

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 116

Subject: Administrative and Clerical Personnel

This notice supercedes General Notice No. 100 and updates policy within the Office of Research and Development for the handling of administrative and clerical personnel. This policy is in accordance with Agency regulations and directions issued by the Office of Personnel and the Directorate of Science and Technology.

1. General.

a. Competitive evaluation is the basis for recommending promotion, training, and reassignment and other career management actions. The two basic functions of the ORD Career Service Panel are:

(1) to evaluate employees and to recommend, within established goals, which employees within the "RR" Career Service Sub-group should be promoted.

(2) to identify those employees with high potential for career growth into positions of increasingly greater

responsibility. Employees are, therefore, assessed as to their demonstrated performance--that is, the attainment level reached in discharging assigned responsibilities--and as to their potential--that is, their readiness to assume higher levels of responsibility.

b. The ORD Career Service Panel shall be responsible for establishing personnel requirements and recommending career management actions (including training, promotion, and reassignment) to the Director, Research and Development for all administrative and clerical personnel in the "RR" Career Service or assigned to the Office of Research and Development. For secretarial personnel in grades GS-08 and above, the responsibility for ranking, assignment and promotion is shared with the DD/S&T Senior Secretarial Career Service Panel.

2. Vacancies Within ORD.

a. Clerical requirements in grades GS-07 and below are filled by qualified personnel assigned by the Office of Personnel or through the Vacancy Notice system. When a vacancy occurs for a secretarial position at grade GS-08 or above, the supervisor of

that position will review files of candidates provided by the Senior Secretarial Career Service Panel. Final selection of senior secretaries will be made from this list of candidates.

b. In general, when a secretarial vacancy occurs, the responsible Division Chief should review the files of all eligible secretaries within ORD and should seek the advice of persons who are in a position to evaluate the comparative performance, career interests, and potential of these individuals. Candidates for the position may be interviewed by the Division Chief. The Division Chief shall inform the Career Service Panel of his selection. If the Division Chief determines that no ORD personnel are suitable for the position, he shall so inform the Chief, Support Branch, ORD, who will then circulate a vacancy notice through the Personnel Officer/DD/S&T for applicants from other components.

3. Vacancies Outside ORD.

a. Individuals are informed of vacant positions either by telephone or by formal notices which are circulated to all ORD Divisions. Vacancy notices are to be made available to all

eligible individuals.

b. A GS-07 Secretary Steno who wishes to be considered for a GS-08 position may submit a request for consideration to the Office of Personnel in a sealed envelope when these vacancies occur. Likewise, GS-07 Secretary Stenos may apply for specific vacancies or they may submit their names to the Senior Secretarial Career Service Panel as candidates for future vacancies. Applications are to be sent to the Executive Secretary, SSCSP/DDS&T. For secretarial and clerical positions at grades GS-08 and above, applicants may be either at the grade level of the vacancy or not more than one grade below the grade level of the vacancy.

c. Secretarial or clerical personnel who wish a transfer to another component in the Agency should ask the Chief, Support Branch, ORD, to have their Official Personnel File sent to the component which published the vacancy notice for its consideration. If there is no specific vacancy notice in question, they may request that their file be "shopped" by the Office of Personnel.

d. Discussions concerning interest in a vacancy at the GS-07 level or below may be held in confidence between a Division Chief and an applicant for transfer. If the applicant is deemed qualified for the position under discussion, the Chief, Support Branch, ORD, will be so notified and will notify the applicant's component. Release dates will be arranged to the mutual satisfaction of both the losing and receiving components, depending upon need for and the availability of replacements. Normally, release dates should not be more than three weeks from the date of acceptance by the gaining component.

4. Promotions.

a. Promotions for secretarial and clerical personnel are made according to the promotion schedule for secretarial and clerical personnel. Recommendations for promotion to GS-07 and below as well as clerical (non-secretarial) positions at the GS-08 level and above should be sent to the Career Service Panel through the Chief, Support Branch, ORD. Recommendations for promotion of senior secretarial personnel to grades GS-08 and above should be sent to the Chairman, DD/S&T Senior Secretarial Career Service Panel through

the ORD Career Service Panel.

b. Supervisors are encouraged to prepare recommendations for promotion of qualified secretaries. Recommendations for promotion of GS-07 secretaries to GS-08 will be part of the consideration of individuals by the SSCSP when vacancies with headroom occur.

c. The role of the ORD Career Service Panel is advisory to the Director of Research and Development. Exceptions to the panel's promotion recommendations will be fully documented as to the reasons therefore, approved by the Head of the Career Service and will be reported back to the panel. An information copy of the report of exceptions will be forwarded to the Director of Personnel who must monitor them and submit a semi-annual analysis of such exceptions to the DCI/DDCI.

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Director
of
Research and Development