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79-0015/2

MEMORANDUM FOR: Deputy Director for Administration

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FROM:
Acting Director of Logistics

SUBJECT: DDA Special Career Tracking Program

REFERENCE: Memo dtd 22 Nov 78 fm ADDA to Multiple
Addressees, same subj.

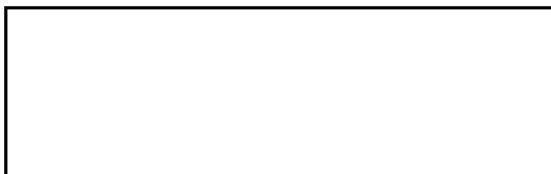
1. Transmitted herewith is the Office of Logistics (OL) report requested in reference.

2. Please note that the OL career panels are established on a functional basis, i.e., supply, procurement, real estate and printing. The competitive rankings and descriptors, therefore, are functional rankings. No overall melding by grade level is done since promotions are determined by the functional panels.

3. We have made no attempt to give specific dates for assignments or training. Our careerists generally rotate every 2 to 3 years, specific timing and assignments depending on requirements. Training depends on the availability of courses and space allocation. We will make every effort to get each of the careerists identified in this report into at least one training course every 12 months.

4. The Logistics Career Subgroup has 1 female and 2 minority employees at the GS-15 and above grade level. It is expected that 1 minority and 1 female will advance beyond their current grade. An analysis of the promotion record of our top 11 GS-15 careerists shows that they spent an average of 40 months in grade as a GS-14 and an average of 45 months as a GS-13. An analysis of the top 15 GS-14 careerists shows that they spent an average of 51 months as a GS-13. This time-in-grade (TIG) information plus other information on strength, authorized positions, attrition, etc., lead us to conclude that it will take an average of 5 to 7 years for our top ranked employees to progress from GS-13 to GS-15.

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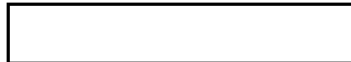
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5. OL has 12 females (including 2 minorities), 5 Blacks (including 1 female) and 4 Hispanics (including 1 female) at the GS-10, 11 and 12 level who appear to have the potential to advance a minimum of two grades. Based on an analysis of the progress rate of our current top ranked mid-level officers, it will take these 19 careerists an average of 2 to 3 years to advance from one grade level to the next.

6. OL is fully committed to the equal opportunity goals and objectives of the Agency. We will continue to take affirmative steps to ensure that all employees are given the opportunity to be competitive.



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Atts
As stated

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