

DD/S REGISTER
FILE *Personnel 5*

Mr. Helms
Admiral Raborn

Attached is a brief report along the lines
you requested concerning the pay structure and
career management program for procurement
personnel in CIA.

SIGNED Alan M. Warfield

Alan M. Warfield

14 MAR 1966

Att: DD/S 66-1349

AEO-DD/S:WFV:hm (14 Mar 66)

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Orig - DCI

1 - DD/S Subject

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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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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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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.

SIGNED Alan M. Warfield

Alan M. Warfield
Acting Deputy Director
for Support

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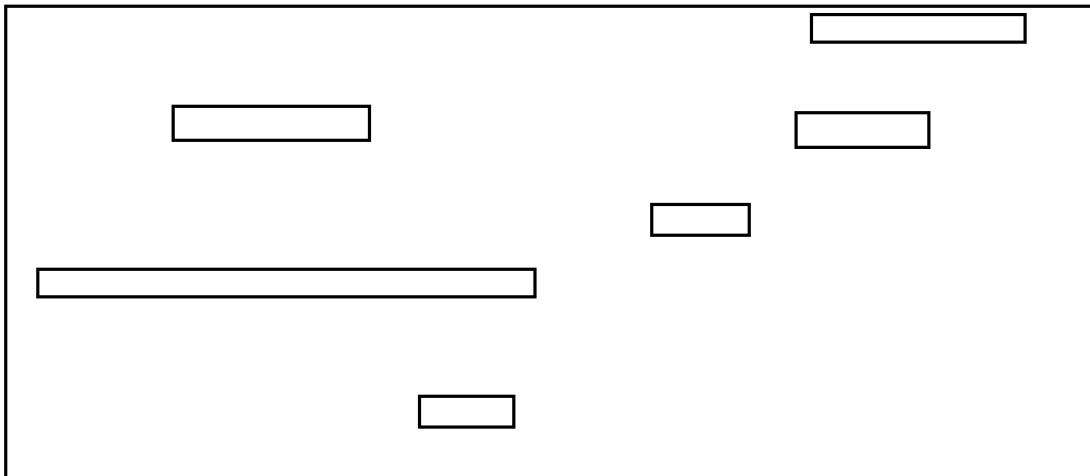
8 MAR 1966

MEMORANDUM FOR:

1. The following information is submitted to you for assistance in the preparation of a report designed to assure the DCI that Procurement Officers are appropriately recognized and compensated in light of their value and contribution to the Agency's responsibilities.

2. We have reviewed various personnel management factors, as they apply to Procurement Officers, during the 5-year period, 1961 - 1965. We have considered such matters as average grade of position and people, promotion rates, awarding of Quality Step Increases, external training opportunities, and rotational-development assignments. Our review produces the following statistics:

a. Within the Office of Logistics the average grade of Procurement Division positions is 10.224 and the average grade of the employees is 9.816. This compares to an average Agency figure of 9.914 for positions and 9.521 for employees, and an average Office of Logistics figure of 8.709 and 8.510 respectively.



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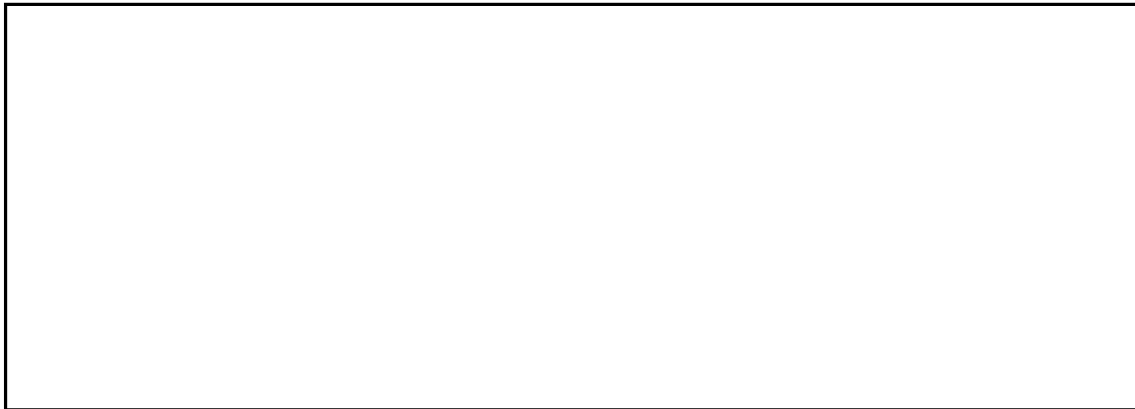
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e. Of the total of [] officers mentioned, []
[] have received external training at Agency expense, such
training having been taken at U.S. Government, private academic,
or professional institutions.

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3. During the same 5-year reporting period, seventeen individuals at the officer level have left procurement-type positions. Two of these individuals were internal Agency transfers; one to the Career Trainee Program and one to FE Division. Of the remaining fifteen individuals, we would estimate that approximately twenty-five percent left on the belief that they had opportunities offered which presented greater employment or career potential; two of this total of fifteen associated themselves with private industry, two others left to engage in the private practice of law, five took positions with other Government agencies, and the others left for various reasons.

4. In terms of opportunities offered career employees of this Agency for both advancement and rotation we submit that the above set of figures represents a most favorable environment. It is also worthy of note, in connection with that raised by the DCI, that certain personnel developments in the Procurement Division which may occur in the near future will continue to afford the continued progression of the body of Procurement Officers on duty. In connection with plans for future utilization of senior officers within the Office of Logistics, it is possible that in the near future the Chief, Procurement Division may be assigned to other duties. The Deputy Chief of that Division will soon meet the requirements to retire under the Agency administrative policy. Accordingly, the two senior procurement positions within the Office of Logistics may be vacated in the near future which, obviously, offers continued opportunity for promotion and advancement for Procurement Officers.




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~~GEORGE E. MELOON~~
Director of Logistics

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Personnel 5

DD/S 66-4773

MEMORANDUM FOR: Special Support Assistant to the Deputy Director for Support

SUBJECT : Support Career Service Planning for Staffing of Saigon Station

1. The Support Career Service presently has responsibility for staffing [redacted] positions at Saigon Station. These are Chief of Support, Deputy Chief of Support and six Regional Support Assistants.

2. [redacted] the senior Support Officers in Saigon, have just begun tours which will extend into calendar year 1968. Incumbents of [redacted] Regional Support Assistant positions may require replacement in the summer of 1967. Replacements will be chosen from among the participants in the Support Officers Development Program. It is suggested that selection of these individuals be deferred until completion in December of the next Support Services Course. At that time we will be able to choose from among all Program participants, both new and old, for these important assignments.

3. It is understood that the Logistics Career Service does not plan to replace [redacted] in Saigon as Support Planner. He is scheduled to rotate in March 1967. This requirement will be included on the agenda for the next meeting of the Support Action Panel.

js
[redacted]
**Executive Secretary
Support Career Board**

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SCB-DD/S [redacted] ng (9 September 1966)