

ASSISTANT SECRETARY OF DEFENSE,
Washington, D.C., June 28, 1968.

Memorandum for Members of the Logistics Manpower Planning Board.
Subject: Progress report.

On May 1, Mr. Morris wrote the materiel secretaries suggesting the establishment of a joint project to develop long-range logistics manpower plans and objectives. Each service has nominated a member for this task force and initial discussions have been held by its members who are:

Col. Peter DeLonga, USAF, Chairman

Mr. Walter Hurd, Navy

Capt. K. M. Beyer, USN, DSA

Mr. Donald B. Churchman, Army

Various approaches to the study have been considered. Because of the scope of the subject, it has been concluded that two parallel efforts should be carried on during the next month, before proposing a final study plan to the Policy Board. These efforts are (1) an inventory of the current logistics manpower posture, and (2) a model study of how to produce an optimum manpower posture in the contract administration function. Following completion of these two tasks, the next phase of the study can then be planned.

INVENTORY OF THE CURRENT LOGISTICS MANPOWER POSTURE

During the next month, two members of the task force, Colonel DeLonga and Mr. Hurd, will devote their full time to visiting the organizations shown in attachment 1 for the purpose of discussing the factual data needed. In separate letters to the Logistics Chiefs of the Services and to the Director, DSA, the kinds of data required and the format for reporting it will be outlined. Generally, the data will cover the logistics manpower population subdivided approximately as follows:

(a) By functional area for each of the following: purchasing, contract administration, inventory and support management, storage and issue, overhaul and repair. (Deliberately excluded at this time are research and development, technical, general management, communication, transportation, civil engineering and systems programs, and project manager organizations.) Definitions will be furnished with the data call.

(b) With respect to each function, determine total numbers of military and civilian, by rank or grade.

(c) With respect to each function, determine distribution of professional personnel by age and length of service. (GS-5 and up; Navy ensign, Army lieutenant, Air Force lieutenant, and up.)

(d) With respect to each function, determine distribution of professional personnel by educational attainment (high school, college, advanced degree).

Determine present turnover rates by function for fiscal year 1968 and trends for the past 3 years where the data is available. Describe current programs for replacement including direct recruitment. Distinguished particularly between specifically planned and directly conducted recruitment programs versus those that are proceeding on an ad hoc basis.

Determine the extent of training and educational opportunities provided to employees, both on the job and off the job. Identify basic gaps or deficiencies.

Determine, in general, the quantitative adequacy of staffing for the foreseeable future, by function, as seen by management. Provide statistics where available and applicable.

Determine the qualitative adequacy of staffing and identify critical weaknesses, by function, as seen by management. Provide statistics where available and applicable.

Data obtained from the above interviews will be systematically compiled in reference notebooks. Summaries and comparative tables will be developed into a succinct paper for presentation to the Policy Board at its meeting on July 18. From these data it is hoped to identify a list of special study areas to be conducted by the task force (with supplementation from the services and DSA; attachment 2 is a list of possible issues for study) arranged in priority order, with a proposed milestone schedule for further factfinding, analysis, and reporting of recommendations to the Board during the period August-December.