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THE DIRECTOR OF CENTRAL INTELLIGENCE

WASHINGTON, D. C. 20505

OLC 78-2499/b

Office of Legislative Counsel

22 August 1978

PKg filed

HPSCI

Loch K. Johnson
Permanent Select Committee
on Intelligence
House of Representatives
Washington, D.C. 20515

Dear Loch:

During the briefing that you received from the Office of Personnel, you asked how the Agency handled contacts with Harvard faculty members since their Guidelines went into effect.

Enclosed are samples of standard correspondence from the Agency's [redacted] recruiter to Harvard faculty members (university department chairmen) who are teaching in areas of employment interest to us. One letter is directed to those in the liberal arts areas; the other to those in scientific areas. The letters are usually accompanied by one of the enclosed bulletin board items plus a silver brochure (of which you already have a copy) with the recruiter's name card attached.

The Harvard placement office is aware that these letters are being routinely sent. However, when our recruiter [redacted] sets up a personal meeting with a Harvard faculty member, the placement office is specifically advised.

I hope that you will find the foregoing and the enclosed helpful,

Sincerely,

[Redacted Signature]

Assistant Legislative Counsel

Enclosures

Distribution

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WASHINGTON, D.C. 20505




I hope you will share the enclosed bulletin and brochure with those students you feel might be interested in federal career opportunities.

The students we particularly wish to contact are those with academic course work which is directing them to a foreign area specialization. The A.M. candidate is of primary interest to us, but we are also interested in those undergraduates whose academic achievement and desire will lead them into graduate work. Agency employees are encouraged to continue their studies and we are usually able to grant tuition assistance for work-related part-time graduate programs offered by the universities in the Washington, D. C. area. On occasion, an academic leave of absence for full-time study is offered. During the summer of 1976 there will be several opportunities in our Summer Intern program for the graduate who has completed the first year of study in a regional or international specialization.

Brochures and general information are available in the Career Counseling and Placement Office of your university. I would be very pleased to receive correspondence or resumes from your students.

Sincerely yours,



Personnel Representative

Enclosed: bulletin/brochure

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505




I hope you will share the enclosed bulletin and brochure with those students you feel might be interested in federal career opportunities.

The students we particularly wish to contact are those with an interest in research and writing activities. For others we will have opportunities in communications systems development and management and there will also be some career positions for those who have emphasized computer applications in their academic work. The M.S. candidate is of primary interest to us, but we are also interested in those undergraduates whose academic achievement and desire will lead them into graduate work. Agency employees are encouraged to continue their studies and we are usually able to grant tuition assistance for work-related part-time graduate programs offered by the universities in the Washington, D. C. area. On occasion, an academic leave of absence for full-time study is offered.

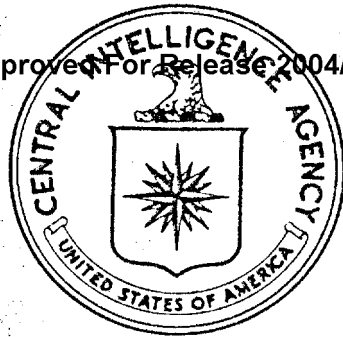
Brochures and general information are available in the Career Counseling and Placement Office of your university. I would be very pleased to receive correspondence or resumes from your students.

Sincerely yours,


Personnel Representative

Enclosed: bulletin/brochure

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CENTRAL INTELLIGENCE AGENCY

It is the responsibility of the United States Central Intelligence Agency to collect, digest, collate, and interpret the vast amount of intelligence from all over the world which senior officials of the Government must have to make decisions required of them in maintaining our national security.

ACADEMIC MAJORS OF PARTICULAR INTEREST TO CIA

Computer Science	BS	MS	
Economics	BA	MA	PhD
Engineering (Electronic, Marine, Nuclear)	BS	MS	PhD
Foreign Languages (Arabic, Asian, Slavic)	BA	MA	
History (with foreign area specialization and languages)	BA	MA	
Foreign Area Studies	BA	MA	
Information Science	BA	MA	
International Trade		MA	PhD
Library Science		MLS	
Physics		MS	
Political Science (with foreign area specialization and language)	BA	MA	
Psychology			PhD
Secretarial Science			

NOTE: This listing is not all-inclusive. Further, as personnel requirements are filled or modified, the Agency's recruitment emphasis for one discipline or another, or upon certain combinations of disciplines, may vary.

Salaries: \$12,336 to \$21,883 per annum, depending upon education, experience, and other qualifications. Preference is given to graduate students and baccalaureate students in the upper quarter of their class who are in good health and willing to travel. All positions are in the Washington, D.C., area; some will require foreign travel. U.S. citizenship is required.

SEND RESUME OR WRITE FOR BROCHURE AND RESUME TO:

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Because of the processing time required prior to employment, it is suggested that contact be made six months ahead of the date when one will be available for employment.



CAREERS IN INTELLIGENCE

It is the responsibility of the Central Intelligence Agency of the United States to collect, digest, collate, and interpret the vast amount of intelligence information from all over the world which the President of the United States must have in order to make the decisions required of him in times of peace or national danger.

ACADEMIC FIELDS OF PARTICULAR INTEREST TO CIA

Major Degree Fields	Some Typical Duties
Chemistry Engineering (EE, ME, AE) Physics	Research, design, and development of technical devices, equipment, and systems in support of intelligence, or analysis and evaluation of the performance capabilities of foreign devices, equipment, and systems.
Mathematics Computer Programming Systems Analysis	Computer application in support of scientific and technical intelligence, or mathematical application to photogrammetry.
Cartography Geography Geology	Research and analysis of the physical and cultural aspects of foreign areas, or research and compilation of data leading to the preparation of special subject maps; analysis and interpretation of photography of intelligence value.
Economic Geography International Trade	ance, or sector performance, or foreign economics.
Accounting Business Administration Public Administration	Administrative management and support of world-wide intelligence activities.
Library Science	Reference, acquisition, cataloging; maintenance of a vast collection of foreign and domestic publications and documents in support of intelligence research.
English Foreign Area Studies History International Relations Journalism Law Political Science	Collection, evaluation, research, and analysis of the political, historical, and social dynamics of all foreign countries and areas of the world.
Psychology	Psychological support and research, advisory and consultative services in the selection and utilization of professional personnel.
Stenographer/Typist	Responsible secretarial, clerical and semi-administrative positions in support of the foreign intelligence effort.
Communications	Recently qualified CW Radio Operators and Cryptographers to provide communications support of world-wide intelligence activities.

NOTE: This list is by no means all-inclusive. Further, as personnel requirements are filled or modified, the Agency's recruitment emphasis upon one discipline or another, or upon certain combinations of disciplines, may vary.

All positions are in the Washington, D. C. area; some require foreign travel.

Because of the nature of its responsibilities, the Central Intelligence Agency must make a very thorough investigation of the character and qualifications of each applicant who is tentatively selected for employment. You are therefore urged to apply well ahead of the date when you would like to enter on duty with the Agency.

HOW TO APPLY: Write to the Central Intelligence Agency, Office of Personnel, Washington, D. C. 20505. Enclose a résumé of your education and experience and ask for application forms.

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