

29 October 1958

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MEMORANDUM FOR:

Dr. John R. Tietjen

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*Adm Bd.
using these
criteria*

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SUBJECT : Competitive Evaluation Guide

1. At the Thirty-eighth Meeting of the Administration Career Board on 20 October 1958 it was decided that a point system should be devised for a guide in evaluating competitively the administrative complement for promotion. As you recall, various point systems now being used by several of the Support Career Services were discussed and the Executive Secretary of the Board was requested to work with [redacted] of the Office of Personnel in devising a point system to fit the requirements of the Administration Career Service.

2. Attached is a draft of a proposed point system which, it is felt, incorporates the features of various systems most applicable in the evaluation of Administrative Officers. The criteria outlined in [redacted], "Guide for Competitive Evaluation Panels," have been included within the four general areas for consideration of the proposed system. The systems now being used by the Logistics, Security, and Communications Career Boards were examined as well as the evaluation system used by the Supergrade Review Board. The factors in each of these systems which were most pertinent in the evaluation of Administrative Officers in the grade range of GS-12 through GS-14 have been incorporated in the proposed system. The factors which are evaluated on the Fitness Reports were also examined so that the ratings and comments could be utilized in the competitive evaluation.

3. An effort was made to devise as simple a system as possible which would provide a framework for the analysis of known facts concerning an individual and, at the same time, leave sufficient room for the exercising of professional judgment in evaluating those rather intangible factors which are necessary in a good Administrative Officer. It is realized that there are other criteria which could have been included in this proposed system and the ones listed could have been expressed in different terms. However, unless there are some serious omissions which you consider are essential, it is recommended that you approve the attached system. After an Evaluation Panel has used this system we will be in a better position to evaluate the usefulness of the results and to revise the system based on firsthand information.

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[Redacted Signature]

Executive Secretary
Administration Career Board

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COMPETITIVE EVALUATION GUIDE

	<u>High</u>	<u>Average</u>	<u>Low</u>
1. Performance (40 points)			
Productivity (20 points)	20	12	7
Quality (20 points)	20	12	7
2. Personal Qualifications (20 points)	20	12	7
Leadership			
Personality			
Initiative & Originality			
Liaison Ability			
Self-discipline			
Judgment (Ability to distinguish between important and unimportant activities)			
Decisiveness (Willingness to make an important decision and accept responsibilities for results)			
✓ 3. Potential (20 points)	20	12	7
Estimated capacities for growth and assumption of greater responsibilities.			
✓ 4. Assignability (20 points)	20	12	7
Versatility			
Adaptability			
Personal Circumstances (Willingness v. limitations)			