NON COMPETITIVE PROMOTION TO GS-09 REQUIREMENTS

1. **ASSIGNED CASE TYPES** - First session, full scope ___ cases

2. **LEVEL OF GUIDANCE** - Close supervision by TL

3. **GATHERING DATA / INFORMATION**

   - **Case Planning**: Conducts a proper file review, has all applicable forms and alternative sensors ready
   - **Pre Test**: Picks up subject on time, develops rapport, runs an acceptable properly scopes questions
   - **In Test**: Produces charts of acceptable quality, employs valid formats with acceptable questions
   - **Post Test**: Gathers information with TL guidance
   - **Specialized Test**: Uses a proper format with relevant questions that completely cover the issue
   - **Summary**: Conducts a complete and accurate interview summary at the end of the session

4. **ANALYSIS**

   - **Phase Test**: Conducts a proper evaluation following guidelines, QC in person with TL
   - **Specialized Test**: Conducts a proper numeric evaluation with TL guidance
   - **Case Facts**: Evaluates case facts, briefs TL, determines the need for any immediate action by the TL

5. **WRITING**

   - **Past Perm**: Properly enters all required information at the end of the session
   - **Tech Reports**: Produces a complete and concise technical review of the case in
   - **Exam Reports**: Produces an accurate and timely report for requiring only routine editing

6. **ACCEPTABLE COMPREHENSIVE REVIEWS**

7. **TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT**

8. **BC CONCURRENCE**

9. **APPROVED FOR RELEASE DATE:**
   25-Jul-2012
NON COMPETITIVE PROMOTION TO GS-10 REQUIREMENTS
(meets all prerequisite GS-09 requirements)

1. ASSIGNED CASES- First and second session, ________ cases

2. LEVEL OF GUIDANCE- Routine supervision by TL, learning to operate more independently

3. GATHERING DATA / INFORMATION

   Case Planning- Reviews first session information, develops sound strategy for second session with TL

   Pre Test- Develops good rapport, (30 minutes)

   In Test- Gets into operation quickly and produces good chart quality, makes effective adjustments

   Post Test- Gets admissions

   Specialized Test- Develops and uses appropriate question material, uses a fourth chart as needed

   Summary- Gathers any amplifying data and builds subject up before releasing them

4. ANALYSIS

   Phase Test- Identifies problem areas with confidence, confers electronically with TL

   Specialized Test- Effectively uses review and numeric scoring to make valid decisions in real time

   Case Facts- Evaluates case facts, briefs TL, determines the need for any immediate TL action

5. WRITING

   Past Perm- Properly records session information and notifies of any unique situations

   Tech Report- Includes recommendations for the second session examiner

   Exam Report- Submits accurate reports, requiring only minor editing, within five days

6. ACCEPTABLE COMPREHENSIVE REVIEWS

7. 

8. TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT:

9. BC CONCURRENCE-
NON COMPETITIVE PROMOTION TO GS-11 REQUIREMENTS
(meets all prerequisite GS-10 requirements)

1. **ASSIGNED CASES**- First and second session

2. **LEVEL OF GUIDANCE**- Minimal supervision by TL, comfortable and successful in independent operation

3. **GATHERING DATA / INFORMATION**
   - **Case Planning**- Independently develops case strategies, plans for contingencies
   - **Pre Test**- Establishes an environment conducive to successful testing, overcomes past exam problems
   - **In Test**- Adapts quickly to problematic charts, runs clear and uncluttered charts with minimal chart minutes
   - **Post Test**- Gets hard admissions
   - **Specialized Test**- Develops new and valid relevant questions to meet unique admissions
   - **Summary**- Emphasizes proper “context” on complex issues

4. **ANALYSIS**
   - **Phase Test**- Identifies problem areas quickly and independently
   - **Specialized Test**- Stays in the exam room and uses all available data to make independent decisions
   - **Case Facts**- Evaluates case facts, briefs TL, determines the need for any immediate action

5. **WRITING**
   - **Past Perm**- Properly records session information and notifies of any unique situations
   - **Tech Report**- Documents unique technical issues and makes recommendations for future testing
   - **Exam Report**- Accurately answers all the standard interrogatories, makes complex issues easily understood

6. **ACCEPTABLE COMPREHENSIVE REVIEWS**

7. 

8. **TL RECOMMENDATION FOR PROFESSIONAL DEVELOPMENT**:

9. **BC CONCURRENCE**: