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MEMORANDUM FOR: Office of the Deputy Director (Support)

SUBJECT : Table of Agency Classification, Titles and Codes with Comparable Military Classification, Titles and Codes

1. In day to day operations as well as in the planning of military personnel mobilization requirements, it is necessary for the Agency to submit its military personnel needs to the various branches of the armed services. Since these needs must be stated in terms that are meaningful to each of the armed services, the attached table was developed to serve as a frame of reference in converting Agency classifications, titles and codes to military classifications, titles and codes. Additionally, the table may be useful in identifying recruitment sources; selecting appropriate military and civilian job titles and grades in Agency components of a complete or quasi military character; facilitating the qualifications coding of Agency employees and applicants possessing prior military experience; and as a guide to operating officials when planning military personnel requirements and/or requesting military personnel to meet current Agency needs.

2. The following criteria were used in selecting the appropriate military occupational specialty for each Agency position:

(a) Grades GS-7 and below were generally considered to be equivalent to enlisted positions; GS-9 and above were considered equivalent to officer positions.

(b) Whenever possible the military specialty selected corresponded to the Agency position in terms of both primary qualifications required and functions performed. Where there appeared to be no military specialty with closely allied functions, selection was made in terms of primary qualification requirements.

(c) Since indoctrination and on the job training is generally necessary to perform successfully most CIA duties, it is assumed that any military personnel selected on the basis of these conversion codes will receive the necessary Agency training.

3. Individuals using this table should take into consideration the following points:

(a) The Occupational Handbook of Classifications, Titles and Codes, [redacted] reflects the current structure of the

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Agency and, therefore, may not necessarily include all personnel mobilization requirement needs.

(b) Each military service has developed a classification structure to meet its own needs, just as the Agency has developed a classification structure to meet its needs. Since the needs of the various services and of the Agency are not always identical, the resulting classification structures are not completely compatible. Consequently, conversions reflect personal opinions, although an attempt was made to minimize the personal opinion factor by having all conversions evaluated by a group of individuals. Nevertheless, the user must view each conversion as a suggestion rather than a final answer.

4. Any suggestions you may have for the improvement of this table should be forwarded to this office for the attention of the Chief, Mobilization Planning Branch, Room 2307-D, Curie Hall.



Harrison G. Reynolds  
Director of Personnel

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