

CLERICAL & SECRETARIAL GUIDELINES CRITERIA

CLERK TYPIST (GS-04 and GS-05)

JOB PERFORMANCE

OVERALL CLERICAL DUTIES:

Knowledge of correspondence formats and preparation of the same, preparation of forms, document flow and control, telephone and receptionist techniques, ability to determine work priorities, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, willingness and ability to understudy and act for higher level secretaries, neat and orderly office area.

TYPING:

The ability to quickly, accurately and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc. in the prescribed format.

TECHNICAL ABILITY:

The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.

CLERICAL & SECRETARIAL GUIDELINES CRITERIA

CLERK STENO & SECRETARY STENO (GS-04 - GS-06)

JOB PERFORMANCE

SECRETARIAL DUTIES:

Knowledge of correspondence formats and preparation of the same, document control and flow, filing systems; ability to determine work priorities, telephone and receptionist techniques, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, willingness and ability to understudy and act for higher level secretaries, neat and orderly office area.

SHORTHAND:

The ability to take shorthand and transcribe notes into an accurate draft or finished product.

TYPING:

The ability to quickly, accurately, and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc. in the prescribed format.

TECHNICAL ABILITY:

The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.

CLERICAL & SECRETARIAL GUIDELINES CRITERIA

SECRETARY STENO (GS-07 and Above)

JOB PERFORMANCE

SECRETARIAL & ADMINISTRATIVE DUTIES:

Provide administrative direction and leadership to secretarial and clerical personnel, responsible for developing and training subordinates, office management, document flow and control, maintain administrative records, correspondence review, ability to determine office work priorities, telephone and receptionist techniques, human relations effectiveness, decision logic, job attitude, utilization of time, initiative, resourcefulness, overall work accomplishments, security consciousness, neat and orderly office area.

SHORTHAND:

The ability to take shorthand and transcribe notes into an accurate draft or finished product.

TYPING:

The ability to quickly, accurately, and neatly type reports, project actions, memoranda, travel advances and vouchers, clearance actions, etc. in the prescribed format.

TECHNICAL ABILITY:

The knowledge of and adherence to document control procedures, Agency regulations, DD/S&T and ORD instructions, correspondence formats and completion of proper forms; filing systems, use of reference aids, records disposition, and knowledge of grammar and punctuation.

PERSONAL QUALIFICATIONS  
& CONSIDERATIONS

PERSONALITY:

The ability to get along with others - subordinates, contemporaries, and supervisors - to have honesty, integrity and tact; to be pleasant, dependable and regular in attendance; to be able to communicate well; to have acceptable attitudes and work habits.

APPEARANCE:

Grooming, appropriateness of dress, poise, etc.

POTENTIAL:

The demonstrated performance motivation and potential to advance to a senior clerical position.

ADAPTABILITY:

Ability to accept new ideas and adjust to changing situations and environment.

ASSIGNABILITY:

The willingness and/or capability to accept assignments at the same or next grade level in the same position title job within ORD. (This category not to be confused with potential.)

THIS SHEET IS APPLICABLE FOR THE FOLLOWING:

1. Clerk Typist (GS-04 and GS-05).
2. Clerk Steno and Secretary Steno (GS-04 - GS-06).
3. Secretary Steno (GS-07 and Above).

PROFESSIONAL EVALUATION  
& RANKING CRITERIA

Attachment "B"

SECRET

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100030005-1

STAT

PROFESSIONAL RANKING

EVALUATION CRITERIA

MANAGEMENT

- a. People
- b. Programs
- c. Contractors

TECHNICAL

- a. Formal Education
- b. Experience
- c. Application

PRODUCTIVITY

- a. Assigned tasks
- b. Future potential

ABILITY TO COMMUNICATE/BRIEF

- a. With peers
- b. With management
- c. With community

RESPONSIVENESS

- a. To assigned task
- b. To Agency goals
- c. To Office goals

JOB PERFORMANCE

- a. Initiative
- b. Persistence (follow-through)
- c. Progress reporting
- d. Coordination (internal/external)
- e. Diplomacy
- f. Intra/Division cooperation
- g. Creativity

STAT

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100030005-1

SECRET

1. CSP/ORD Schedule
2. Special Panel Schedule

TIME SCHEDULES FOR FITNESS REPORTS, COMPETITIVE EVALUATION AND PROMOTION ACTIONS

The time schedule for the submission of fitness reports to the Office of Personnel, submission of Division ratings to the Secretary of CSP/ORD, the CSP/ORD competitive evaluations, statements of intent to promote, and subsequent promotion actions is as follows:

TIME SCHEDULE

<u>GRADE LEVEL</u>	<u>FITNESS REPORTS</u>	<u>DIVISION RATING</u>	<u>COMPETITIVE EVALUATION</u>	<u>STATEMENT INTENT TO PROMOTE</u>	<u>PROMOTION ACTION</u>
1-5	30 April	NA	NA	NA	Special Panel
6-8	31 July	NA	NA	NA	Special Panel
9-11	31 October	November	December	December June	January July
12	31 January	February	March	April October	May November
13	31 January	March	April	May November	June December
14	30 April	June	July	July January	August February
15	30 April	(May)	(June)		Senior Board

DATE: 6 February 1967



CONFIDENTIAL

EYES ONLY

SPECIAL Approved For Release 2006/01/12 : CIA-RDP91-00452R000100030005-1  
OFFICE OF RESEARCH AND DEVELOPMENT

EVALUATION AND PROMOTION SCHEDULE  
FOR  
SECRETARIAL AND CLERICAL  
PERSONNEL

<u>GRADE LEVEL</u>	<u>SUBMISSION OF FITNESS REPORTS</u>	<u>COMPETITIVE EVALUATION</u>	<u>PROMOTION RECOMMENDATIONS</u>
GS-4 GS-5	30 April	May	June December
GS-6	31 July	August	September March
GS-7	31 July	September	October April
GS-8	31 July	October	November May

STAT  


EYES ONLY

CONFIDENTIAL

(1 May 73)

Attachment "G"

~~ADMINISTRATIVE~~  
INTERNAL USE ONLY

28 JAN 1974

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 66

SUBJECT: Annual Evaluation and Ranking of Employees

STAT

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.

~~ADMINISTRATIVE~~  
INTERNAL USE ONLY

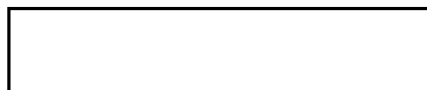
ADMINISTRATIVE  
INTERNAL USE ONLY

GENERAL NOTICE NO. 66 (Cont'd)

SUBJECT: Annual Evaluation and Ranking of Employees

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.

FOIAB3B



Sayre Stevens  
Director of Research & Development

ADMINISTRATIVE  
INTERNAL USE ONLY