

UNITED STATES GOVERNMENT

DEPARTMENT OF JUSTICE

# Memorandum

TO : ALL ATTORNEYS, LAND AND NATURAL  
RESOURCES DIVISION

DATE: June 19, 1968

FROM : Clyde O. Martz  
Assistant Attorney General

SUBJECT: Attorney Promotion Plan

In order to establish a uniform policy for attorney promotions throughout the Division and to effect better administrative coordination, the attached Attorney Promotion Plan has been adopted. If you have any questions or comments concerning the plan, please feel free to discuss them with your section chief, the First Assistant or with me.

Attachment

LAND AND NATURAL RESOURCES DIVISION

ATTORNEY PROMOTION PLAN

A. Attorneys will be considered for promotion in accordance with the following time-in-grade schedule:

1. GS-9 to GS-11 after one year's service.
2. GS-11 to GS-12 after 15 months' service.
3. GS-12 to GS-13 after 18 months' service.
4. GS-13 to GS-14 after two years' service and/or to an established vacancy.
5. Above GS-14 after two years' service and/or to an established vacancy.

Promotions at the end of these time limits are not automatic, and attorneys who do not meet the standards for the next higher grade will not be promoted. In special situations, however, the time requirements may be waived and promotions accelerated or withheld. Thus, after the statutory requirement of one year in a grade is met, promotions may be recommended if performance is outstanding and/or the individual is acting in a supervisory position which is allocated to a higher grade.

B. Recommendations for attorney promotions will originate with section chiefs, who will prepare a