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Approved For Release 2004/08/25 : CIA-RDP67-00134R000100050030-1

DOIS 63-2322

29 MAY 1963

MEMORANDUM FOR: Inspector General

SUBJECT : Promotion Policy

1. This is in response to your recent inquiry concerning the Agency's policy of promotion by single grade stages.

2. Although some components, such as the Office of Communications, had practiced the use of GS grades 6, 8 and 10 traditionally, the Career Council first adopted the policy of single grade promotions Agency-wide in April 1959. That action was based upon proposals which had been initiated separately by the Office of Central Reference and the Clandestine Services. In November 1960, the Council reviewed the experience of eighteen months and reaffirmed the policy of single grade promotions with no time-in-grade restrictions. Contrary to your initial understanding, this policy was adopted in response to internal management objectives of this Agency and with full awareness that it differed from standard civil service practice.

3. We have no evidence that the single-grade promotion policy has caused CIA to fall behind other federal agencies in the rates of pay offered for comparable work. On the contrary, an individual will earn more while advancing through two single grade stages than he will if he receives one two-grade promotion at the end of the same period of time. The length of time that an employee remains in grade in this Agency is determined by the management of his career service in consideration of the individual's competitive status within that service and the promotion headroom available to the Career Service. Since it is CIA policy that promotions are competitive and not subject to time-in-grade controls, it is practically impossible to draw meaningful comparisons between the rates at which given individuals might be promoted here or in other federal agencies wherein promotions are usually controlled by the availability of vacancies at the higher grades and by satisfaction of rigid experience requirements.

4. The Agency imposes no policy restrictions which would place OCR in an unfavorable position in competing with the promotion rates of other federal agencies. However, in view of the complaints which have come to your attention, I shall make a thorough review of promotion practices in the Office of Central Reference and recommend any changes in that program which seem appropriate. I shall advise you of the results of the study.



Emmett D. Echols
Director of Personnel

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