

STATINTL

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MEMORANDUM FOR : Deputy Director for Administration
FROM : B. R. Inman
Deputy Director of Central Intelligence
SUBJECT : SIS Rank Stipend and Performance Award Guidance
REFERENCE : D/OP Memo to ADCI, dated 19 August 1981,
SIS Performance Awards (ER 81/2075)

1. The reference memorandum details my approved changes to the existing SIS Rank Stipend and Performance Awards Program. These are: DCI/DDCI allocation of award recommendations based on 20 percent of total SIS Career Service on-duty strength and the creation of three classes of performance awards. I consider these changes to be more equitable for our SIS members and should serve to simplify administration of the award recommendation process. As there will no longer be a supplemental allocation for non-careerists, I will expect close liaison between line supervisors and Career Service officials regarding nomination of non-careerists for rank stipends and performance awards. In cases where disagreement exists, the line manager or Career Service will state the reasons for non-concurrence on the awards recommendation form for my review. ☐

2. Your Career Service FY 1981 allocation for SIS-1--SIS-4 rank stipend and performance awards recommendations is as follows: ☐

a. M

2	-	Rank Stipends (Distinguished or Meritorious)
1	-	20 percent (of payable salary) Performance Award
4	-	15 percent (of payable salary) Performance Award
13	-	10 percent (of payable salary) Performance Award
20		Total Recommendations

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b. These allocations represent the maximum number of recommendations and the highest levels of stipends and awards which may be recommended. Lesser numbers or lower percentages can and should be recommended if appropriate.

c. It should be understood that the final decision on individuals, the actual number, and the individual size of awards remains with the DCI/DDCI.

d. Your list should prioritize your ranking of SIS-1 through 4 officers, based on the numbers allocated, plus an additional 5 percent of those considered (total 25%). This latter data would be used should unforeseen additional allocation become available. There is no requirement to rank officers beyond this point.

3. I share your concerns regarding the continued Federal "pay cap" imposed on senior officer salaries and the Congressional/Office of Personnel Management restrictions for the number of awards available to us in relation to our total SIS strength. Therefore, I urge you to be highly selective in your awards deliberations, insuring that only the most deserving SIS officers are recommended even though the process can be difficult in view of the quality and contribution of our SIS officers. ☐ 25X

4. In considering SIS-4 level officers for rank stipends and performance awards an "outside" SIS-5 or SIS-6 officer will be appointed to assist you in these deliberations. ☐ 25X

5. Rank stipend and performance award recommendations should be submitted to the Director of Personnel not later than 30 November 1981. A listing of those recommended in priority order is required, together with individual action sheets and copies of the current year PAR and AWP on all SIS officers recommended. In addition, a memorandum of justification should be submitted for each officer recommended for a Distinguished Officer or Meritorious Officer Rank Stipend. ☐ 25X

☐ 25X

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