

**IC STAFF  
Routing Slip**

TO:	ACTION	COORD	INFO
EO/ICS			<del>X</del>
D/ICS			
DD/ICS			
DD/RE			
EA-D/ICS			<i>Done 2/1</i>
SA-D/ICS			
SA-D/ICS-EP			
REO			
COMIREX			
SIGINT			
HUMINT			
MASINT			
IPC			
PBO			
PPO			
CCISCMO			X
IHC			
RDCO			
LL			
SECRETARIAT			
ADMIN			X
REGISTRY	<i>12/21/87</i>	<i>aka</i>	
SUSPENSE: _____			Date
REMARKS:			

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

Establishment of the Counterintelligence and Security Countermeasures Office

**FROM:**

**EXTENSION**

**NO.**

**DATE**

*ICS-5507x-87*

**17 DEC 1987**

STAT  
STAT

**TO:** (Officer designation, room number, and building)

**DATE**

**OFFICER'S INITIALS**

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

**RECEIVED**

**FORWARDED**

1.  
D/ICS

*CMTE 19-SR*

STAT



2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

27 JUN 1997

MEMORANDUM FOR: Director, Intelligence Community Staff

FROM:

Chief, Planning and Component  
Support Division

STAT

SUBJECT: Establishment of the Counterintelligence and  
Security Countermeasures Office (CCISCMO)

1. We have reviewed your request to establish the CCISCMO and evaluated the eighteen positions involved in your reorganization. Except for the two cases discussed below, the new organization will be put on the staffing complement with the grades you requested.

2. In the Unauthorized Disclosure Analysis Center (UDAC) a new Information Specialist/Librarian position was requested at the GS-13 grade level. We evaluated this position by reviewing the position description, interviewing the incumbent, and applying the appropriate grading standards. The result of the evaluation indicated that this position is a GS-12 Librarian.

3. The incumbent is on rotation from the Directorate for Intelligence, Office Of Information Resources as a referent to UDAC providing library and research services and products. This work involves research using a variety of sources both within and outside the Intelligence Community for references to published material that appear to be unauthorized disclosures of intelligence information. This research requires the incumbent to use a variety of data bases and hardcopy information to review newspapers, periodicals, incoming cable traffic, videotapes, etc. to provide background data on unauthorized disclosures and related topics. This work is judged to be consistent with the GS-12 level. Librarians at this level conduct reference research services for classified information resources (both automated and conventional) available in the Agency, other U.S. Government agencies, and private organizations; and recommend the acquisition of additional resources for the classified reference services.

4. By comparison, a GS-13 Librarian regularly applies a knowledge of historical and novel theories, principles, and techniques of library services to the extent that the incumbent applies new developments to solve novel and obscure problems. An incumbent at the GS-13 level would serve as a consultant, major problem solver, or advisor representing the Agency at conferences, or otherwise performing program development or program evaluation functions which significantly change library policies or programs. This position was compared with other Librarian positions and found to be substantially similar to those at the GS-12 grade level.

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Establishment of the Counterintelligence and Security Countermeasures Office (CCISCMO), ICS

5. Also the Unauthorized Disclosure Analysis Center, a GS-08 Intelligence Assistant position, HP064, was requested for reallocation as a GS-09 Computer Assistant. We evaluated this position by reviewing the position description and applying appropriate grading standards. The results of the evaluation indicated that this position is a GS-08 Intelligence Assistant.

6. According to the position description, the incumbent develops microcomputer applications for UDAC including configuration of programs and creation of macros. The incumbent translates inquiries, and where necessary modifies software, to assure accurate reports. The incumbent also manages electronic publishing production of UDAC reports, provides instruction to UDAC personnel in exploiting the data base, and upgrades software/hardware as necessary. The incumbent also provides research support and performs other Intelligence Assistant (IA) duties for the UDAC. This position is found to be an IA because its primary orientation is toward supporting UDAC's collection, evaluation, and dissemination of intelligence information regarding unauthorized disclosures even though heavily involved in computer processing. A Computer Assistant, on the other hand, is primarily oriented toward support of work such as designing, operating or using automatic data processing systems applications which do not have as their primary purpose providing support to intelligence collection, evaluation or dissemination.

7. The level of work is judged to be consistent with the GS-08 grade. IA's at this level utilize a basic understanding of computer modeling techniques or data base design and display a familiarity with VM and some knowledge of programming languages such as FORTRAN, RAMIS, or PL-1 in order to maintain and modify data bases or computer models. At the GS-09 level the IA uses fundamental data processing methods, practices and techniques to perform work involving development, testing, implementation, and modification of computer programs in order to support analysts or professional users. Such support is provided by carrying out specialized nonroutine programming assignments. The level and type of work found at the GS-09 level was not characteristic of the duties in this position.

8. If you have any questions regarding these position classification findings, please contact [redacted] Organizational Development Branch [redacted] or me.

STAT  
SIAI  
STAT

