

**ADMINISTRATIVE
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28 JAN 1974

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 66

SUBJECT: Annual Evaluation and Ranking of Employees

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1. The ORD Career Service Panel is now beginning its annual comparative and competitive evaluations of employees as prescribed in [] respectively. These evaluations are performed to rank the relative capabilities and potential of each employee as they pertain to selection for assignment, advancement, and retention. After these rankings have been completed, a promotability list for each grade group is generated. Promotion requests reviewed by the Panel are considered in terms of the promotability lists, availability of slots, and long-term needs of the Office.

2. The rankings are also used to identify employees who are judged to be deficient in their performance. In discharging its responsibility to these employees, the Career Service Panel has adopted the following policy:

a. Each employee who is ranked and found to be deficient in his performance in comparison with his peers will be notified of this fact by a memorandum from his Division or Staff Chief and advised of the reasons for his low ranking.

b. Each employee so advised will be given the opportunity to reply either orally or in writing and to have his case reviewed by the Office Director concerned.

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GENERAL NOTICE NO. 66 (Cont'd)

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c. The employee should be specifically advised as to what corrective action is required on his part to raise his performance to an acceptable level. It should also be made clear to him that if on a subsequent review he is again found deficient, administrative action will be taken. This could mean a recommendation to remove him from the career service.

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Sayre Stevens

Director of Research & Development

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