

ADMINISTRATIVE INTERNAL USE ONLY

1 APR 1983

MEMORANDUM FOR: Acting Chief, Career Management Staff, DDA

FROM:
Director of Security

SUBJECT: Review of Comparative Evaluation Descriptors

REFERENCE: Memo from AC/CMS/DDA, dated 21 March 1983,
Subject: same

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1. The reference was carefully reviewed by senior Security officers and the following suggestions and comments are offered for your consideration.

2. The Office of Security strongly supports retaining the four categories and would suggest changing the language of the current descriptors along the following lines:

- ° Category I should clearly indicate that the employee is a true "super star" and is an absolute certainty in the rater's mind to be on a fast career track. We agree with the one suggestion to change the wording "work performance clearly suggests" to "work performance clearly indicates" a high potential for rapid career growth.
- ° Category II should be worded to describe employees who in the rater's mind are capable of successfully competing for promotion and assignment to positions of higher responsibilities.
- ° Category III should be reserved for employees who have, in all likelihood, peaked and have realized their potential. These would be employees who are making valuable contributions and have no personal or discipline problems. The wording in Category III describing individuals capable of performing successfully at a higher level of responsibility should be deleted.

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