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DATE: 11-14-2017

Mr. Fehl

6/9/77

J. S. Peelman

1 - Mr. Fehl
1 - Mr. Peelman
1 - Mr. Lawn
1 - Mr. Long

CONGRESSIONAL INQUIRY UNIT

PURPOSE: To request the promotion of two Grade GS-4 Clerks to the position of Research Clerk, Grade GS-5, in the Congressional Inquiry Unit.

RECOMMENDATION: That Mr. Phillip T. Brookman and Mrs. Dianne H. Pavlansky, presently assigned Congressional Inquiry Unit, Special Investigative Division, be promoted to the position Research Clerk, Grade GS-5, (proposed) in the Congressional Inquiry Unit, Special Investigative Division, on a 90-day trial basis.

DETAILS: Per Peelman to Fehl memorandum dated 5/31/77, entitled "Position Classification Matters," copy attached, two Research Clerks, Grade GS-5, were requested for assignment to the Congressional Inquiry Unit.

Evaluation of work performance records and personnel files of Mr. Phillip T. Brookman (Bufile 67-728605) and Mrs. Dianne H. Pavlansky (Bufile 67-706001), presently assigned to the Congressional Inquiry Unit, has determined they are the most qualified Grade GS-4 level candidates eligible for promotion to the Research Clerk, Grade GS-5, position (proposed). Both have participated fully in the mission of the Congressional Inquiry Unit since its inception. They are intimately familiar with the filing system, organization, procedures and responsibility of the Unit. This background experience provides them with the knowledge and experience to carry out their new responsibilities as described on the attached position description (proposed). It is recommended that they be promoted to the position of Research Clerk, Grade GS-5, in the Congressional Inquiry Unit on a 90-day trial basis.

Enclosure

EEH:sas (5)

DATE: 11-14-2017

Mr. Fehl

4/28/77

J. S. Peelman

CONGRESSIONAL INQUIRY UNIT

1 - Mr. Adams
 1 - Mr. Fehl
 1 - Mr. Peelman
 1 - Mr. Lawn
 ① - Mr. Hatfield
 1 - Mr. Moore
 1 - Mr. Leavitt
 1 - Mr. Long

PURPOSE: To request the assignment of two Research Analysts, GS-7, to the Congressional Inquiry Unit.

RECOMMENDATION: That Miss Mary E. Rowe and Miss Jane Marie Nelson be assigned to the Congressional Inquiry Unit, Special Investigative Division, on a 90-day trial basis in position Research Analyst, GS-7 (proposed).

DETAILS: Per Peelman to Moore memorandum dated 4/11/77 entitled, "Position Classification Matters," copy attached, two Research Analysts, GS-7, are requested for immediate assignment to the Congressional Inquiry Unit.

Review of Research Analyst qualification test scores and personnel files of those grade GS-5 employees eligible for promotion indicate that Miss Mary E. Rowe (Bufile 67-747824) presently assigned as a clerk-stenographer in the Criminal Investigative Division and Miss Jane Marie Nelson (Bufile 67-741454) presently assigned as a secretary (stenographer), Intelligence Division, are eligible for promotion. Miss Rowe recently scored 280 points out of a possible 302 points on the Research Analyst qualification test, placing her in the top of the qualification list. Miss Nelson scored

Enclosure

BEH/gjw (9)

CONTINUED - OVER

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Peelman to Mr. Feh1 Memorandum
Re: CONGRESSIONAL INQUIRY UNIT

232 points on the same test, placing her in the higher levels of those eligible for promotion. These test scores reflect excellent potential for these employees in the Research Analyst position. Unit Chiefs John C. Gordon, Criminal Investigative Division, and Charles W. Lunsford, Intelligence Division, have rated the respective employees highly. Both employees, after an explanation of their proposed duties and responsibilities in the Congressional Inquiry Unit, have expressed a desire to be given this promotional opportunity. It is recommended that they be transferred to the Congressional Inquiry Unit on a 90-day trial basis.