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June

21 September 1987

MEMORANDUM FOR: Office of Training and Education Employees

FROM:

[Redacted]

Director of Training and Education

SUBJECT: OTE Comparative Evaluation System

1. We have just completed our first year operating under the new OTE Comparative Evaluation System. During this year, 45 employees assigned to OTE served as members of a panel. This has been a great learning experience for them as well as for the rest of us. The Panels met 40 times and made [Redacted] promotion and category descriptor recommendations to me, and I am happy to report that there were only a handful of these that I found it necessary to call a panel to reconsider its recommendation.

2. Attached you will find three OTE Instructions implementing year two of the OTE Comparative Evaluation System. There have been relatively minor modifications to the system which resulted from recommendations made to me by former panel members and employees. The key modifications are:

- SIF's will have signatures of supervisor, reviewing official and division chief if different than from the reviewing officials.
- SIF's will be given to panel members at the beginning of their session.
- Category Descriptors will be assigned once a year.
- Awards for employees will remain the responsibility of the supervisors.

3. I will be meeting with all panel members on Monday, 28 September to discuss the panel process and to advise them of the importance that a strong comparative evaluation system has on an office such as ours. Please take a moment now to read the attached instructions which outline for you the panel process, panel membership and schedule as well as the function of the Senior Personnel Board.

Attachments:

- OTE 87-4
- OTE 87-5
- OTE 87-6

Downgrade to ADMIN -
INTERNAL USE ONLY when removed
from OTE 87-5

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Next 21 Page(s) In Document Denied