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Allowance Function

I. Basic Regulatory Issuances:

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A. [REDACTED] Standardized Differentials and Allowances, paragraph M (3).

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B. [REDACTED] Special Allowances, paragraph 2 (b).

II. Responsibilities of the Director of Personnel:

A. Monitoring the administration of standardized allowances and differentials.

B. Establishing, upon request of an operating official, appropriate differentials and allowances for personnel stationed at foreign posts not classified by the Department of State.

C. Developing policies, procedures, and standards for granting and administering special allowances.

III. Implementation by Contract Personnel Division:

The allowance function is performed by the allowance specialist, under the supervision of the Chief, Contract Personnel Division. In the implementation of the Director of Personnel's responsibilities cited above, he is responsible for:

A. The resolution of allowance problems which cannot be solved through reference to the Standardized Regulations, the interpretation of Agency allowance policy in reply to memoranda and telephone calls from the Finance and the Area Divisions, and the conducting of briefing sessions for Office of Personnel and DDP employees.

B. The classification for differentials and allowances of those posts which have not been classified by the Department of State. Appropriate allowances are established on the basis of information obtained from post reports, State Department cables, and world atlases. Reference is also made to the allowances established for nearby posts and to advices received from the Area Divisions.

C. In the field of special allowances, the establishment of cost-of-living allowance for nonofficial personnel. These allowances

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are based upon indices furnished by the Department of State but are adjusted by the allowance specialist to provide staff personnel in nonofficial cover positions with the increased allowances authorized by the Agency. Adjustments are also made to compensate for exchange rate differentials, when the nonofficial employee is receiving a rate other than that published in the State Department bulletin, and to provide for special situations which call for an increase or decrease in the allowances.

Authorizing Pay and Allowances To
Detailed Military Personnel

I. Basic Regulatory Issuance:

25X1A [REDACTED], paragraph 3.

II. Responsibilities of the Director of Personnel:

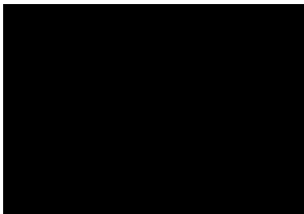
The Special Contracting Officer, Office of Personnel, shall execute and issue a Letter of Authorization for each member of the military detailed to CIA and serving in other than a departmental capacity, setting forth the nature, amount, and source of payments (parent service or CIA) of all salary, allowances, and other benefits authorized to the individual, and specific instructions for payment and accountability. This Letter shall constitute the authorizing document for the payments permissible under this Regulation.

III. Implementation by Contract Personnel Division:

Letters of Authorization for military details are prepared by the Allowance Specialist, under the supervision of the Chief, Contract Personnel Division. Said Letters are prepared upon receipt of a request, approved by the Mobilization and Military Personnel Division, from the operating Division. The normal Letter of Authorization provides for the grant of military emoluments only, with payment to be made by the parent service or, if cover and security factors preclude payment by the military, by CIA. Special authorization for reimbursement of unusual or extraordinary expenses or for the grant of civilian allowances in lieu of the military entitlements are granted only when the operating Division certifies to the operational or cover circumstances warranting such authorization.

Personal Services Contracting Function

I. Basic Regulatory Issuances:



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II. Responsibilities of the Director of Personnel:

The Director of Personnel, his Deputy, and the Special Contracting Officer, on the request of an Operating Official, are authorized to execute agreements and contracts with individuals who are engaged for the furnishing of information or services and to amend, renew, and terminate such agreements and contracts.

III. Implementation by Contract Personnel Division:

A. The Headquarters' contract function is performed by two contract specialists, with legal training, under the supervision of the Chief, Contract Personnel Division who is also designated the Special Contracting Officer. Contract action is initiated upon requests submitted by the using component (either check list or memorandum). In DDP, requests are submitted through the Division or Staff Contract Approving Officer [REDACTED] (April 1959). Contract action attempts primarily to meet the positive needs of the using component within the framework of (1) the formal policies set forth in Agency regulations, handbooks and notices - specially [REDACTED] (2) policy pronouncements of senior Agency officials; (3) contractual principles, practices and policies which have evolved within CPD throughout the years. Contract action is subject to review by the Office of General Counsel.

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B. Within the above framework, the contract function is administered and monitored by the Special Contracting Officer, on behalf of the Director of Personnel, subject to such restriction on the SCO's responsibility, authority and judgement as the Director of Personnel may from time to time impose. In the following two

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instances the SCO does not execute contracts without specific coordination with the Director of Personnel:

(1) "Contracts providing for basic compensation at a rate which, if projected on an annual basis, would exceed the maximum annual rate for grade GS-15 shall not be executed until the Deputy Director concerned and the Director of Central Intelligence have approved such compensation. The Director of Personnel will forward all such requests to the Director of Central Intelligence with his recommendation."

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(2) "No commitments, specific or implied, will be made to contract personnel that appointed employment status will be offered at the conclusion of or during any period of their contract service without the approval of the Director of Personnel and the Director of Security."

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