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12 DEC 1952

MEMORANDUM FOR: Director of Central Intelligence
THROUGH: Deputy Director (Administration)
FROM: Supergrade Review Board
SUBJECT: Staff Study - CIA Supergrade Position Structure
REFERENCE: [REDACTED] "Standardization of Agency Administration of Grade GS-16, GS-17, and GS-18 Positions." (Tab A)

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1. PROBLEM: To carry out the function defined in the referenced CIA Notice under which "the Review Board in conjunction with the Personnel Office shall review all present supergrade positions, and make recommendations for corrective action, including downgrading, if appropriate".

2. FACTS BEARING ON PROBLEM: a. The Review Board has completed its review of existing positions above GS-15. Concurrently, it analyzed new statements of supergrade requirements submitted by all components. Existing and proposed supergrades presented for the Board's study totalled [REDACTED] distributed as follows: [REDACTED] Upon completion of its evaluation of each position, the Board believed that [REDACTED] positions warranted supergrade rank [REDACTED]

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b. Ten positions proposed for supergrade classification were, after Board evaluation, left in the GS-15 or lower category. Three existing supergrades proposed for upgrading were retained in their present grades. (Tab B)

c. The Board voted to downgrade the position of Deputy Assistant Director (Exec. Officer), Office of Current Intelligence, from GS-16 to GS-15 on the basis of the actual scope of its responsibilities and duties. The DD/I member dissented (see DD/I Dissent Tab F) from the Board vote that the incumbent [REDACTED] be also downgraded, unless transferred to a supergrade vacancy.

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d. The Board analyzed the ratio of Agency supergrades compared with ratios in other agencies. Ratios of other agencies include regular supergrades as well as positions of equivalent or higher pay established under other authority, such as the Foreign Service, diplomatic positions, and positions created by law. The CIA ratio is lower than several other agencies in the national security category: CIA ratio is [REDACTED] Federal Civil Defense Admin. -- 2.17; Atomic Energy Commission -- 1.40; Department of State -- 1.32.

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3. DISCUSSION: a. Taking into account the character of the Agency's mission and functions, an increase of the supergrade ratio would appear to be

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justified. A ratio of [redacted] in the opinion of the Board represents a supergrade complement for CIA which is in harmony with those existing in agencies whose employment situation is most comparable. (Tab C)

b. The Board believes that its study and evaluations have produced a sound, consistent structure of supergrade positions, and that this pattern should endure for some time to come. No effort was made to weigh the qualifications of personnel occupying positions which the Board felt should be upgraded. Such qualifications review will be made by the Board subsequently, when the offices concerned initiate action to appoint these or other individuals to the upgraded positions.

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4. CONCLUSIONS: a. The ceiling on Agency supergrades should be established at such number (currently [redacted] as is equivalent to a ratio of [redacted] of the Agency's authorized personnel strength. 25X9A2

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b. The supergrade position structure proposed by the Review Board (Tab D) establishes a pattern which is responsive to the requirements of all Agency components. It achieves an internal alignment of positions and at the same time is able to stand up favorably to external comparison. This structure includes [redacted] positions (including the three professional and scientific PL 110 positions). By the addition of the DCI and DDCI positions, the total is increased to [redacted]. The status of personnel assignments in supergrade positions--existing and proposed--is summarized in Tab E.

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5. RECOMMENDATIONS: That the conclusions stated in the foregoing paragraph be approved by the Director of Central Intelligence.

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[redacted] Chairman

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[redacted] James M. Andrews

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[redacted] W. L. Peel

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[redacted] Edward R. Saunders

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[redacted]

Attachments:

Tabs A, B, C, D, E, F

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APPROVED

DISAPPROVED

EXCEPTIONS (if any)

ALLEN W. DULLES

Acting Director of Central Intelligence

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