

S-E-C-R-E-T  
Security Information

**TIME-IN-GRADE CRITERIA CURRENTLY BEING APPLIED IN THE REVIEW OF  
PROMOTION RECOMMENDATIONS IN VARIOUS COMPONENTS OF THE AGENCY**  
(Time-In-Grade Expressed in Terms of Months)

GRADE	ORGANIZATIONAL COMPONENT																					
	D D I	O*	S S I	H H E	C*	C*	O C I	N C E	D*	F*	P*	T*	P*	D L A	P E S	C O M P	L O G	G S	S*	N E D	O M M	O T R
GS-1 to 2	3	3	-	6	3	6	6	3	3	3	3	3	3	6	-	-	6	3	-	6	-	6
GS-2 to 3	3	3	6	6	3	6	6	3	3	3	3	3	3	6	6	-	6	3	-	6	-	6
GS-3 to 4	3	3	6	6	3	6	6	3	3	3	3	3	3	6	6	3	6	3	3	6	6	6
GS-4 to 5	6	6	6	6	6	6	6	3	3	3	3	3	3	6	6	6	6	6	6	6	6	6
GS-5 to 6	6	6	7	6	6	6	9	3	3	3	3	3	3	6	6	6	6	6	6	6	9	6
GS-5 to 7	6	6	7	12	9	6	9	6	6	6	6	6	6	6	6	12	6	9	-	-	-	6
GS-6 to 7	9	9	7	-	6	6	9	3	3	3	3	3	3	6	6	12	6	6	6	6	9	6
GS-7 to 8	9	9	9	-	9	7	9	-	-	-	-	-	-	6	6	12	6	9	-	6	12	6
GS-7 to 9	9	9	9	12	9	7	9	6	6	6	6	6	6	6	6	12	6	9	3	-	-	6
GS-8 to 9	9	9	9	-	9	8	9	-	-	-	-	-	-	6	6	12	6	9	-	6	12	6
GS-9 to 10	9	12	9	-	12	9	12	-	-	-	-	-	-	12	-	12	12	12	6	12	15	6
GS-9 to 11	12	12	12	12	12	9	12	9	9	9	9	9	9	12	12	12	12	12	6	-	15	12
GS-10 to 11	12	12	12	-	12	11	12	-	-	-	-	-	-	12	12	12	12	12	6	12	-	12
GS-11 to 12	12	15	15	12	15	15	15	12	12	12	12	12	12	12	12	12	12	15	12	12	18	12
GS-12 to 13	12	18	18	12	18	21	15	12	12	12	12	12	12	12	12	12	12	18	12	12	24	12
GS-13 to 14	12	21	21	12	21	29	18	12	12	12	12	12	12	12	12	12	12	21	12	12	24	12
GS-14 to 15	18	24	24	12	24	39	24	12	12	12	12	12	12	12	12	12	12	24	-	12	24	12

NOTE: While all of the time-in-grade requirements shown are guides to current practice in the Components indicated (with individual exceptions as justified), only those marked with an asterisk (\*) have been formalized in published form.

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PROMOTION

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Rescissions: (1) CIA Regulation [REDACTED]  
(2) CIA Regulation [REDACTED] (1) and (3)

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| 1. General          | 4. Promotion Requirements |
| 2. Policy           | 5. Promotion Procedure    |
| 3. Responsibilities |                           |

1. GENERAL

This Regulation states policies and procedures applicable to the promotion of employees who are compensated in accordance with Classification Act schedules up to and including grade GS-15. It does not apply to the promotion of employees compensated in accordance with Wage Board or Negotiated Wage Schedules or to promotions involving grades GS-16, 17 or 18.

2. POLICY

- a. Promotions shall be governed by the needs of the Agency and by the qualifications and performance of the individual concerned. Every effort shall be made to fill newly created or vacant positions by promotion from within the Agency before external recruitment is undertaken.
- b. Promotions will be limited to one grade and minimum time-in-grade requirements will be applied as means of providing Agency-wide control of the rate of advancement of employees. These requirements may be waived only when it is clearly established that an individual has been employed at a grade not commensurate with his qualifications or when such waiver is necessary to recognize outstanding ability.

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### 3. RESPONSIBILITIES

#### a. SUPERVISORY OFFICIALS

Supervisory officials at all levels are responsible for considering and recommending promotions of employees under their jurisdiction.

#### b. HEADS OF CAREER COMPONENTS

The heads of Career Components are responsible for implementing the policies stated above, for devising and making known to employees with corresponding career designations practical assignment and promotion programs and for reviewing promotion recommendations concerning all such personnel.

#### c. ASSISTANT DIRECTOR (PERSONNEL)

The Assistant Director (Personnel) is responsible for continuous evaluation of the effectiveness of the Agency's promotion program, for assisting and advising officials at all levels in carrying out their responsibilities in accordance with this Regulation, and for reviewing all recommended promotions to ensure that the requirements of this Regulation are observed.

### 4. PROMOTION REQUIREMENTS

The following requirements apply to all recommended promotions:

#### a. EXISTENCE OF A SUITABLE POSITION

An employee may be promoted only to an existing position at a higher grade level. This may result from reclassification of the employee's current position in recognition of an increase in his duties and responsibilities, from the establishment of a new position, or when a vacancy occurs.

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b. DEMONSTRATED ABILITY

An employee must be fully qualified to perform the duties of the position to which his promotion is recommended. Promotions will be based on qualifications and demonstrated ability to perform work of a higher grade.

c. LIMITATION ON DOUBLE PROMOTIONS

Promotions will be limited to one grade except in the following instances:

- |              |               |
|--------------|---------------|
| GS-4 to GS-6 | GS-7 to GS-9  |
| GS-5 to GS-7 | GS-8 to GS-10 |
| GS-6 to GS-8 | GS-9 to GS-11 |

d. MINIMUM TIME-IN-GRADE REQUIREMENT

An employee must serve in his current grade for the minimum period indicated below in order to be considered for promotion to the next higher grade:

<u>CURRENT GRADE</u>	<u>MINIMUM TIME REQUIREMENT</u>
GS-1, 2 and 3 (or CPC-1, 2, 3 and 4)	3 months
GS-4, 5 and 6 (or CPC-5, 6, 7 and 8)	6 months
GS-7, 8, 9 and 10 (or CPC-9 and 10)	9 months
GS-11, 12 and 13	12 months
GS-14	18 months

5. PROMOTION PROCEDURE

a. RECOMMENDATION

Promotions will be recommended on Standard Form 52, Request for

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Personnel Action, prepared and processed in accordance with Handbook

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Final action will be taken by the Assistant Director (Personnel) in accordance with his responsibilities stated in paragraph 3c above.

b. WAIVERS

- (1) Waiver of minimum time-in-grade requirements or exception to the prohibition against double promotions in accordance with paragraph 2b above may be recommended by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Director of Training, or the Assistant Director (Communications).
- (2) In such cases, a memorandum of justification will be transmitted to the Assistant Director (Personnel) with the Standard Form 52, Request for Personnel Action. In the event the Assistant Director (Personnel) considers the promotion to be unjustified he will forward the memorandum with his comments to the Deputy Director (Administration) for review and discussion with the head of the major component involved. If agreement cannot be reached, the matter will be referred to the Deputy Director of Central Intelligence for final determination.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)