



National Reconnaissance Office

5 August 1999
NROD 120-3
PERSONNEL

SUBJECT: Executive Secretarial Panel

A. PURPOSE. This directive describes the membership and responsibilities of the Executive Secretarial Panel (ESP) of the National Reconnaissance Office (NRO) in support of the Central Intelligence Agency (CIA) and Department of Defense (DoD) secretarial personnel in the NRO.

B. BACKGROUND. The Office of Development and Engineering (OD&E) ESP was originally established by the Director, OD&E in March 1982 (Attachment 1) as well as the OD&E Memorandum No. 20-5 dated 7 August 1992 (Attachment 2).

C. APPLICATION. This directive applies to all government NRO secretaries.

D. MEMBERSHIP.

1. Membership is determined by the location of the position in the NRO. The panel is chaired by the administrative assistant who directly supports the Deputy Director, NRO (DDNRO). Membership consists of the administrative assistant support personnel who directly support NRO senior-level management from the following Directorates and Offices:

Chair--DDNRO

Cochair--Deputy Director, Resource Oversight and Management

Deputy Director for Military Support

Deputy Director for National Support

Director, Imagery Systems Acquisition and Operations Directorate

Director, SIGINT Systems Acquisition and Operations Directorate

Director, Communications Systems Acquisition and Operations

Directorate

Director, Advanced Systems and Technology Directorate

NRO Chief of Staff--Represents the following offices:

Contracts; Counterintelligence; Office of Corporate Communications; Equal Employment Opportunity; General Counsel;

Inspector General; Security; Strategic Planning; History;

Interagency; Policy; Chief Information Officer; and, the

Intelligence Community Collaborative Operations Network

Director, Office of Architectures, Assessments, and Acquisition

Director, Office of Space Launch

Director, Management Services and Operations

Director, Operational Support Office--Represents the Operations

Support Facility

Minority Representative

2. Each voting member may designate an alternate senior level secretary who, in addition to the primary member, will attend monthly meetings. In the absence of the primary member, the alternate member will vote in their stead. The Chair will only vote when there is a tie.

3. In addition, there will be three nonvoting members--the Advisor from the Human Resources Management Group (HRMG), the ESP Coordinator, and the Recording Secretary.

E. FUNCTIONS AND RESPONSIBILITIES.

1. The ESP was created to support and represent the secretarial work force within the NRO. In order to adhere to the core values of the NRO, the ESP requires the participation of all panel members to maintain a strong, influential, unified team, dedicated to the NRO's vision of **"One Team, Revolutionizing Global Reconnaissance."**

2. This directive authorizes the ESP and/or its membership to perform the following roles and responsibilities:

- a. To assist managers at all levels on all secretarial issues.
- b. To serve as a conduit to senior management for the concerns of all the NRO secretaries.
- c. To advise and assist all the NRO secretaries with matters involving career development.
- d. To provide general oversight of all NRO secretarial training to include seminars, off-sites, and future training requirements.
- e. To provide guidance and define the process for secretarial position descriptions, ranking sheets, and vacancy notices (VNs).
- f. To provide administrative guidance to the NRO work force.
- g. To serve as mentors.
- h. To represent the CIA Directorate of Science and Technology (DS&T) RD secretarial careerists within their Directorate or Office level evaluation panels.
- i. The CIA/DS&T Secretarial Comparative Evaluation Ranking (CER) sheets are to be reviewed by the ESP group representative prior to the Directorate or Office level evaluation panel.

j. To review (as a whole) all NRO CIA/DS&T secretarial CER sheets upon completion of the CER review by the Directorate or Office level evaluation panels. At that time, the ESP has the authority to:

1) Recommend changes to the supervisor regarding the comparative figures recorded on the CER; recommend changes to the narrative based on the recommended figures and guidance provided from the Office of Equal Employment Opportunity.

2) Endorse promotion recommendations up to the Intelligence Secretary (IS)-03 level.

3) Recommend and prioritize promotion recommendations from IS-03 to IS-04.

NOTE: Promotions from IS-03 to IS-04 are discussed at the OD&E Career Service Panel (CSP) but are approved by the DS&T Senior Secretarial Panel and forwarded to the Director, DS&T for signature.

k. To review and validate all secretarial position descriptions when they are:

1) New positions in support of new requirements.

2) Involved in a reorganization.

3) Being considered for upgrade or downgrade.

DoD secretarial positions are to be coordinated with the DoD support personnel in HRMG.

l. To review all secretarial positions being considered for conversion to the General Schedule.

m. To review VNs within their Directorate or Office level. The ESP member will be responsible for forwarding the VN to their Directorate or Office HRMG personnel officer who will disseminate it CIA and NRO-wide. The VNs for the DoD secretaries are to be coordinated with the DoD support personnel in HRMG.

n. To implement and oversee an NRO Secretary of the Year Award program and to make individual secretarial award recommendations to senior management.

o. To update the NRO Correspondence Handbook. (Instructional guidance provided under NROI 110-3, Information Management).

p. To keep the secretarial work force apprised of issues that affect their organization and work environment.

g. To conduct a yearly forum (NRO Secretaries Day) for all NRO secretaries to engage in a productive learning and networking experience.

3. The Chair and Cochair will:

a. Represent the DS&T/CIA RD secretarial careerists on management committees and panels by attending the DS&T Senior Secretarial Panel meetings, and the OD&E CSP. Where applicable within the DoD guidelines, they will also represent the DoD civilian secretaries.

NOTE: If the Chair/Cochair is a DoD employee, representation at the DS&T Senior Secretarial Panel meetings may be delegated to the Senior CIA panel member.

b. Assign action items to members.

c. Select a recording secretary in the absence of the permanent member.

4. The Cochair will conduct the ESP meetings during the absence of the Chair.

5. The Minority Representative will:

a. Ensure that all employees are evaluated fairly and given equal consideration for career development opportunities.

b. Have an alternate representative appointed by the ESP.

c. Serve a two-year term.

d. Keep minority employees apprised of issues that affect their work environment.

6. The HRMG Advisor will:

a. Advise the ESP members on personnel issues.

b. Provide a quarterly report to the ESP members on any changes to the secretarial population of the NRO. This report will include but will not be limited to: Any changes to IS positions; changes to IS personnel to include retirements, departures, reassignments, conversions, and vacancies.

c. Through the ESP Coordinator, keep the panel apprised of new personnel rules/regulations/legalities, etc.

7. The ESP Coordinator will:

a. Request agenda items from members; gather information to support meetings; and, disseminate prior to the scheduled meeting.

b. Track action items and provide feedback to members at each meeting.

c. Perform duties as outlined in the position description and as assigned by the ESP.

8. The ESP Recording Secretary will:

a. Record minutes of the meeting.

b. Serve a one-year term.

/Signed/

Keith R. Hall
Director