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3 November 1975

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #7 Meeting

1. Competitive Evaluation Panel #7 met in the Director of Finance Conference Room in Key Building on 3 November 1975 with the following members present:

25X1A


2. The Chairman convened the meeting at 0900 and adjourned sine die at 1100.

3. The Competitive Evaluation Listing for the GS-5's and a list of promotions recommended was completed and will be submitted to the Finance Career Board for review, approval and endorsement to the Head, MF Career Subgroup.


Secretary

25X1A

25X1A


Chairman, CE Panel #7

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Criteria for Ratings in Skills

PAYROLL - based on performance in C&T and skills rating determined by performance in various jobs while in Division

Actual - H - Proficient performance in 2 or more types of pay cases
M - Strong performance in 1 type of pay case
L - Still learning or performance on job is limited

Potential - Progression within C&T based on grade level estimated to be able to attain

SYSTEMS - deeply involved in one major system, do input, analyze output,

Actual - H - Strong performance; counsel on changing specs
M - Proficient rating in duty
L - Still learning or performance on job is limited

Potential - Based on amount of interest and ability to progress in this field

TRAVEL - based on performance in CTB and skills rating determined by performance in various types of travel functions while in Division

Actual - H - PCS (domestic & foreign) & TDY (domestic & foreign) -
Strong ratings
M - Familiarity with either foreign or domestic travel with
strong performance
L - Still learning or performance on job is limited

Potential - Degree to which can render strong performance in this function

AUDIT - performance of audit functions in C&L or AD/L including storage, airline billings, reimbursements, medical claims, tort claims, etc.

Actual - H - based on strong performance and experience on job
M - based on proficient performance
L - new on job

Potential - H - based on education and extensive experience and continued performance in this limited skills areas
M - based on F.R. rating of proficiency
L - limited potential

GEN ACCTG - knowledge or experience with acctg system

Actual - H -
M - based on amount of knowledge or experience
L -

Potential - Degree to which estimated to be able to render strong performance in this function

MONETARY

Actual - H - strong performance in Monetary Division
M - proficient performance in Monetary Division
L - minimal experience/exposure to monetary operations

Potential - Degree to which employee can render strong performance in this function.