

7 May 1957

MEMORANDUM FOR: Head, SF Career Service

SUBJECT : Competitive Promotion Listings (FINANCE)

REFERENCE : (a) [redacted]
(b) [redacted]

25X1A

1. Attached is a form which has been developed by the Finance Officer and ICAB Competitive Promotion Panels to assist panel members to assure that each employee receives a complete, fair and equitable rating. The elements listed for specific consideration have been selected because it is believed they represent adherence to the principles and criteria set forth in references and also represent factors which tend to indicate competence and capability for responsibility of the type generally encountered in the competitive fields concerned.

2. 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)

3. The procedure observed in developing each competitive promotion listing is as follows:

(a) Each panel member is furnished a listing (in DOG order) and summary biographical data for all employees to be evaluated for competitive promotion purposes.

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- (b) Observing the criteria set forth in references and 2 above, each panel member assigns a numerical rating (0 thru 3) for each element for each employee listed.
- (c) The numerical rating for each employee is then determined by totaling the ratings assigned to each element.
- (d) The panel then assembles in formal meeting for the purpose of reconciling ratings and arriving at a final panel rating for each employee under consideration. (In this connection, the panel may refer to personnel files, supervisors or such other sources as are deemed appropriate to resolve differences and assure equitable ratings)
- (e) Upon finalization of ratings the final competitive listing is prepared by listing each employee in descending order of rating attained, with employees assigned the same numerical rating listed in order of time-in-grade.
- (f) Employees who have not yet reached the time-in-grade necessary for competitive promotion consideration are then listed, as supplementary information to the competitive promotion list, in order of date of grade.
- (g) The final listing is then referred to Chief, Finance Division, for approval and submittal to Head, SF Career Service.



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CRITERIA
ELEMENTS TO BE CONSIDERED

NAME	<u>PERFORMANCE</u> Initiative, Prod. Sup. Capabilities	<u>POTENTIAL</u> Accept. Resp. Judgment	<u>VALUE TO AG.</u> Versatility, Skills, Personal	<u>ACC. OF CS ORL.</u> Accept. of Assign.	<u>QUALIFICATIONS</u> Education, Experience	<u>OTHER CONSIDER.</u> Cert. Auth. O/S Assign.	TOTAL

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