

DDI 02142/84  
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5 APR 1984

MEMORANDUM FOR: Director of Personnel  
FROM: Richard J. Kerr  
Associate Deputy Director for Intelligence  
SUBJECT: Appeal of PMCD Evaluation of  
DDI Panel Support Positions

1. This is a formal request for your review of the PMCD evaluation of two DDI Panel Support Positions. PMCD has graded the two positions at the GS-09 and GS-11 levels. DDI requested these positions at the GS-11 and GS-12 levels.

2. The basis for our appeal is our determination that the PMCD evaluation fails to reflect the importance and level of responsibilities the DDI has assigned to these positions. Furthermore, if allowed to stand, the two positions will be one to five grades lower than others in the Agency performing similar duties. We believe the positions most closely resemble GS-11 through GS-14 positions in the DDO and the DDA.

3. In brief, the incumbents of these two positions, plus one secretarial position, are the entire executive staff of the DI Career Service, supporting directly the DDI Career Service Board, two career service panels, three functional advisory panels and the DI Performance Review Panel, and are the single directorate focal point for all DI career service policy and record matters, including all SIS matters. We require the incumbents to have a good knowledge of the DI mission and functions, personnel and administrative matters and policy, and to work closely with the chairman of all 19 DI career service boards and panels, the Head of the Career Service and myself. They must write well, perform staff studies and research, maintain directorate career service records, identify problem areas and recommend solutions, and provide pertinent and expert advice to all who manage and execute DI career service policy and actions. We believe the responsibilities we have assigned to these two positions merit, at minimum, the grades requested, and perhaps higher.

4. I look forward to discussing this subject with you and your staff.

[Redacted Signature Box]

Richard J. Kerr

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