

MEMORANDUM FOR: Chief, Procurement Management Staff

FROM:

SUBJECT: Professional CIA Procurement Work Force Survey

The results of the 1985 Professional CIA Procurement Work Force Survey indicate that several significant changes have occurred in the procurement personnel profile over the past ten years. The results of this survey are summarized on Attachment A.

On 17 January 1985, "CIA Procurement Personnel Biographic Profile Questionnaires" were distributed to all contract officers and procurement support staff. The intent of the survey was to compare the Agency's procurement personnel profile with those survey results that were recorded ten years ago in July of 1975.

Of those contacted 95 percent of the individuals returned the survey forms. The following seven questions were asked:

- ° Please indicate your age by marking the appropriate box.
- ° My present grade is GS \_\_\_\_.
- ° Years of Government service.
- ° Please indicate your years of Government procurement experience.
- ° Please indicate your years of industry procurement experience.
- ° Please indicate your highest level of education.

The interpretation of these results by category are as follows:

1. Age

The survey shows that within the age classification 74 percent of the procurement personnel are 45 years of age or younger and that 69 percent of the individuals are between the ages of 31 and 50.

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2. Grade

Within the grade classification, it is worthy to note that the majority of procurement specialists, some 70 percent, are grades GS-12's or higher. The highest concentration of individuals fall within the GS-14 category. Almost 40 percent are in senior grades, i.e. GS-14's or above.

3. Years of Government Service

Twelve years represents the average length of time working for the Federal Government.

4. Years of Agency Service

The survey indicates an average of 10 years of Agency service.

5. Government Procurement Experience

The results indicated that 61 percent of those surveyed have 10 or less years of procurement experience.

6. Industry Procurement Experience

Agency personnel have little if any industry experience. Specifically, 86 percent indicated that they had from zero to one year of outside experience.

7. Education

The level of education has changed significantly, professional procurement personnel are well educated; 48 percent hold bachelors degrees; 12 percent hold degrees in law and 32 percent hold masters degrees. Only 14 percent of procurement personnel hold no college degrees.

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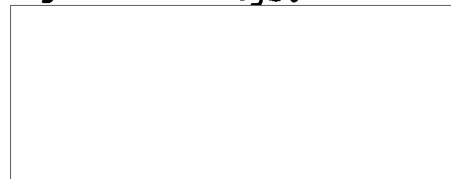
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**11. Summary**

The results of the survey, when compared with the 1975 survey, indicate that 50 percent of the procurement professionals are under 40 years of age. However, the majority of individuals fall between the ages of 31 and 50. The 1975 survey showed the average age to be 41.68 years. The average grade level surfaced as GS-14 versus GS-11 in 1975. Over the past 10 years the average years of Government service dropped from 17 years to 12 years, and years with the Agency dropped from 24 to 10 years. Of those who responded, 58 percent indicated they have less than 10 years of Government procurement experience. In 1975, the average for Government procurement experience was 9 years. The length of industry experience has not significantly changed, i.e. the majority of individuals have less than one year of outside experience. The education profile has changed significantly; 10 years ago the average educational level was a bachelors degree. Today, all with the exception of 14 percent, hold bachelors degrees, and additionally, 43 percent of the staff hold masters or law degrees.

It appears that the higher educational requirements are reflected by the higher grade ratings.

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**Attachment**

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