

TO: All Members, NSA Civ. In-Service Review Board

1. When considering NSA civilian employees for promotion from grade GS-12 to GS-13 or reassignment at the GS-13 level, the following steps will be taken:

a. Upon receipt of the request for promotion or reassignment, from Offices or Staff Divisions, the Secretary of the Board will review the appropriate job description and determine the specific duties and requisite qualifications for the position.

b. The Secretary will determine what the basis was for the promotion or reassignment action, that is, result of position classification survey or individual request for a desk audit and whether or not the position has an incumbent.

c. A current list of all GS 12's in the Agency in order of date of promotion, will be reviewed by the Secretary, to determine which employees who have been in grade 12 months or more, have the required qualifications for the position under consideration. Normally only employees in grade GS-12 for 12 months or more will be considered for promotion to GS-13.

d. If the position under consideration is of such a specialized nature, that there are no other eligible qualified employees on the list except the person recommended, the Secretary will so advise the Board.

e. The NSA Civilian In-Service Placement Program (Chapter P-3 Sect. 3.1b, CPN) provides that the Civilian Promotion Review Board will review and approve all selections for promotion or reassignment to grade GS-13. The Board will consider the incumbent (if any) together with all other qualified and eligible employees. If there is an incumbent in the position and the Board selects another employee for the position, the Secretary will inform the Chief of the Office or Staff Division concerned so that reassignment of the incumbent can be determined.

f. At least 5 working days in advance of the Board Meeting, the Secretary will forward, to each member and alternate member, an agenda with briefs of employees who have been recommended for promotion or reassignment. The agenda will also indicate the relative position of those recommended, on the GS-12 list. It will also state whether or not there are other eligible employees on the list who have qualifications which merit consideration.

g. The Secretary will assure that all employees listed in the agenda are qualified for consideration in accordance with the provisions of NSA Schedule A Qualifications Standards and the Written Agreement.

h. At the meeting, the Secretary will present a description of each position under consideration.

i. The Secretary will advise the members regarding the required qualifications for the position under consideration, (NSA Schedule A Qualifications and Written Agreement). The member who represents the organization where the position exists, may elaborate on the specific requirements of the position if desired by the Board.

j. The Secretary will make available to the members historical data sheets on all GS-12's as required.

2. Board Members will anticipate absences from Board meetings, and inform their alternates sufficiently in advance of meeting for their alternate to make preparation.

3. The Personnel Division will develop detailed skills files on all GS-12's. This file will be utilized by the Secretary upon receipt of recommendations for GS-13 promotions or reassignments. This file will be made available to the Board.