

(This Notice is Current Until Rescinded)

NOTICE NO.
LN 20-167

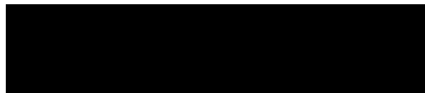
LN 20-167
PERSONNEL
10 December 1975

GUIDELINES FOR CLERICAL PROMOTIONS

1. So that all Office of Logistics' Divisions and Staffs will be using the same standards, provided below are the minimum time-in-grade guidelines on clerical promotions in grades GS-03 through GS-07:

GS-03 to GS-04	6 months to 9 months
GS-04 to GS-05	9 months to 1 year
GS-05 to GS-06	1 year
GS-06 to GS-07	1 year to 1½ years

2. Promotions should be based primarily on individual performance and qualifications and on whether or not the particular slot will accommodate a promotion. These are guidelines and not rigid requirements. On the other hand, while exceptions will be considered, they should be only for those cases where performance clearly exceeds the norm and special recognition is warranted.



MICHAEL J. MALANICK
Director of Logistics

25X1A