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ACTIVITIES WHICH D/PERS MONITORS OR ADMINISTERS

Reference

Activity Which D/Pers Monitors or Administers

How Carried Out By CSPD

Appointment of Staff Personnel

Review of Qualification of Candidates. Determine entrance rates and types of appointment.

Selection of Employees for Career Employee Status

Review of employee records for eligibility under established criteria. Processing of documentation.

Assignment of Service Designations

Review and processing of Personnel Actions.

Adverse actions including suspension of personnel for security reasons

Action as prescribed by SA/D/Pers or D/Pers.

Grievance Cases

Provision of information to employees and supervisors.

Ceiling and Position Authorization

Monitor adherence to ceiling authorization and CSGA in the processing of personnel actions.

Assignments

Maintain staffing requirements; provide internal placement service; process FRQ's; monitor PRA's; negotiate inter-Career Service transfers.

Career Planning

Counseling and implementation through placement.

Overseas Panel

Provide information of employees scheduled for overseas.

Fitness Report

Staff Guidance; review; follow-up of delinquent reports.

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<u>Reference</u>	<u>Activity which D/Pers Monitors or Administers</u>	<u>How Carried Out By CSPD</u>
	Promotions	Staff support to panels; review of promotion actions; evaluation of promotion programs and criteria used.
	Supergrade Personnel	Maintenance of Records. Staff support to Panels.
	Separations	Staff guidance to operating activities. Processing of actions.
	Separation of Surplus Personnel	Staff support to Panels. Processing of actions.
	Hours of Work, Leave, Pay	Provide information to operating activities.
	Separation Compensation	Staff support to Career Service Officials
	Honor & Merit Awards	Staff support to operating officials and Career Service officials.
	Personnel Records & Reports	Monitor use and distribution of files and other personnel records. Prepare reports and statistics on personnel data.
	Consultants	Staff guidance. Processing documentation.
	Marriage to Aliens	Staff guidance. Monitor processing. Obtain information.

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