

PERSONNEL

24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

- a. GENERAL. This paragraph prescribes the policy and responsibilities pertaining to the Agency's personnel management and pay system for specially qualified personnel assigned to selected scientific positions associated with high priority national intelligence requirements.
- b. POLICY. It is Agency policy to attract, motivate and retain highly competent scientific personnel. Of these, a small percentage occupy specially designated scientific (SPS) positions and are remunerated in accordance with a Scientific Pay Schedule (SPS). SPS employees, specialists in the physical, biological, medical or engineering services, occupy one of the following categories of SPS positions:
- (1) Scientific advisor to managers of organizations engaged in either (a) exploratory research for the discovery of new concepts, phenomena, and theories providing the genesis of new technologies applicable to the intelligence process, (b) application of new technological advances in designing, developing and fabricating prototype hardware/software systems, equipment, devices and techniques for intelligence purposes, or (c) the analysis, evaluation and production of foreign scientific intelligence responsive to high priority national intelligence requirements and the shaping of United States foreign policy.
 - (2) Team leader, project manager, or first line supervisor responsible for the technical management of research projects of an office-wide research program as characterized in b(1) above.

(3) Combined position of advisor and technical manager with responsibilities for major scientific programs.

c. DESIGNATION OF SPS POSITIONS. Each SPS position is designated on organizational staffing complements by title and occupational code used for comparable General Schedule (SPS) positions, with the prefix "SPS" but excluding the GS grade level equivalent: e.g., Physicist SPS-1310.04-00.

d. PAY RATES. Pay for SPS personnel range from the minimum rate for GS-16 to the highest rate for GS-18. Pay steps for the Scientific Pay Schedule equate to the GS pay steps for GS-16 through GS-18 as follows:

| <u>Scientific Pay Schedule</u> | <u>General Schedule</u> |
|--------------------------------|--------------------------|
| Steps 1 through 4 | GS-16, Steps 1 through 4 |
| Steps 5 through 8 | GS-17, Steps 1 through 4 |
| Step 9 | GS-18 |

Pay applicable to SPS pay steps will be adjusted automatically when there are changes in the corresponding GS pay steps.

e. QUALIFICATION REQUIREMENT FOR SPS POSITIONS. To be considered for SPS positions an individual must have broad and significant experience in the major scientific field related to the positions. The experience may have been obtained in Government, private industry, academic institutions and professional societies or organizations. Individuals must also have demonstrated their ability to either administer scientific programs, conduct research, or provide consultation of a very high order in the specialized branch of the scientific field. Additional factors in the consideration of a


candidate for assignment to an SPS position are academic background, publications, activities in professional societies, general reputation in the scientific field, and present salary.

f. RESPONSIBILITIES

(1) The Director of Central Intelligence is responsible for:


- (a) Establishing SPS position ceilings for the Agency and for each directorate within the overall Agency staff manpower ceiling authorized each fiscal year by the Congress and the Office of Management and Budget.
- (b) Authorizing increases in the Agency ceiling for SPS positions with the approval of the Office of Management and Budget.
- (c) Approving the establishment of SPS positions within the authorized ceiling.
- (d) Approving appointments to personnel to SPS status and the reassignment of SPS personnel between directorates.
- (e) Approving promotions from SPS step 4 to step 5 (equivalent to GS-16/4 and GS-17/1) and from step 8 to step 9 (equivalent to GS-17/4 and GS-18/1).

(2) Deputy Directors are responsible for:

- (a) Recommending to the Comptroller, as part of their budget submissions, estimates of SPS positions and personnel required for their areas and, when necessary, recommending any revision to such budget submissions.
- (b) Recommending appointments to SPS status and desired pay steps, through the Director of Personnel, to the Director of Central Intelligence for approval.
- (c) Recommending promotions from SPS step 4 to step 5 and from step 8 to step 9, through the Director of Personnel, to the Director of Central Intelligence for approval.
- (d) Recommending promotions to SPS steps 2 through 4 and steps 6 through 8 to the Director of Personnel for approval and processing.
- (e) Submitting SPS vacancy reports and SPS personnel reassignment proposals to the CIA Supergrade Review Panel. (see ).
- (f) Taking effective action to attract, motivate, and retain competent scientific personnel.

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(3) The Director of Personnel is responsible for:

- (a) Determining that proposals for SPS positions included in staffing complements (see ) are consistent with the mission and functions of an activity and that personnel with special scientific qualifications are required at a level embraced by the Scientific Pay Schedule.

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PERSONNEL

- (b) Assisting Deputy Directors in the recruitment and internal selection of qualified personnel to fill SPS positions.
- (c) Documenting and evaluating qualifications of proposed SPS assignees and SPS candidates for promotion in coordination with the Deputy Director concerned.
- (d) Determining appropriate individual pay ~~steps~~ ^{steps}, placing emphasis on the qualifications and capabilities of the individual as they relate to the duties to be performed.
- (e) Ensuring that directorate SPS ceiling^s are not exceeded.
- (f) Establishing SPS positions on staffing complements upon approval of the Director of Central Intelligence.
- (g) Recommending action to the Director of Central Intelligence on all appointments and promotions of SPS personnel from SPS step 4 to step 5 and from step 8 to step 9.
- (h) Approving recommendations from Deputy Directors for promotions to SPS steps 2 through 4 and steps 6 through 8, and processing appropriate personnel actions.
- (i) Approving intra-directorate transfers and deletions of SPS positions, and recommending action on inter-directorate transfers of SPS positions through the Comptroller to the Director of Central Intelligence.
- (4) The Comptroller is responsible for:
- (a) Reviewing program and budget submission estimates of scientific personnel requirements to determine consistency

with approved Agency missions, programs, overall personnel ceilings, and budget considerations; and in consonance with the Director of Personnel forwarding recommendations to the Director of Central Intelligence for increases in ceiling for scientific personnel that would be in excess of the Agency SPS ceiling.

- (b) Reviewing requests for reallocation of SPS ceilings between directorates and forwarding such requests with his recommendation to the Director of Central Intelligence.

DISTRIBUTION: AB

24. MANAGEMENT OF SPECIALLY QUALIFIED SCIENTIFIC PERSONNEL

- a. GENERAL. This section prescribes the general policies and responsibilities pertaining to the Agency's personnel management and pay administration system for specially qualified personnel assigned to selected scientific positions associated with high priority national intelligence requirements.
- b. POLICY. It is Agency policy to attract, motivate and retain highly competent scientific personnel. Within this Agency pool of scientific personnel resources, a small percentage of such individuals are governed by the provisions of a management and pay system which provides for a Scientific Pay Schedule (SPS) and specially designated scientific (SPS) positions. SPS employees are specialists in the physical, biological, medical, or engineering services and occupy one of the following categories of SPS positions:
 - (1) Scientific advisor to line management of a scientific research and/or development organization that engages in either (a) exploratory research resulting in the discovery of new concepts, phenomena and theories that provide the genesis for the development of new technologies applicable to the intelligence process, (b) application of new technological advances in the design, development and fabrication of prototype hardware/software systems, equipment, devices and techniques for intelligence purposes or (c) analysis, evaluation and production of foreign scientific intelligence, or

(2) Team Leader, Project Manager or first line supervisor responsible for the technical management of research projects which are within the framework and totality of an office-wide research program and as characterized in (1) above, or

(3) Combined advisory and technical manager positions with responsibilities related to major scientific programs.

- c. DESIGNATION OF SPS POSITIONS. Each SPS position will be designated on organizational staffing complements by the normal title and occupational code used for comparable General Schedule (GS) positions, with the prefix "SPS" but excluding GS grade level equivalent, e.g., Physicist SPS-1310.04-00.
- d. PAY RATES. The pay range for SPS personnel will be from the minimum rate of GS-16 to the highest rate of GS-18. Pay steps within the Scientific Pay Schedule will be equated with pay steps for GS-16 through GS-18 as indicated below:

| <u>Scientific Pay Schedule</u> | <u>General Schedule</u> |
|--------------------------------|--------------------------|
| Steps (1) through (4) | GS-16, Steps 1 through 4 |
| Steps (5) through (8) | GS-17, Steps 1 through 4 |
| Step (9) | GS-18 |

Pay applicable to SPS step rates will be automatically adjusted on the basis of any future changes in the corresponding GS step rates.

- e. QUALIFICATION REQUIREMENTS FOR SPS POSITIONS. Individuals considered for assignment to SPS positions must show that they have broad and significant experience in the major scientific field related to the position, e.g., physics, chemistry, electrical

engineering, medical, biological. This experience may have been obtained in Government, private industry, academic institutions, professional societies or organizations, and must clearly show that the individual possesses a comprehensive knowledge of the principles in administering scientific programs or in conducting research or consultation of a very high order in the specialized branch of the scientific field. Factors which are considered are academic background, publications of the applicant, activities in professional societies, general reputation in the scientific field, and present salary.

f. RESPONSIBILITIES OF THE DIRECTOR OF CENTRAL INTELLIGENCE. The Director of Central Intelligence will

- (1) establish SPS position ceilings for the Agency and for each Directorate within the overall Agency staff manpower ceiling authorized each fiscal year by the Congress and the Office of Management and Budget;
- (2) authorize increases in the Agency ceiling for SPS positions with the approval of the Office of Management and Budget;
- (3) approve establishment of SPS positions within the authorized ceiling;
- (4) approve appointments of personnel to SPS status and the re-assignment of SPS personnel between Directorates;
- (5) approve promotions from SPS step 4 to step 5 (equivalent to GS-16/4 and GS-17/1) and from step 8 to step 9 (equivalent to GS-17/4 and GS-18/1).

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ROUTING AND RECORD SHEET

STATINTL

SUBJECT: (Optional)
 Proposed Revision of [REDACTED] - Management of Specially Qualified Scientific Personnel

FROM: Regulations Control Branch
 EXTENSION: 3796
 NO. [REDACTED]
 DATE: 30 October 1975

TO: (Officer designation, room number, and building)
 STATINTL [REDACTED]
 DATE RECEIVED FORWARDED
 OFFICER'S INITIALS
 COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

| NO. | TO: | DATE | | OFFICER'S INITIALS | COMMENTS |
|-----|--|----------|-----------|--------------------|---|
| | | RECEIVED | FORWARDED | | |
| 1. | [REDACTED] 626 C of C | | 11/17/75 | B | <p>Mary,</p> <p>The subject proposal is attached for your comments. We have made some editorial suggestions that necessitate your review before we forward the proposal to the coordinators.</p> <p>Do you believe it is appropriate to downgrade this paragraph from Confidential to Administrative - Internal Use Only?</p> <p>We hope the suggested editorial changes meet with your approval. May we have your response at the earliest convenience.</p> <p>25X1A [REDACTED]</p> <p>Ed, We've reworked your re-write of [REDACTED]. Most of the revisions were to provide emphasis (such as in 24-b the lead-in with "small percentage" indicates that it is truly a limited number), to change the tense to present and active (a failure of our original), etc.</p> <p>There are a few additions . . . the end of 24-b(1) to spell out the necessary scope of the activity of analysis, evaluation, et al. In 24-e the requirement is for a demonstration of ability, not just possessing knowledge. (Feel knowledge does not necessarily equate to being able to perform the duties.)</p> |
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| 10. | 25X1A [REDACTED] 211 Key Bldg-EGIB | | | 25X1A | |
| 11. | [REDACTED] | | | | |
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