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Executive Registry
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16 MAR 1966

TO: DDCI
DCI

has noted w/ notes by OCI 

At a recent Morning Meeting, the DCI requested that we examine the status and pay structure of CIA procurement officers to make certain that the importance of their work is given due recognition. Attached is a report from the DD/S on this subject.

The pay status of CIA procurement officers compares favorably with the pay structure of other agencies. The Defense Supply Agency has at the national level only two military and three civilian positions in the supergrade range, and sixteen military and civilian positions at the GS-15 level. The Department of the Army has in its total staff of 3,623 civilian personnel only two GS-16's and 45 GS-15's. On the other hand, among CIA's total of procurement officers are three supergrades and six GS-15's. The "journeyman" level for procurement officers in CIA is GS-13 as compared with GS-12 in most other agencies.

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The average grade of our procurement officers is 12.7. This compares favorably inside the Agency also. The average Agency grade is 9.9.


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The grades of all procurement positions in the Office of Logistics were examined last August, and upward adjustments were made. Procurement positions in other components of the Agency have also been reviewed within the past year and are in line with jobs of comparable responsibility in other fields. Our review shows that training and promotion opportunities for procurement specialists have been excellent. Our attrition rate is good. Only eight procurement officers have left the Agency in the past two years.

Despite the good record, we are not complacent. We think there is more to be done to increase opportunities for broader experience by procurement officers and we will continue to push for imaginative planning in this field.

L. K. White

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DD/S 66-1349

14 MAR 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Career Opportunities for CIA Procurement Officers

1. This memorandum is for your information. It responds to your questions of 3 March 1966 about our present pay structure and career management system for CIA procurement officers.

2. Pay Structure for Procurement Personnel

a. CIA. The Agency currently has positions at the officer level (GS-09 and above) for employees engaged in procurement activities. Under such titles as Procurement Officer, Contracting Officer, Contract Negotiator, etc., these positions are allocated by grade and component as follows:

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Grade	Total	Office of		
		Logistics	DD/S&T	NPIC DD/P
GS-17				
GS-16				
GS-15				
GS-14				
GS-13				
GS-12				
GS-11				
GS-09				
Total				

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The grades of all procurement positions in the Office of Logistics were examined in August 1965 and a number of upward adjustments made at that time. More recently the position of Deputy Chief of the Procurement Division was raised from GS-15 to 16. The average grade for all positions in the Procurement Division is 10.2 as compared with 8.7 for the entire Office of Logistics and 9.9 for the Agency.

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Procurement positions in other components have also undergone review within the past year and are believed to be in line with jobs of comparable responsibility in other career fields.

b. Other Federal Agencies. The Office of Personnel examines pay structures in other agencies on a continuing basis as a part of its job classification work. Current data from the Defense Supply Agency, General Services Administration, NASA, and the Military Services have been especially helpful in allocating grades for CIA procurement positions. We believe our present structure is fully competitive with other Federal agencies. As an illustration, DSA has at the national level in its Procurement and Production Directorate only two military and three civilian positions in the supergrade range, and 16 military and civilian positions at the GS-15 level. The Department of the Army has in its total staff of 3,623 civilian procurement specialists only two GS-16's and 45 GS-15's. CIA, on the other hand, has three supergrades and six GS-15's among its [] procurement officers. It might be noted that the "senior journeyman" level for procurement officers in CIA is GS-13 as compared with GS-12 in most other Federal agencies.

3. Career Management of Procurement Personnel

a. General. Regardless of organizational location, all CIA procurement personnel are members of the same Career Service. Their recruitment, development, promotion, and career management are under the cognizance of the Director of Logistics.

b. Rotational Opportunities. Despite the specialized nature of their work, CIA procurement officers have considerable opportunity for both organizational and geographic rotation. Six of our [] procurement officers are located overseas, [] At

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Opportunity also exists for procurement officers to serve on a rotational basis in other career fields. The Chief of the Procurement Division, for example, has held a wide variety of support assignments in CIA [] The Deputy Chief of

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During the past five years approximately of our procurement officers have taken advantage of opportunities for geographical and/or functional rotation.

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c. Training. Procurement officers have shared fully in the Agency's training program, particularly in opportunities for external training in specialized fields related to procurement. During the past five years, procurement officers have been sponsored for external training programs conducted by other Government agencies or private institutions.

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d. Promotion. During the last five years, among the employees GS-7 or above performing procurement functions throughout the Agency, were promoted, 16 of them twice. And just within the past year, all three of our top procurement officers were promoted, one to GS-17, and the other two to GS-16. In addition, nine procurement officers have received Quality Step Increases since that program began in 1963.

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e. Attrition. In the past two years eight procurement officers have left the Agency, six in 1964 and two in 1965. Five took jobs in private industry, one transferred to another Federal agency, one stopped working, and one was separated for unsatisfactory conduct. One of the officers was a GS-12, the others more junior. In the three years just prior to 1964, nine other procurement officers were separated, making a total of 17 lost during the five-year period. For a staff the size of ours this is not an unfavorable rate and would seem to indicate reasonable stability among the group.

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4. Based on our present knowledge of career programs for procurement officers in other agencies, we believe that CIA's program compares favorably with the best of those elsewhere in the Federal service. Our pay structure is competitive and the opportunities which our procurement officers have for advancement and rotation represent a very favorable environment. This is not meant to imply complacency but simply to suggest that our procurement people are not "boxed in" because of the specialized nature of their function. We know that much can still be done to increase their opportunities for broader experience, and we will continue to push for more imaginative planning in that direction.

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