Executive Registry

77/0456/a

- 9 DEC 1977

MEMORANDUM FOR : Office of the Director of Central
Intelligence

ATTENTION   :   25X1

                                                                    25X1
FROM   :
                 Chief, Career Management Staff/DDO

SUBJECT   : Action Items from the DDO MAG
                 Meeting, 5 December 1977

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REFERENCE   :   Memorandum for the Record
                 dated 5 December 1977, Same Subject

1. **Re paragraph 1, Referent:** There is nothing in the DO
evaluation system that says an individual automatically is to fall
to the bottom 20% upon promotion to a higher grade. Without
knowing the specific context in which this allegation was made,
we can only offer the following. In the past, the GS-12 and below
panels did not have any time-in-grade guidelines to follow. Thus,
they have had to evaluate and rank all employees at GS-12 or
below. A review of our records does show that these panels have
tended to ease their ranking chores on occasion by looking at
those who have the longest time in grade as the most deserving
of promotion. These have then been ranked higher than those who
had been most recently promoted unless the panel in its judgment
determined that an employee's performance was so strong it
merited another promotion or a very high ranking. This panel
action could have on occasion placed a newly promoted officer in
the low 20% during a subsequent evaluation cycle. When this was
called to the attention of the DDO recently, he directed that time-
in-grade guidelines be established for all grade levels. If a problem
did exist in the past, we believe we have now initiated the proper
corrective action.

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2. <u>Re paragraph 2, Referent</u>: The Director of Personnel has established a focal point office which is assisting DO careerists identified for reduction in finding employment elsewhere in the Agency.

3. <u>Re paragraph 3, Referent</u>: The DDO released a book cable to all stations and bases on 9 December 1977 advising all employees that there will be no more cuts in FY 78.

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cc: ADDCI
     DDO

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