

ADMINISTRATIVE - INTERNAL USE ONLY

[Redacted]
**Director, Foreign Broadcast
Information Service**

2927

FBIS-0129/85
29 March 1985

STAT

[Redacted]
C/CDS/DS&T
Room 6E45, Headquarters

STAT

**Here's the FBIS response to
your 19 March memo regarding
the DS&T Recruitment Brochure.**

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1. The mission of the Foreign Broadcast Information Service (FBIS) is the collection of information from foreign open sources such as radio broadcasts, television, press agencies, printed media, and political, economic, scientific and technical journals in answer to the needs of the foreign affairs and intelligence communities. Functions involve the monitoring, selection, translation, editing, analysis, and dissemination of collected information as a service of common concern to U.S. Government agencies.

2. Disciplines which are important to FBIS include:

a. Liberal Arts

History
English
Journalism
Foreign Affairs/International Relations
Language majors
Area Studies Specialists with language skills
Social Sciences
Political Science

b. Science and Technology

Electrical Engineering
Communications Specialists
Radio frequency signal analysis
Video Production
Electronics

3. Areas of research, development, and analysis which are covered by FBIS include:

Substantive responsibility for a country, geographic area, or specialized topic.

Analysis through correlation of media content and behavior with policy trends and intentions by country.

Research in terrestrial and satellite antenna design and related reception and communications equipment.

Computer research with emphasis on large text-editing systems.

Collection/selection/translation/editing.

4. Technologies relevant to FBIS include:

Digital communication systems
Satellite earth terminals
Computer technologies

5. Types of positions and non-supervisory grade ranges in FBIS:

Foreign Language Officers	GS-07 through GS-12
Analysts	GS-09 through GS-13
Editors	GS-07 through GS-12
Engineers	GS-07 through GS-12
Communicators	GS-07 through GS-11
Cruiser-Monitors	GS-07 through GS-12

6. A broad range of training and educational opportunities are offered both within the Agency and without. They include management training, skills courses, technical training, and continued education at the graduate level as appropriate.

7. For Language Officers and Analysts there are periodic opportunities for travel to attend domestic conferences or training courses. Depending on geographic area of assigned responsibility and on operational needs, there are occasional opportunities for foreign travel. For Editors, Engineers, etc. short-term assignments, both foreign and domestic, are expected of all personnel. Editorial, engineering, and radio frequency analysis career tracks are expected to accept regular foreign tours as part of their normal career pattern.

8. FBIS offers a broad range of career opportunities in an atmosphere that contains elements of newsroom, foreign service, and university campus. Editors serve overseas in bureaus on four continents. Analysts pursue their specialties in an environment that encourages creativity while insisting on methodological rigor and cogent use of evidence. People with an aptitude for and love of languages have excellent opportunities to perfect and broaden their skills and to apply them in a wide variety of substantive areas. In all these positions, as in supporting engineering and technical work, there are career ladders both for aspiring managers and, increasingly, for those who prefer to pursue their specialties without managerial responsibilities. A limited number of non-supervisory positions at the GS-13 and GS-14 levels are available. All FBIS career tracks can lead to supervisory positions at the SIS level.

9. Offices within FBIS have extensive contacts with other Government components. The primary purposes of these contacts are to facilitate the mission of FBIS and coordinate service to other Government agencies; to stay abreast of developments, total collection effort, and requirements in areas of assigned responsibility; and to review and evaluate FBIS reporting and products.

10. A career with FBIS provides opportunities for considerable personal and professional growth, with assignments of considerable responsibility coming early in the career. FBIS careerists have the opportunity to perform a wide variety of tasks, with opportunities for overseas tours available in several career categories. For those with language skills FBIS offers the opportunity to utilize and develop the full range of foreign language skills, area studies expertise, and analytical skills. Overseas employees must be prepared for the rigors of foreign service. All employees must be able to respond quickly and with good judgment to high level consumers, often under demanding conditions.

11. Restrictions placed on the employee include the normal Agency security and medical restrictions.

12. (See #8.)

DDS&T-242-85

19 MAR 1985

MEMORANDUM FOR: Director, FBIS
FROM: R. E. Hineman
Deputy Director for Science and Technology
SUBJECT: DS&T Recruitment Brochure

1. The Career Development Staff is preparing a DS&T brochure for use in recruitment and other public relations purposes. The advertising agency that is helping to prepare the brochure has asked for as much information as possible about our mission and requirements. Please help us compile this information by filling out the attached questionnaire. All information must be unclassified. It would also be helpful if you could provide up-to-date, unclassified organizational charts, mission statement, or similar materials.

2. Please return the questionnaire to [redacted] C/CDS, STAT
by 29 March 1985. If you have any questions, please contact [redacted] STAT

3. Thank you for your help. I am sure the finished product will be useful to all of us.

[redacted] STAT
R. E. Hineman

Attachment:
As stated

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QUESTIONNAIRE

1. What are the mission and functions of your office?

2. In considering prospective employees, what disciplines (e.g. computer science, engineering, geography, psychology) are important to your office?

3. What specific areas of research, development, analysis, etc. does your office function cover?

4. What technologies/special methodologies are relevant to the work of your office?

5. What type of positions does your office have and what grade range is covered?

6. What training and education opportunities are afforded to your employees? What is required? Does your office support graduate training?

7. What travel is available or required by your office? Please specify whether for training or job assignment; whether for short-term TDY, extended TDY, or PCS; and whether domestic or foreign.

8. What types of career positions does your office provide? Are non-managerial positions available at higher grades?

9. Does your office have much contact with other Agency offices and with external organizations? What is the primary purpose of these contacts?

10. What does a career with your office offer that other employers cannot? What unique resources and professional benefits are available to your employees? What special challenges exist? Do you have other comments which would help "sell" your office?

12. What special restrictions does employment in your office place on an employee?

13. If possible, compare employment with your office to private industry.