6

^{5/} Made up of 5 points maximum for: (1) Procedural and technical ability; (2) Technical knowledge; (3) Procedural knowledge; (4) Dependability; (5) Industry; (6) Interest; (7) Initiative; (8) Cooperativeness; (9) Ability to get along with others.

~~EYES ONLY~~

ATTACHMENT 2

OFFICE OF THE COMPTROLLER
COMPETITIVE EVALUATION GUIDE

	<u>High</u>	<u>Average</u>	<u>Low</u>
1. Performance (30 Points)			
Productivity	15	10	5
Quality	15	10	5
2. Qualifications (20 Points)	20	12	7
Education 3			
Training			
Experience			
Dependability 2			
Cooperativeness 2			
3. Potential (15 Points)	15	10	5
Estimated capacities for growth and assumption of greater responsibilities			
4. Assignability (15 Points)	15	10	5
Value to Agency (Versatility and Adaptability)			
Acceptance of Career Obligations <i>Field Service</i> 10			
5. Length of Service (10 Points)	10	7	3
Time in Agency, Government or related service			
6. Other Considerations (10 Points)	10	7	3
Demonstrated skills not otherwise reflected in factors ranked			
Total	100	66	33

~~EYES ONLY~~

STATINTL

The elements listed for specific consideration have been selected because it is believed they represent adherence to the principles and criteria set forth [REDACTED] 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

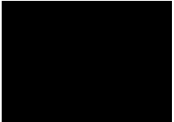
Willingness to accept o/s assignment, willingness to subordinate personal preferences or conveniences, when necessary to mission of Agency, to obligations to Agency.

Qualifications

Education, training, experience, personal characteristics.

Other Considerations

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

NAME	PERFORMANCE Initiative, Prod. Sup. Capabilities	POTENTIAL Accept. Resp. Judgment	VALUE TO AG. Versatility, Skills, Personal	ACC. OF CS ORG. Accept. of Assign.	QUALIFICATIONS Education, Experience	OTHER CONSIDER. Certs. Auth. O/S Assigns.	TOTAL
ILLEGIB 	3	3	3	3	<i>Training</i> 3	3	18 40 80

Somebody's initials established by Bonds