MEMORANDUM

From: Director, Command and Field Liaison Division
To: ROCDMs, BROCDMs, EOCDM, London and CAPSO-N

Subj: Naval Investigative Service Contract Special Agents to
Schedule A Excepted Positions in the General Investigating
Series, GS-1810-0, appointment of

Ref: (a) DCDM ltr OCDM 02:co of 30 Apr 1969, Subj: Civilian
Special Agent Personnel Management System

Encl: (1) Director, Naval Investigative Service ltr NIS-30X/cgt
12000 Ser 2515 of 21 Apr 1969, Subj: Civilian Special
Agent Personnel Management System
(2) Sample Services Agreement and Amendment No. 1 thereto

1. Enclosure (1) outlines the background and reason for bringing
subject agents under Civil Service Schedule A.

2. Enclosure (2) represents a sample servicing agreement and the
amendment which delineates the authority and responsibility of the
Naval Investigative Service Headquarters, the Naval Investigative
Service Office and Consolidated Civilian Personnel Service Office
or servicing personnel office respectively. Enclosure (2) may be
used as a guide and modified to meet local civilian personnel
servicing requirements.

3. Reference (a) authorizes the Director, Naval Investigative
Service subject to the Civil Service System and Navy Civilian
Personnel Policy to proceed with the formulation and application
of the Civilian Special Agent Personnel Management System for
special agents currently under contract with NIS.

4. The Civilian Special Agent Personnel Management System will
be managed and controlled by Naval Investigative Service Head-
quarters through the Naval Investigative Service Officers (NISO's)
with civilian personnel services support provided by the appropriate
Consolidated Civilian Personnel Office or other servicing personnel
office.

AMENDMENT

to

PERSONNEL STAFF

Services Agreement Dated _____

between

NISO_____

and

_____

A. Discussion

1. Basic to the successful accomplishment of the mission and
functions of the Naval Investigative Service (NIS) is the ability
and authority of the Director, Naval Investigative Service, to
position resources on the basis of workload, attained skills of
personnel, and funds availability. Naval Investigative Service
components (Naval Investigative Service Offices (NISO's), Resi-
dent Agencies (NISRA's), Satellite Units (NISSU's), and Afloat
Units are dispersed throughout the world in over 200 locations
and staffed by professional investigative and counterintelligence
operatives, with varying tour lengths. The Naval Investigative
Service has, based upon the nature of its operations, controlled,
managed and administered its professional operatives from the
Headquarters (Washington, D. C.) level. This system has not only
repeatedly proven to be the most effective for this uniquely
structured organization, but is consistent with Secretary of
Defense directives regarding the Services investigative and
counterintelligence organizations.

2. In recognition of the foregoing, the Naval Investigative
Service professional operatives will be, except for technical
staffing procedures, controlled, managed and administered from
the Naval Investigative Service Headquarters (NISHQ), in accord-
ance with established career development programs. NIS investi-
gative and counterintelligence operatives are identified as
Special Agents (GS-1810 Series) and Intelligence Operations
Specialists (GS-132 Series). The responsibilities and authorities
of NISHQ, the NISO and the Personnel Staff Services Office re-
garding these professional personnel are set forth in Part B,
below.

B. Authority and Responsibility

1. Naval Investigative Service Headquarters will:

  a. Determine NISO (and subordinate elements thereof) organizational and staffing needs and determine the number and kinds of positions required.

  b. Formulate and promulgate policies and procedures regarding the career development programs.

  c. Determine recruitment needs and establish employment standards. Advertisements and determination of areas of consideration for the filling of vacancies at all levels and grades will be initiated and controlled at NISHQ with the assistance of the Personnel Office servicing NISHQ.

  d. Determine the need for and develop and control the use of any examinations.

  e. Make all employment selections.

  f. Review all separation actions and approve all disciplinary actions.

  g. Prepare standard position descriptions applicable to all NIS world-wide billets. (These will be classified at OCMM).

  h. Determine and develop training requirements. Conduct a centralized professional and technical training program. Provide policy and guidance regarding local, on-the-job and other Agency training.

  i. Develop, manage and administer the career development programs. Determine and direct billet rotation and transfers. Select and assign personnel to supervisory positions and approve all promotions.

  j. Conduct a pre-employment investigation.

  k. Issue the required security clearance.

2. The Naval Investigative Service Office will:

  a. Administer assigned professional personnel in accordance with existing Director, NIS, policy and procedure.

  b. Insure all civilian personnel administrative reports are accurately prepared and submitted when and as required.

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c. Advise and assist NISHQ in the management and administration of the professional personnel.

d. Pursue an active recruiting program.

e. Conduct applicant interviews and screening boards.

f. Administer examinations.

g. Conduct on-the-job training and career counselling.

3. The Personnel Staff Services Office will:

a. Aid, assist and advise the Commanding Officer, NISO in civilian matters and procedures as requested and required in those areas of the basic agreement not specifically reserved to NISHQ.

b. Prepare and maintain required personnel records.

c. Provide technical support in such staffing requirements as appointments, transfers, pay, promotions, separations, retirements, discipline, etc.

Approved:_____

    Name:_____

    Title: Commanding Officer

           Naval Investigative Service

           Office_____

    Date:_____

Approved:_____

    Name:_____

    Title:_____

    Date:_____

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Enclosure (2)