

4 September 1981

MEMORANDUM FOR: Office of Policy and Planning Personnel
FROM : Director, Office of Policy and Planning
SUBJECT : Personnel Evaluations, Rankings, and Promotions

1. Because the functions of the different staffs of this Office are so diverse, the task of establishing a representative and equitable career panel system is a difficult one. Nevertheless, I believe that both Agency policy and fairness require that we establish a panel system for OPP and that it can be made fair by putting considerable care into the composition of the various panels.

2. Initially, the Office will have three panels:

- Senior Panel: Will evaluate GS-15 through SIS-3 employees and recommend rankings and, when appropriate, promotion to the E Career Board. [redacted] and I will be the members of this Panel.
- Professional Panel: Will evaluate, rank, and recommend promotion for GS-14 and below professional officers. The members of this Panel will be Gordon Thorpe, [redacted] Lavon Strong and [redacted]
- Clerical Panel: Will evaluate, rank, and recommend promotions for all GS-7 and below clerical personnel. Will evaluate within the Office GS-8 and above clerical personnel, and recommend-- through Director, Office of Policy and Planning--promotions at this level to the Executive Secretarial Panel. [redacted] and I will be the members of this Panel.

3. After receiving a memorandum from the DCI Administrative Officer calling for evaluation, ranking, and promotion of specific grades, the appropriate Panel will meet, review files, assign rankings, and recommend promotions. The entire process will be in accordance with the procedures and precepts set forth in CIA's Personnel Management Handbook of May 1981. The DCI Area Personnel Officer will sit as ex officio member of all three Panels.

4. I believe that the Office of Policy and Planning should be staffed primarily by professionals on rotation from CIA line organizations. For this reason, I consider it an important responsibility to protect and advance to the extent

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possible the career interests of those selected to serve a rotational tour with this Office. OPP Panels therefore will evaluate those on rotation for promotion and, when appropriate and justified, will forward for my signature to the head of the parent career services recommendations for promotion of officers on rotation. No one assigned to this Office will be "out of sight, out of mind" to the parent career service. -

STAT



Robert M. Gates

Distribution:
All OPP Personnel