

28 DEC 1964

MEMORANDUM FOR: Members of SF Career Service Competitive Evaluation Panels

SUBJECT : Designation of Members of SF Career Service Competitive Evaluation Panels

1. There is established, effective as of 1 January 1965, five Competitive Evaluation Panels to perform competitive evaluations of all SF Career Service employees in grades GS-5 through GS-13. Such competitive evaluations will be made annually, or more often if required, and competitive lists of SF employees by grades should be submitted to the Chairman, SF Career Service on or before 1 April each year, by the Chairman of each Panel.

2. The purpose of the five panels is to provide a comparative evaluation of SF employees on the basis of their performance, training, experience, and potential in five functional skills. An employee may be evaluated by only one of the Panels or by all five Panels depending on the number of his basic skills. Similarly an employee might appear at the top of one competitive list and at the bottom of another. The general categories of personnel that should be included on the competitive lists of each Panel are as follows:

Budget Panel - will make competitive evaluations of all present and former employees of the Budget Division, OBPA; all other employees whose present or former duties involved budget functions; and any other SF employees who appear to have the skills or potential necessary, with training, to properly perform budget functions.

Finance Panel - will make competitive evaluations of all present and former employees of the Accounts, Certification and Liaison, and Compensation & Tax Divisions; all other employees at Headquarters or in the field whose present or former duties involved Finance functions; and any other SF employees who appear to have skills or potential necessary, with training, to properly perform general Finance functions.

Monetary Panel - will make competitive evaluations of all present and former employees of the Monetary Division; all other employees at Headquarters or in the field whose present or former duties involved Monetary functions; and any other SF employees who appear to have skills or potential necessary, with training, to properly perform general Monetary functions.

Systems & Audit Panel - will make competitive evaluations of all present and former employees of the Policy & Planning Staff, Industrial Contract Audit Division, and Proprietary Systems and Accounts Division; all other SF employees who have the skills or potential, with training, to properly perform financial systems and audit type duties.

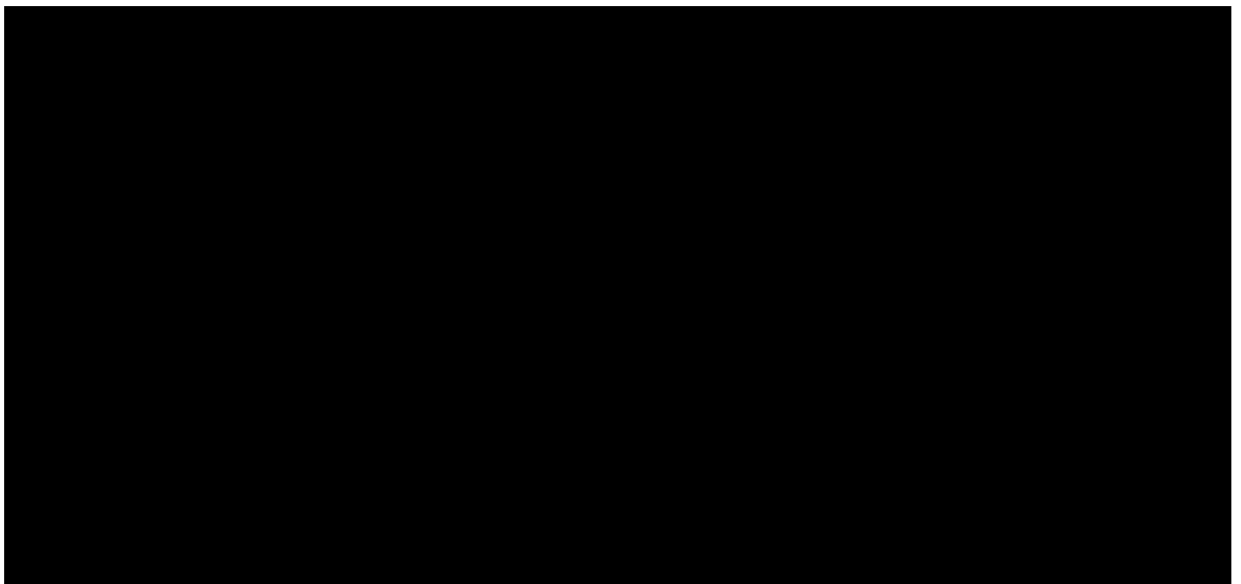
Covert Finance Officer Panel - will make competitive evaluations of all staff, career, or contract agents who perform as Finance Officers or Comptrollers of Agency-owned or controlled non-official cover activities; and all SF employees who have the skill and potential, with training, to serve in such capacities, and are ready, willing, and able to do so.

3. The members composing each Panel are set forth below:

Budget Panel

Finance Panel

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25X1A 4. [REDACTED] of the Office of Finance Administrative Staff, will act as general secretary for each of the Panels and will provide them with such personnel lists and data as may be necessary to enable them to make the required competitive rankings of SF employees.

25X1A 5. The membership of the SF Career Service Board will continue to consist of the Division and Staff Chiefs of the Office of Finance and the Chief, Budget Division, OBPAM. [REDACTED] will act as secretary to the SF Career Service Board.

25X1A [REDACTED]  
R. H. FUCHS

Chairman, SF Career Service Board