

Approved For Release 2002/05/07 : CIA-RDP92-00455R000300090016-7

8 August 1978

OFFICE OF FINANCE NOTICE NO. 11-78

SUBJECT : MF Career Subgroup Personnel Management System

REFERENCE: 18 May 1978

RECISSION: Office of Finance Notice No. 10-76

1. In compliance with the requirements of the DCI's Uniform Promotion System as set forth in reference, the MF Career Subgroup personnel management and evaluation structure consists of five (5) independent MF Career Subgroup Evaluation Panels. These independent panels have the responsibility for the competitive evaluation of all careerists under their jurisdiction and for making promotion recommendations to the Director of Personnel. In accordance with paragraph 2.d. of reference, rankings and recommendations for promotion made by these evaluation panels can only be changed by the Director of Central Intelligence. The responsibilities and membership of the MF Career Subgroup Evaluation Panels are as follows:

a. Panel #1

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-13 and 14 and for making promotion recommendations. Panel #1 will consist of the Director of Finance as permanent Chairman, five (or six) members in grade GS-16 (or above) including at least two members but not more than three from personnel assigned to the Office of Finance. The Executive Officer, Office of Finance, is a nonvoting member and serves as the Executive Secretary.

b. Panel #2

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-11 and 12 and for making promotion recommendations. Panel #2 will consist of the Deputy Director of Finance as permanent Chairman, five (or six) members in grade GS-15 (or above) including at least two members but not more than three from personnel assigned to the Office of Finance. The Executive Officer, Office of Finance, is a nonvoting member and serves as Executive Secretary.

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c. Panel #3

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-7 through 10 other than those in the secretarial/clerical profession and for making promotion recommendations. Panel #3 will consist of a Chairman to be designated by the Director of Finance, five (or six) members in grade GS-14 (or above), including at least two members from personnel assigned to the Office of Finance. The Executive Officer, Office of Finance, is a nonvoting member and serves as Executive Secretary.

d. Panel #4

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-6 and below other than those in the secretarial/clerical profession and for making promotion recommendations. Panel #4 will consist of the Executive Officer, Office of Finance, as permanent Chairman, five (or six) members in grades GS-14 (or above) consisting of Division Chiefs of the Office of Finance. The Associate Administrative Officer, Office of Finance, is a nonvoting member and serves as the Executive Secretary.

e. Panel #5

This panel is responsible for the competitive evaluation of all MF personnel in the secretarial/clerical profession in grades GS-7 and below and for making promotion recommendations. Panel #5 will consist of the Administrative Officer, Office of Finance, as permanent Chairman and four Deputy Division or Deputy Staff Chiefs of the Office of Finance. The Associate Administrative Officer, Office of Finance, is a nonvoting member and serves as Executive Secretary.

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2. The DDA Senior Personnel Resources Board is responsible for the competitive evaluation for all MF personnel in grade GS-15 and for making promotion recommendations. The DDA Senior Secretarial Panel will perform the same functions for MF senior secretaries in grades GS-8 and GS-9.

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3. The individual Evaluation Panels are encouraged to make suggestions to the Head of the MF Career Subgroup for improving personnel management and for the assignment, rotation, training and career counseling of MF careerists.

4. Panel members will be appointed by and will serve at the discretion of the Director of Finance. The Panels will meet at the call of the Chairman, but in any case no less frequently than annually. Meetings normally will be held to meet the schedule of the Uniform Promotion System.



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