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FR-4-2303A

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JUL 4 1953

MEMORANDUM FOR: Executive Assistant to the Director

SUBJECT : Extension of Consultant Contracts - Fiscal Year 1954

REFERENCE : Memorandum to DCI from A-DD/A, dated 15 June 1953, subject "Overt and Semicovert Consultants."

1. You will recall that General Cabell listed a number of questions he had concerning the list of overt and semicovert consultants whose appointments during the next fiscal year have been requested by Agency components. Information pertaining to each question is summarized below:

a. "I question the use of the Term 'consultant' to cover such nearly full time employees as the Medical Office has."

The four doctors employed by the Medical Office are "consultants" in the sense that their services are required on an intermittent basis. The fact that they have been used almost continuously during the past fiscal year reflects the number of physical examinations and specialized work which the Medical Office has been called upon to perform. Normally, two of these doctors report to conduct morning physical examinations and the other two report to conduct afternoon examinations. They may work from two to three hours a day, and for each day they are called upon they receive the pay of \$22.00. In the past the Chief, Medical Office, has found it virtually impossible to obtain qualified physicians on a full time basis. By his present method of operation, he secures services of qualified physicians, who, at the same time can conduct a private practice in this area.

b. "I question the payment to the college recruiters. Why not for free?"

We do not pay the individuals who are members of university or college staffs and who are asked to refer promising students to our attention. We have felt obligated, however, to compensate these persons for those days which they spent in Washington for briefing, instruction, and general orientation. The amount of time required for such Washington duty is not expected to exceed five days per year for any of these people. We have not obligated ourselves to pay more than that.

c. "Ditto for full time recruiters. Why not staff employees?"

The four full time recruiters of the Personnel Office are not consultants. They are actually contract employees who were grouped with the consultants because the mechanics of attending their appointments are similar, i.e. renewal of their contracts on a fiscal year basis.

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION
DATE 12 2 2004
Reverse for Declassification Action

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d. "NE Division: [redacted] - Same as [redacted] case - looks like a retirement to me." 25X1A9a

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Mrs. [redacted] was formerly assigned to the NEA Division, Office of the Deputy Director (Plans). She resigned from the Agency in January 1952 after employment here and in the [redacted] dating from 1947. She is 39 years of age, and has superior background in Arab and Iranian affairs. For personal reasons it was necessary for her to live in Philadelphia. NEA Division regards Mrs. [redacted] as possessing qualifications which are unique in the true sense of the word, and states that no other employee in the Agency could furnish these services. Also, the Division is convinced that external recruitment would not provide an applicant with comparable skills.

e. "Believe we should ask DD/A to come up with a proposal re a sliding scale."

This Office agrees that establishment of a uniform or nearly uniform rate of compensation for consultants should be avoided. As a general guide, it is believed that consultant pay should aim to approximate the regular salary level of the individual's present or most recent employment, unless his Agency duties would warrant a classification grade which carries a distinctly higher rate of pay. In this latter case, the consultant's pay should correspond to the best approximation that can be made of the classification level of his consultant duties. These principles would be operative in those cases where the daily equivalent of consultants' salaries from their regular employment did not exceed \$50.00, which is the maximum amount offered by the Agency. Where individuals' earning backgrounds reflected higher salaries, compensation would generally be established at \$50.00. As you know, neither the Personnel Office nor this Office is in a position to exercise control to realize equitable compensation procedures among consultants, since these actions are not channeled through either office.

2. Referenced memorandum, together with the tabulation of overt and semi-covert consultants, extension of whose previous appointments for Fiscal Year 1954 has been requested by the various offices, is returned herewith.

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L. K. WHITE
Acting Deputy Director
(Administration)

Attachment.

SA/DDA:DCK:djm(8 JUL 53)

1 - DD/A Chrono.
1 - DD/A Subject

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