

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON 25, D. C.

April 17, 1961

MEMORANDUM FOR THE DIRECTOR, NATIONAL SECURITY AGENCY

THROUGH: The Assistant to the Secretary of Defense (Special Operations)

SUBJECT: Supergrade Utilization

The attached copy of a directive from the Deputy Secretary of Defense requests the addressees to review the present and proposed utilization of supergrade positions in the Department of Defense, including NSA, and report their findings to the Deputy Secretary of Defense.

It is requested that you prepare the following materials covering the utilization of these positions within the National Security Agency:

- a. Current position descriptions
- b. Biographical resumes of the incumbents of positions presently filled or candidates proposed for appointment or promotion to these positions.
- c. Organization charts showing functions and location of present or proposed supergrade positions. In addition, the organization charts should reflect all positions established under other authorities above the salary level of grade GS-15, as well as general and flag officer positions.

These materials should be available to the Group by 29 April 1961.

When the Group commences its review of the utilization of these positions in NSA, it will require your assistance, or someone you may designate who can discuss with the Group such factors as the relative strength of the positions against Civil Service Commission standards, performance, organizational and management considerations, relative priorities of importance of the function to the Secretary, and questions concerning the feasibility of making any change, should that be indicated.

/s/ J. R. LOFTIS

J. R. Loftis
Administrative Assistant
to the Secretary of Defense

Attachment

COPY

THE DEPUTY SECRETARY OF DEFENSE
Washington 25, D.C.

13 April 1961

MEMORANDUM FOR: MR. NILS LENNARTSON *Deputy ASD, Public Affairs*
 MR. LEONARD NIEDERLEHNER *Dep. Asst. Sec. for*
 MR. LEON WHEELLESS *OSD (Manpower) Ci Para Dir of Directorate for*
 MR. J. R. LOFTIS *Admin Asst. to Sec of Defense* *Requirements & Civ Serv*

SUBJECT: Supergrades

The Department of Defense is presently authorized 417 supergrade positions, including 50 for NSA. A requirement for 165 additional positions has been submitted to the Civil Service Commission.

A review of these authorized and proposed positions should be made to determine whether any should be downgraded. Messrs. Nils Lennartson, Leonard Niederlehner and J. R. Loftis are designated to make such a review. Mr. Leon Wheelless will work with the group as an advisor.

The initial study should be directed to the 173 positions presently authorized OSD, including NSA, and to the requirement presently with the Civil Service Commission for 62 additional supergrade spaces. A report should be made to me by 4 May 1961.

/s/

Roswell Gilpatrick

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