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ROUTING AND RECORD SHEET

DDA 79-2772/1

SUBJECT: (Optional)

Clerical Promotions

DD/A Registry File PERSONNEL

FROM:	EXTENSION	NO.
SSA		DATE 5 October 1979

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. ~~DDA~~ ~~EXO/DDA~~	10/11			
2. Fitzwater				Harry - Re attached
3.				Before I talk
4.				to McMahon re
5.				this matter as
6.				[redacted] suggests, do
STAT 7.				you have any
8.				views I should
9.				consider?
10.				
11.				Don 10/16
12. STAT				
13. [redacted] (10 Oct 79)				
14. DISTRIBUTION: Orig RS - D/Pers w/att; 1 - DDA Subj w/att;				
15. 1 - DDA Chrono				

FORM 610 USE PREVIOUS EDITIONS

DD/A Registry 79-2772/1

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DD/A Registry
79-2772/1

5 October 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: [redacted] STAT
SSA/DDA

SUBJECT: Clerical Promotions

REFERENCE: Memo from [redacted] STAT
DDA 79-2772

1. The attached memorandum accurately describes a serious problem which has been with us for a long time. Without doubt, the author was qualified for a promotion. The problem was one of headroom; the DDO has more GS-09 employees than he has GS-09 positions.

2. Unlike the working wives problem, which has Agency-wide considerations, the issue discussed in STAT [redacted] memorandum is essentially a DDO problem. The other components do not have the Operational Support Assistants (OSA's) who do everything which has to be done at the smaller stations, both administrative and operational. Some of the considerations are:

a. The positions exist only in the field -- there are no comparable jobs at headquarters -- which means that the employees spend practically all their careers overseas.

b. They are practically all women who have advanced into the field from secretarial jobs where they picked up the admin skills. I have known only one male assigned to one of these jobs, although there may have been others.

c. The jobs are all similar, and the employees are rotated, but the grades range from GS-5 or 6 up to GS-09.

d. While it is possible for a select few of these employees to move into a professional STAT job (as [redacted] recently did), on the whole they are stuck in jobs with a GS-09 ceiling, and not everyone can reach that level. Living overseas has its compensations but not as much as a few years ago.

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e. About two years ago the MG Career Service decided to pick up ten of the most qualified employees who had demonstrated competence in administration, and provide them an opportunity to move upward through this Directorate. You met several of them at the Support Conference [redacted] The ten selected included several OSA's. However, the number which could be absorbed by the D/A would be relatively limited, and that is not the naswer. In the MG career service we cannot accept employees who will top-out at GS-11 or 12. MG applicants should have the potential to go to GS-14 at least.

STAT

3. In the final analysis, there are only two alternatives. One would be to tell the OSA's that they are better off now than they were as secretaries, and to stop complaining. That would not be acceptable. The other alternative is to provide them with more responsibility, better training, and increase the grade levels. At the present time there is no reason why the journeyman (or journeywoman) level shouldn't be GS-9, particularly when I see what they can do overseas and compare them to some of the GS-9's I see in other jobs. They make that comparison, too. As we begin to lose more positions overseas, the emphasis on the use of OSA's is going to increase. LA Division now has about an equal number of OSA's and support personnel, and they have made it clear that further cuts will reduce the number of support personnel but not the OSA's. In addition to finance, logistics, commo, personnel, etc., the OSA's can also serve as secretaries (in at least [redacted] they do the darkroom work, handle the secret writing lab, etc. I believe we could justify an increase in grade of all of these jobs to GS-09, and it wouldn't have too much of an impact on the DDO's grade structure.

STAT

4. I think the DDA has done a great deal to help solve the problem. In addition to accepting applications to the MG career service, we have developed an administrative training course to improve their skills. If anything remains to be done, it would be to try to improve their career management as a separate group in the DDO, get the average grade established at GS-9, and continue to emphasize the training. But there are two facts of life. One is that the careers are overseas

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oriented and there is little to offer at Headquarters except for very few of them and they must understand that. The second is that, while they are doing a fine job where they are, not all of them have the education and natural talent to become administrative officers or professionals in some other category. In talking to Station Chiefs I have always asked about the potential of the OSA's, and only one station chief has ever suggested that his OSA had the potential to go to or beyond GS-11. (She is now an MG.) The solution must eventually be worked out by Personnel and the DDO, with the area divisions and DDO/CMO involved. I suggest that you talk to John McMahon and that you jointly designate the people who are to come up with the solution.

STAT

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