

(b) Each request for personnel action is carefully reviewed by the personnel division to insure the propriety of the proposed method for filling the position. This review includes a determination that the criteria contained in the plan are met if the position is to be filled by a method other than promotion or if the promotion is to be processed as a career promotion or exception to the procedures of the plan.

(c) For all vacancies to be filled by promotion, job vacancy announcements are posted and circulated to employees who might qualify.

(d) Employees outside the minimum areas of consideration outlined in the plan, including those who occupy positions from which no reasonable promotional opportunity exists and who desire merit promotion consideration at other locations, may file an application with the personnel division.

(e) The personnel division, based on a review of the records of skills of employees, will recommend consideration of other qualified employees including those who are significantly underutilized in their present assignment.

(f) The plan specifies that supervisors are responsible for informing the personnel division regarding employees who are underutilized.

(g) To insure the greatest possible objectivity, evaluation methods provided for in the plan include the use of ad hoc committees to provide multiple judgment in ranking candidates into categories of qualified and best qualified for all supervisory positions and for positions GS-11 and above. Ranking for non-supervisory positions GS-10 and below also involves multiple judgment by staff members of the personnel division. Ranking factors and methods are specified in the plan and are documented in each case.

(h) Supervisors may select only from among candidates placed on the list of best qualified and they are required to provide the reason for their selection.

(i) All candidates for a promotion are advised in writing of their eligibility or noneligibility; whether they have been ranked as qualified or best qualified; and if ranked as best qualified and not selected they are advised of the name of the successful candidate and the reason for his selection.

(j) Provision is made for inquiry by employees to personnel division; in addition representatives of that division will counsel employees where necessary steps for personal development may be taken to improve their opportunities for promotion consideration in the future.

(k) In addition to the posting system under this formal merit promotion program for employees in the competitive service, all excepted service attorney positions above GS-11 are advertised and all interested and eligible attorneys are invited to apply for the vacancies.

5. Computerized personnel inventory

A project on which significant progress has been made in recent months is the FCC personnel inventory. This system has been established to be responsive to the needs of the Commissioners and all staff managers for analyses of personal and other data for use in effective manpower planning and utilization. It will also be used as a basis for the development of career management programs, occupationally oriented, and established on an FCC-wide basis, to provide an orderly and foreseeable system for the planned development and career progression of employees. The system will also provide an employee skills inventory which will be utilized as an integral part of the merit promotion-career referral system to refer employees for consideration for promotion and to identify underutilized employees. Collection of data has been completed and computer programming initiated for this system.

The FCC has long recognized the critical necessity of an effective manpower planning and utilization system which will provide a flow of necessary qualitative and quantitative information regarding manpower resources to top management as accurately and rapidly as other types of information which are required in decisionmaking.

Through the availability of an automated personnel data bank on all employees, the Commission will have increased tremendously its capability for analyses and studies of such matters as: numbers, kinds, and grades of jobs; projections of turnover and replacement needs by occupation, grade, or organization; comparisons of highest educational levels among various occupations, by grade or organizational level; readiness for and rapidity of advancement; potential vacancies resulting from retirement, by organization, occupation, grade, or for the Commission as a whole; sufficiency of entry level recruitment; projections of training needs; occupational and skills analyses; comparisons of employee age by occupation, grade, or organization; selected organizational com-