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Dick,

Below is a draft statement of work which I have informally coordinated at my level in DIA and CIA.

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Statement of Work.

The contractor will conduct a comprehensive analysis of the personnel management and compensation systems affecting civilian personnel within each of the entities of the Intelligence Community. The analysis will include an assessment of the effectiveness of the various personnel systems in enabling the intelligence organizations to carry out their missions. The contractor will make recommendations to the Director of Central Intelligence for regulatory or other changes that are deemed necessary to improve the effectiveness of the Intelligence Community personnel management systems, and to the Intelligence Oversight Committees for additional legislation which may be deemed necessary.

For the purpose of this study, the "intelligence community" will be those agencies and entities defined in Section 3.4(f) of Executive Order 12333, with primary focus being CIA, NSA, and DIA.

Conduct of the Study.

The study will begin as soon as practicable after 1 January 1988. The study will run for a period not to exceed one year, with a final report to be provided to the Director of Central Intelligence (DCI) on or before 20 January 1989. Interim reports will also be provided to the DCI in May and August 1988, and will focus specifically on areas deemed to be of urgent concern by the DCI. Names of the contractor's team will be provided to the Contracting Officer's Technical Representative (COTR) prior to commencement of the study to assure that necessary clearances are obtained from participating organizations.

A Steering Group comprised of one representative from the Central Intelligence Agency, the National Security Agency, the Defense Intelligence Agency, and the Intelligence Community Staff will be formed to guide and facilitate the work of the contractor, to assure that necessary support is provided from participating agencies, and to serve as the agent for the DCI in reviewing and overseeing the work of the contractor.

The Steering Group will appoint within each participating agency or entity a focal point for all activity within that organization. The contractor will coordinate all of its activities through that focal point.