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2 May 1960

MEMORANDUM FOR: CIA Career Council

SUBJECT: One-Grade Promotion Policy

1. At its meeting on 30 April 1959 the Career Council discussed the use of grades GS-6, 8 and 10 as additional steps in the promotion ladder in the career management system of the various Career Services. It was agreed that these grades should be used Agency-wide on an experimental basis with the understanding that jobs in these areas would not be reclassified, but that promotions from GS-5, 7 and 9 would proceed by single step progression to grades GS-7, 9 and 11.

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2. In order to implement the decision of the Council, Agency Notice  was published on 15 May 1959. This notice provides that promotion actions for all staff personnel will be limited to one-grade advancements, exceptions to be made by the Director of Personnel in response to requests from Heads of Career Services. This notice expires 1 June 1960.

3. It appears timely that a review be made of the one-grade promotion policy with a view toward its reaffirmation, modification, or rescission. The Director of Personnel intends to place the matter on the agenda of a Career Council meeting in the next thirty days.

4. Members of the Council are being notified of this intent in order that they may have time to have the matter studied thoroughly prior to the proposed Council discussion.

Executive Secretary  
CIA Career Council

*Not handed out at  
Council meeting*

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