Approved For Release 2006/11/06 : CIA-RDP92-00455R000200020006-5

OP MEMORANDUM NO. 20-2-13

21 November 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Trial Period Certificate

REFERENCES: (a) [redacted]
(b) OPM 20-2-12, dated 17 February 1984

1. A new certificate has been created to mark the successful completion of an employee's trial period. This certificate was developed as a result of a suggestion received in response to the DCI's Excellence Program. The first Trial Period Certificates will be awarded to those employees who successfully complete their trial periods on 1 January 1985. The certificate program will not be retroactive.

2. Office of Personnel/Special Activities Staff (OP/SAS) will originate the request for the preparation of Trial Period Certificates upon receipt of Form 1152, Request for Personnel Action, from the components, and the necessary approvals from the applicable Career Service, the Office of Security, and the Office of Medical Services. (Reference (b) gives a complete description of the procedures to be followed in completing trial period actions.)

3. Personnel officers should ensure that the Trial Period Certificate and the employee copy of Form 1150, Personnel Action, are presented to the employee on a timely basis and by an appropriate official to recognize this phase of the employee's career. Personnel officers should be aware that OP/Transactions and Records Branch (OP/TRB) and OP/Special Activities Staff (OP/SAS) are responsible for forwarding respectively Form 1150 and the Trial Period Certificate to the components. The two items therefore may not arrive simultaneously in the component personnel office. They should, however, arrive within several days of each other.

4. The Trial Period Certificate is unique to the Agency and bears both the name and the seal of the Central Intelligence Agency. Therefore, those certificates presented to employees who are under cover will be retained in the Agency. Components should notify personnel stationed outside the immediate Headquarters area by telepouch of their successful completion of the trial period and of the issuance of the certificate. Components should ensure that the Trial Period Certificates are retained until such time that circumstances permit presentation to the employee.

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5. Component personnel officers should review OPM 20-2-12, Procedures for Completion of Trial Period Actions, to ensure the timely processing of personnel actions and Trial Period Certificates. For additional information about Trial Period Certificates and/or the procedures for completion of trial period actions, contact OP/SAS, 6N05 [redacted]

[redacted]

Robert W. Magee
Director of Personnel

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