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# Reference Manual to Career Opportunities in the Central Intelligence Agency

Published by the Office of Personnel

**REFERENCE MANUAL**  
**CAREER OPPORTUNITIES IN THE CENTRAL INTELLIGENCE AGENCY**

**published by:**  
**OFFICE OF PERSONNEL**  
**CENTRAL INTELLIGENCE AGENCY**



## TABLE OF CONTENTS

	<i>Page</i>
INTRODUCTION .....	v
HOW TO USE THIS MANUAL .....	vii
GENESIS OF THE CIA .....	1
INDEX OF CAREER OPPORTUNITIES .....	3
RECRUITMENT ACTIVITY CENTER MAILING ADDRESSES .....	9
DIRECTOR OF CENTRAL INTELLIGENCE COMMAND RESPONSIBILITIES .....	10
I. THE CAREER TRAINING PROGRAM .....	11
II. OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE .....	15
III. DIRECTORATE OF ADMINISTRATION .....	21
IV. DIRECTORATE OF INTELLIGENCE .....	45
V. DIRECTORATE OF OPERATIONS .....	53
VI. DIRECTORATE OF SCIENCE AND TECHNOLOGY .....	59
COOPERATIVE AND GRADUATE FELLOW PROGRAMS .....	79
VII. A SUMMARY OF BENEFITS FOR NEW EMPLOYEES .....	81
HIRING INFORMATION AND REQUIREMENTS FOR EMPLOYMENT .....	86
VIII. APPLICATION AND PROCESSING INFORMATION .....	87
GLOSSARY .....	91



## **Introduction**

This manual has been prepared as an aid to persons interested in career opportunities in the Central Intelligence Agency. It provides information describing the organizational structure of the Agency, the work environment and career opportunities in the directorates and components of the Agency as well as an index to assist interested persons in identifying employment opportunities that are consistent with their academic discipline.

A map is included which locates our decentralized Recruitment Activity Centers and the area of responsibility of each; the mailing address of each Center is included. Applicants should mail their resumes to the Center in which they reside. The Central Intelligence Agency responds to every resume that is received from applicants.

It is our hope that this aid will prove useful in familiarizing placement directors and job seekers with the Central Intelligence Agency and our multidisciplinary personnel requirements.



## **How To Use This Manual**

Study the Table of Contents, then get an overview of the Agency by studying the structure of the Director of Central Intelligence Command Responsibilities. When you have this organizational structure in mind you will understand the relationship of the four directorates, their interdependency and their separate functions, as well as the diversity of the Agency in the allocation of manpower resources in the pursuit of excellence in accomplishing our mission.

Turn to the section "The Genesis of the Central Intelligence Agency." This section acquaints you with how and why the Central Intelligence Agency was created, the legal and statutory provisions for its existence and the specific mission with which it is tasked.

The accomplishment of our mission is delegated by the Director of Central Intelligence to the four directorates, each of which is responsible for a different function. Read the comments prepared by each directorate and component and ascertain where you feel your talent, ability and training would be best invested in a career with the Central Intelligence Agency. Turn to the Index of Disciplines, find your major field of study and note the directorates where your discipline is mentioned. With this you can study the information on the offices where people with your academic discipline are employed.

If you decide you want to be considered for employment by the Central Intelligence Agency turn to the map that delineates the areas of responsibility of each of our Recruitment Activity Centers along with the mailing addresses. Mail your resume to the appropriate office where you reside. You will receive a response.





## THE GENESIS OF THE CENTRAL INTELLIGENCE AGENCY

The United States has carried on foreign intelligence activities since the days of George Washington, but only since World War II have they been coordinated on a government-wide basis.

Even before Pearl Harbor, President Franklin D. Roosevelt was concerned about American intelligence deficiencies. He asked New York lawyer William J. Donovan to draft a plan for an intelligence service. The Office of Strategic Services was established in June 1942 with a mandate to collect and analyze strategic information required by the Joint Chiefs of Staff and to conduct special operations not assigned to other agencies.

During the War it supplied policymakers with essential facts and intelligence estimates and often played an important role in directly aiding military campaigns.

But the OSS never received complete jurisdiction over all foreign intelligence activities. Since the early 1930s the FBI had been responsible for intelligence work in Latin America, and the military services protected their areas of responsibility.

In October 1945, the OSS was disbanded and its functions absorbed by the State and War Departments. But the need for a postwar centralized intelligence system was clearly recognized. Eleven months earlier, Donovan, by then a Major General, had submitted to President Roosevelt a proposal calling for the separation of OSS from the Joint Chiefs of Staff with the new organization having direct Presidential supervision.

Donovan proposed an "organization which will procure intelligence both by overt and covert methods and will at the same time provide intelligence guidance, determine national intelligence objectives, and correlate the intelligence material collected by all government agencies."

Under his plan, a powerful centralized agency would have coordinated all the intelligence services. He also proposed that this agency have authority to conduct "subversive operations abroad," but "no police or law enforcement functions, either at home or abroad."

Donovan's plan drew heavy fire. The military services generally opposed a complete merger. The State Department thought it should supervise all peacetime operations affecting foreign relations. The FBI supported a system whereby military intelligence worldwide would be handled by the armed services and all civilian activities under its own jurisdiction.

In response to this policy debate, President Harry S. Truman established the Central Intelligence Group in January 1946, directing it to coordinate existing departmental intelligence, supplementing but not supplanting their services. This was all to be done under the direction of the National Intelligence Authority composed of a Presidential representative, and the Secretaries of State, War and Navy. Rear Admiral Sidney W. Souers, USNR, who was the Deputy Chief of Naval Intelligence, was appointed the first Director of Central Intelligence.

Twenty months later, the NIA and its operating component, the CIG, were disestablished. Under the provisions of the National Security Act of 1947 (which became effective on 18 September 1947) the National Security Council and the Central Intelligence Agency were established.

Most of the statute's specific assignments given the CIA, as well as the prohibitions on police and internal security functions, closely follow both the original 1944 Donovan plan and the Presidential directive creating the CIG.

The 1947 Act charged the CIA with coordinating the nation's intelligence activities and correlating, evaluating and disseminating intelligence which affects national security. In addition, the Agency was to perform such other duties and functions related to intelligence as the NSC might direct. The Act also made the DCI responsible for protecting intelligence sources and methods.

It was further stated that both the Director and the Deputy Director of Central Intelligence were to be appointed by the President, subject to confirmation by the Senate. An amendment of 4 April 1953 authorized such appointments to be made either from individuals in civilian life or from commissioned officers of the armed services, either in active or retired status, provided that "at no time shall the two positions . . . be occupied simultaneously by commissioned officers."

In 1949, the Central Intelligence Agency Act was passed supplementing the 1947 Act. Congress enacted additional provisions permitting the Agency to use confidential fiscal and administrative procedures and exempting CIA from many of the usual limitations on the expenditure of federal funds. It provided that CIA funds could be included in the budgets of other departments and then transferred to the Agency without regard to the restrictions placed on the initial appropriation. This Act is the statutory authority for the secrecy of the Agency's budget.

In order to further protect intelligence sources and methods from disclosure, the 1949 Act exempted the CIA from having to disclose its "organization, functions, names, officials, titles, salaries, or numbers of personnel employed."

Under these acts of Congress, the Director serves as the principal adviser to the President and the National Security Council on all matters of foreign intelligence related to the national security. CIA's responsibilities are carried out subject to various directives and controls by the President and the NSC.

Today the CIA reports regularly to the Senate and House Select Committees on Intelligence and the Senate and House Appropriations Committees.

## INDEX OF CAREER OPPORTUNITIES

(Identify your major discipline, note the directorate or directorates that hire people with your major. Read the information in the section or sections designated to acquaint you with the career in the Central Intelligence Agency compatible with your career interests. If your major is not specifically listed do not let this deter you from inquiring).

CTP: Career Training Program  
 DCI: Office of the Director of Central Intelligence  
 DA: Directorate of Administration  
 DI: Directorate of Intelligence  
 DO: Directorate of Operations

DEGREE/CRITERIA	DIRECTORATE					DS&T
	CT	DCI	DA	DI	DO	
ACCOUNTING	.	.	.	.	.	.
ACOUSTICS	.	.	.	.	.	.
ADMINISTRATIVE SCIENCE	.	.	.	.	.	.
AERONAUTICAL ENGINEERING	.	.	.	.	.	.
AEROSPACE ENGINEERING	.	.	.	.	.	.
AGRICULTURAL ECONOMICS	.	.	.	.	.	.
AGRONOMY	.	.	.	.	.	.
ANTHROPOLOGY	.	.	.	.	.	.
ARCHITECTURAL ENGINEERING	.	.	.	.	.	.
ARCHITECTURE	.	.	.	.	.	.
ARCHITECTURE, NAVAL	.	.	.	.	.	.
AREA STUDIES	.	.	.	.	.	.
ART, COMMERCIAL	.	.	.	.	.	.
ART, FINE	.	.	.	.	.	.
ART, GRAPHIC	.	.	.	.	.	.
ART, ILLUSTRATION	.	.	.	.	.	.
AUDIO-VISUAL COMMUNICATIONS	.	.	.	.	.	.
BEHAVIORAL SCIENCE	.	.	.	.	.	.
BIOCHEMISTRY	.	.	.	.	.	.
BIOLOGY	.	.	.	.	.	.
BIOMEDICAL ENGINEERING	.	.	.	.	.	.
BIOTECHNOLOGY	.	.	.	.	.	.
BOOK DESIGN	.	.	.	.	.	.
BOOKBINDING	.	.	.	.	.	.
BROADCAST ENGINEERING	.	.	.	.	.	.
BUSINESS ADMINISTRATION	.	.	.	.	.	.
BUSINESS MANAGEMENT	.	.	.	.	.	.
CARTOGRAPHY	.	.	.	.	.	.

DEGREE/CRITERIA	CT	DCI	DA	DI	DO	DS&T
CERTIFIED INFORMATION SYSTEMS AUDITOR	.					
CERTIFIED INTERNAL AUDITOR	.					
CERTIFIED PUBLIC ACCOUNTANT	.					
CHEMICAL ENGINEERING	.			.		
CHEMISTRY	.			.		
CHEMISTRY, NUCLEAR	.			.		
CIVIL ENGINEERING	.					
CLIMATOLOGY	.			.		
COMMERCE	.					
COMMERCIAL ART	.					
COMMUNICATIONS	.					
COMMUNICATIONS ENGINEERING	.			.		
COMPUTER ENGINEERING	.			.		
COMPUTER GRAPHICS	.					
COMPUTER OPERATIONS	.					
COMPUTER SCIENCE	.			.	.	
DATA PROCESSING	.			.	.	
DEMOGRAPHY	.			.		
DESIGN, EXPERIMENTAL	.					
DIPLOMATIC HISTORY	.			.		
DRAFTING	.			.		
EARTH SCIENCE	.			.		
ECOLOGY	.			.		
ECONOMETRICS	.			.		
ECONOMICS	.			.	.	
ECONOMICS, AGRICULTURAL	.			.		
EDUCATION	.					
ELECTRICAL ENGINEERING	.			.		
ELECTRONIC ENGINEERING	.			.		
ELECTRONIC TECHNOLOGY	.				.	
ELECTRONICS	.					
ELECTRONICS/TV	.			.		
ENGINEERING (not specified)	.			.	.	
ENGINEERING, AERONAUTICAL	.			.		
ENGINEERING, AEROSPACE	.			.		
ENGINEERING, ARCHITECTURAL	.					
ENGINEERING, BIOMEDICAL	.			.		
ENGINEERING, BROADCAST	.					
ENGINEERING, CHEMICAL	.			.		
ENGINEERING, CIVIL	.					
ENGINEERING, COMMUNICATIONS	.			.		
ENGINEERING, COMPUTER	.			.		
ENGINEERING, ELECTRICAL	.			.		
ENGINEERING, ELECTRONIC	.			.		
ENGINEERING, FIRE PREVENTION	.					
ENGINEERING, INDUSTRIAL	.			.		

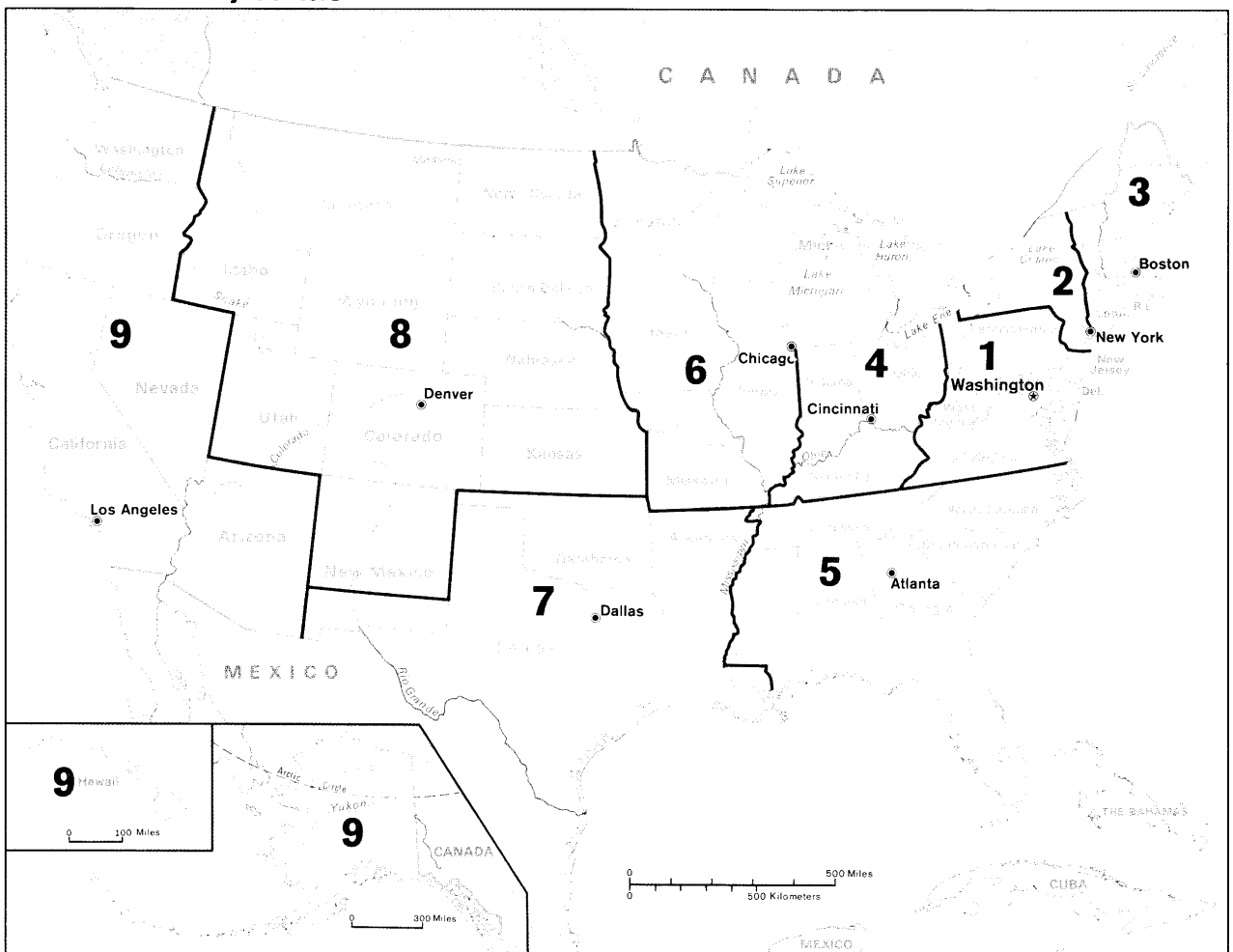
DEGREE/CRITERIA	CT	DCI	DA	DI	DO	DS&T
ENGINEERING, LOGISTICS	.					
ENGINEERING, MARINE	.			.		
ENGINEERING, MATH/COMMUNICATIONS	.					
ENGINEERING, MECHANICAL	.			.		
ENGINEERING, MINERAL	.			.		
ENGINEERING, NUCLEAR	.			.		
ENGINEERING, PETROLEUM	.			.		
ENGINEERING, PHYSICS	.			.		
ENGINEERING, SCIENCE	.			.		
ENGINEERING, SYSTEMS	.			.		
ENGINEERING, TECHNICIAN	.					
ENGLISH	.			.	.	
ENVIRONMENTAL STUDIES	.			.		
FINANCE	.			.		
FINE ART	.					
FIRE PREVENTION, ENGINEERING	.					
FOREIGN AFFAIRS	.			.		
FOREIGN LANGUAGE DEGREE	.			.	.	
FOREIGN LANGUAGE EDUCATION	.					
FOREIGN STUDIES	.			.		
FORESTRY	.			.		
GENETICS	.			.		
GEODETC SCIENCE	.			.		
GEOGRAPHY	.			.		
GEOPHYSICS	.			.		
GEOLOGY	.			.		
GRAPHIC ART	.			.		
GRAPHIC DESIGN	.			.		
GRAPHICS, COMPUTER	.					
HEALTH, PHYSICS	.					
HEALTH, RADIOLOGY	.					
HISTORY	.			.		
HUMAN RESOURCES MGMT	.					
HYDROLOGY	.			.		
INFORMATION SCIENCE/MGMT.	.			.	.	
INTERNATIONAL RELATIONS	.			.	.	
INTERNATIONAL TRADE	.			.		
ILLUSTRATION	.					
INDUSTRIAL ENGINEERING	.			.		
INDUSTRIAL RELATIONS	.					
JOURNALISM	.			.		
JD (Doctor of Law/Jurisprudence)	.	.		.		
LAW	.	.		.		
LEATHER CRAFT	.					
LIBERAL ARTS	.			.	.	
LIBRARY SCIENCE	.			.	.	
LINGUISTICS, SCIENTIFIC	.			.	.	

DEGREE/CRITERIA	CT	DCI	DA	DI	DO	DS&T
LLB (Bachelor of Law)	.	.		.		
LOGIC PROGRAMMING	.			.		
LOGISTICS ENGINEERING	.					
LOGISTICS MANAGEMENT/ENGINEERING	.					
MACHINISTS	.					
MANAGEMENT SCIENCE	.					
MARINE, ENGINEERING	.			.		
MATERIALS SCIENCE	.			.		
MATH/COMMUNICATIONS ENGINEERING	.					
MATHEMATICS	.			.		
MECHANICAL ENGINEERING	.			.		
MEDICAL DEGREE	.					
MEDICAL SCULPTOR	.					
METEOROLOGY	.			.		
MILITARY SCIENCE	.			.		
MINERAL ENGINEERING	.			.		
NAVAL ARCHITECTURE	.			.		
NUCLEAR CHEMISTRY	.			.		
NUCLEAR ENGINEERING	.			.		
OCEANOGRAPHY	.			.		
OPERATIONS RESEARCH	.			.		
PERSONNEL MANAGEMENT	.					
PETROLEUM ENGINEERING	.			.		
PHOTOGRAMMETRY	.			.		
PHOTOGRAPHIC SCIENCE	.					
PHOTOGRAPHY	.					
PHYSICAL SCIENCES (not specified)	.			.	.	
PHYSICIAN'S ASSISTANT PROGRAM	.					
PHYSICS	.			.		
PHYSICS ENGINEERING	.			.		
PHYSIOLOGY, HUMAN	.			.		
PILOT TRAINING/EXPERIENCE	.				.	
POLITICAL SCIENCE	.			.	.	
PRINTING PRODUCTION/ MANAGEMENT/SYSTEMS	.					
PSYCHIATRY	.			.		
PSYCHOLOGY (not specified)	.			.		
PSYCHOLOGY, DEVELOPMENTAL/ CLINICAL	.			.		
PSYCHOLOGY, EXPERIMENTAL	.			.		
PSYCHOLOGY, INDUSTRIAL	.			.		
PSYCHOLOGY, ORGANIZATIONAL	.			.		
PSYCHOLOGY, RESEARCH	.			.		
PUBLIC ADMINISTRATION	.			.		
RADIOLOGY	.					
REMOTE SENSING	.			.		
SCIENCE (not specified)	.			.	.	

DEGREE/CRITERIA	CT	DCI	DA	DI	DO	DS&T
SCIENCE ENGINEERING	•			•		
SOCIAL SCIENCES	•		•	•	•	
SOCIOLOGY	•		•	•		
SOCIOLOGY, URBAN	•			•		
SPACE SCIENCE	•			•		
STATISTICS	•		•	•		
SYSTEMS ENGINEERING	•		•	•		
TELEVISION COMMUNICATIONS	•		•			
TOOL & DIE MAKER	•					
TRANSPORTATION	•		•			
TYPOGRAPHY	•		•			
URBAN SOCIOLOGY	•			•		
US FOREIGN POLICY	•		•	•		



### Central Intelligence Agency Recruitment Activity Centers



## RECRUITMENT ACTIVITY CENTER MAILING ADDRESSES

### AREA 1

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 12406  
ARLINGTON, VIRGINIA 23209-8406

*WESTERN PENNSYLVANIA AND  
NORTHERN WEST VIRGINIA ARE  
SERVED BY OUR PITTSBURG OFFICE*

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 1255  
PITTSBURG, PENNSYLVANIA 15230

### AREA 2

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 2303  
S. HACKENSACK, NEW JERSEY 02606

### AREA 3

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 1920  
GENERAL MAIL FACILITY  
BOSTON, MASSACHUSETTS 02205

### AREA 4

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 3009  
CINCINNATI, OHIO 45201

### AREA 5

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 4688  
ATLANTA, GEORGIA 30302

### AREA 6

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 1412  
CHICAGO, ILLINOIS 60690

### AREA 7

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 50611  
DALLAS, TEXAS 75250

### AREA 8

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 38428  
DENVER, COLORADO 80238

### AREA 9

RECRUITMENT ACTIVITY CENTER  
P.O. BOX 3127  
SOUTH EL MONTE, CALIFORNIA 91733



**SECTION I**  
**THE CAREER TRAINING PROGRAM**



## THE CAREER TRAINING PROGRAM

The Career Training Program is the Agency's professional entry level program designed to recruit, train, and develop the future leaders of the Agency and the Intelligence Community. It is highly selective. It offers career opportunities in all four Directorates (i.e. Collection, Analysis, Science & Technology and Administration). It provides broad exposure to a wide range of Agency programs through lectures as well as intensive skills training. It enables the Career Trainee to gain valuable work experience in a truly challenging environment with professionals who are the best in a variety of fields.

The Career Training Program seeks applicants from a wide variety of academic fields of study and life experiences. Candidates with majors in all academic disciplines—Agriculture through Zoology—are welcome.

All qualified applicants have:

- First and foremost, the drive to achieve. They are oriented towards action and results.
- Force of personality and a gift for dealing effectively with people.
- Bachelor's degree (at least) with a consistently high level of academic performance.
- Exceptional skill in both written and oral communications.
- Impeccable standards of personal and professional ethics.
- U.S. citizenship. Maximum age 35 upon entry on duty.

The Career Training Program curriculum involves approximately one year of formal training and internship for each of its participants, depending on their ultimate Directorate assignment. Career Trainees entering the Operations Directorate can expect additional training as appropriate in foreign languages and area familiarization to prepare them for overseas assignments.

Selection for the Career Trainee Program involves an extensive and interactive assessment of each candidate, including multiple interviews and testing. The assessment process is designed to insure the best possible match between the capabilities and needs of the applicant and the requirements of the Agency. This process takes time, but for those who succeed it has historically produced careers that provide a high level of personal satisfaction and fulfillment.

Candidates are encouraged to apply four to six months prior to their availability. Classes begin four times each year, i.e. January, April, July and September.

Send a resume and a letter describing your qualifications to the Recruitment Activity Center in your area or:

Director, Career Trainee Program  
P.O. Box 1925  
Washington, D.C. 20013

All applications and inquires must be in writing.



**SECTION II**  
**OFFICE OF THE DIRECTOR OF CENTRAL INTELLIGENCE**





## **DCI Area**

The DCI Area consists of the Offices of the Director of Central Intelligence (DCI), Deputy Director of Central Intelligence (DDCI), Executive Director, their immediate staffs, and several independent offices.

The DCI is the primary foreign intelligence adviser to the President and the National Security Council, the principal intelligence officer of the Government, and the head of the Central Intelligence Agency. The DDCI is the DCI's principal deputy; by law he acts for and exercises the powers of the DCI during his absence or disability. The Executive Director is responsible for acting on behalf of the DCI and the DDCI in the overall management of CIA. Although these offices are ordinarily staffed by experienced personnel from within the Agency, some staff are recruited externally by independent offices in the DCI Area and the History Staff in the Executive Secretariat. Separate descriptions of opportunities in each of these offices follow.

### **History Staff Office of the Director**

The CIA History Staff, in the Office of the Director of Central Intelligence, has three principal objectives: to help preserve the Agency's historical records and institutional memory, to provide a specialized reference service, and to research and write the history of CIA. The Chief Historian is responsible to the Director of Central Intelligence for developing and implementing the Agency's History Program.

The History Staff writes classified histories of CIA, its activities, development and role in government. It is also CIA's principal point of contact for other U.S. Government historical offices, especially those that need access to CIA records. As a result of the CIA Information Act of 1984 the History Staff has an important role in the Agency's new Historical Review Program, which reviews older records for declassification and transfer to the National Archives. The History Staff is responsible for liaison with the historical profession on this program, and for advising on the selection of historically important records for declassification review.

The History Staff has a strength of four staff historians in addition to its Chief, Deputy Chief and support personnel. Although these historians work principally on extended historical studies, their duties also include a wide range of related work in response to the needs of the Agency.

### **History Staff Office of the Director**

#### **GENERIC LISTING OF CAREER OPPORTUNITIES**

**STAFF HISTORIANS:** A Ph.D. degree (preferably in recent U.S. diplomatic or military history) is required. Staff Historians work in the Washington, D.C. area, writing classified histories of CIA. First-class historical research and writing skills are required, while editing, archival or official history experience are desirable. Grade range: GS-12 to GS-13.

## OFFICE OF GENERAL COUNSEL

The General Counsel is responsible for counseling the Director of Central Intelligence on all legal matters relating to his leading role within the Intelligence Community and his duties as head of the CIA. The General Counsel also is responsible for advising CIA employees on legal issues concerning the conduct of Agency activities.

When the responsibilities of the General Counsel and his role in CIA activities greatly expanded in the 1970's, so did the size of the Office of General Counsel. Partially as a result of this large expansion and the relative rapidity with which it took place, the attorneys in the Office are relatively young. The majority of the current staff have joined the Office either from private firms, or positions with the U.S. military or other civilian government agencies, although about a fifth of the attorneys have come to the Office directly out of law school or from a judicial clerkship.

The background of the attorneys in the Office are quite diverse, with nearly half having worked in some other profession either before or following law school. The law schools represented in the Offices are also wide-ranging: nearly half of the attorneys graduated from the University of Virginia, Georgetown, George Washington or American University; the others graduated from a variety of law schools located throughout the United States, including Boston University; Dickinson; Florida State; Harvard; Santa Clara; Tulane; the Universities of Chicago, Iowa, Minnesota, North Dakota, Utah and Wisconsin; Wayne State; William and Mary; and Yale. A number of our attorneys were members of their law review or journal, and several hold advanced degrees in law and related subjects.

The function of an attorney in the Office of General Counsel is primarily that of in-house counsel, similar to many corporate law departments. Our job is to use the law to protect secrets and, as such, much of our practice is aimed at preventing the disclosure of information that will damage our national security. We also participate in the defense of the CIA against attempts to obtain sensitive information and provide counseling on the legality of activities which other components of the CIA wish to undertake. In this role, CIA attorneys operate reasonably independently and are assigned substantive responsibilities as soon as they demonstrate their capability to handle those responsibilities. The nature of the assignments tends to be such that attorneys work individually on specific matters and are responsible for all of these matters. In addition to performing legal research, writing opinions, and drafting and reviewing proposed regulations and legislation, attorneys serve as advisers to CIA boards and panels, and represent the CIA in negotiations with federal, state and private organizations. Although the Central Intelligence Agency has no independent litigating authority, CIA lawyers participate extensively with Department of Justice Attorneys in litigation involving the CIA.

The Office of General Counsel has a broad and diverse practice which is divided into six substantive areas of responsibility; Intelligence Community Affairs, Intelligence Law, Litigation and Legislation, Operations Support, Administrative Law, and Logistics and Procurement Law. Assignments handled by these divisions frequently involve substantive areas covering several legal subjects; thus, close coordination among several of the Office's attorneys is required. Attorneys are assigned to one of the six divisions, and from time to time are reassigned to other

divisions depending on the Office's needs and an attorney's interests. Each division handles a wide range of issues, some of which might very likely be encountered in a legal practice outside the government.

The Office of General Counsel has no overseas positions, but has occasional requirements for travel both inside and outside the United States. These trips typically are for a few days, but occasionally span several weeks.

### **GENERIC LISTING OF CAREER OPPORTUNITIES**

**ATTORNEY ADVISOR:** A J.D. is required. Attorneys will work in the Washington, D.C. area in a comfortable office environment. Incumbent will provide legal advice to CIA employees concerning the conduct of Agency activities. Grade range: GS-11 to GS-15.

**SUMMER CLERKSHIP/PART-TIME CLERKSHIP:** Two years of law school must be completed. Clerks will receive assignments from several Office divisions providing a diverse summer experience. Grade: GS-09.

**PARALEGALS:** Paralegals must have received certification in a recognized paralegal program. Incumbent will provide all legal assistance to the attorneys in the Office. Grade range: GS-07 to GS-13.

**LEGAL SECRETARIES:** Secretaries must have passed the Agency shorthand (80 wpm) and typing (40 wpm) requirements, and have worked for an attorney for one year. Grade range: GS-05 to GS-07.

## **INSPECTOR GENERAL'S AUDIT STAFF**

Responsible for both audits of financial compliance and electronic data processing systems to assure that resources are used effectively to achieve Agency objectives. Audit activity spans every component and program within the Agency. As such, it provides auditors with a broad understanding of the intelligence professional and a solid foundation for a successful career. Work assignments satisfy experience criteria for CPA certification in some states, and for CIA, and CISA certification in all states. Financial assistance is available for educational purposes.

The Audit Staff offers challenging and interesting audit assignments with some worldwide travel (not more than 30% of each year) and excellent opportunities for advancement both within the Staff and within other Agency career tracks.

The Audit Staff is based in the Washington, D.C. area. It reports directly to the Agency's Inspector General who in turn reports to the Director, Central Intelligence.

## **GENERIC LISTING OF CAREER OPPORTUNITIES**

**AUDITORS:** A Bachelors Degree in accounting, computer science, information science, or equivalent is required. Desirable but not required: an MBA Degree; successful completion of the CPA (Certified Public Accountant), CISA (Certified Information Systems Auditor), or CIA (Certified Internal Auditor) examination. Openings from entry level to persons with auditing experience. Grade range: GS-07 to GS-13 (\$17,800 – \$37,600).

**SECTION III**  
**DIRECTORATE OF ADMINISTRATION**



## THE DIRECTORATE OF ADMINISTRATION

The Directorate of Administration is one of four major components of the Central Intelligence Agency but its mission is the support of the entire Agency. The Directorate provides the sustaining services needed by the CIA to function at peak capacity and efficiency: communications, finance, logistics, medical, personnel, security, training and education, information services and information technology.

Career opportunities are vast, diverse and challenging. Individual as well as Directorate responsibilities require a continuous search for excellence and improvement.

The Directorate is organized by function with ten (10) separate subgroups under the Office of the Deputy Director for Administration (DDA).

### OFFICE OF THE DDA

The Deputy Director, Associate Deputy Director and their staff provide guidance and counsel on administrative matters to the DCI, DDCI, Executive Committee and the other Deputy Directors as well as providing leadership and direction to the DA components. Working under the auspices of the DDA are the following directorate-level staffs and offices: Executive Officer, Special Support Assistant, Information Officer, Management Staff and Career Management Staff.

The DA is organized functionally as follows:

*The Office of Communications* develops and operates the Agency's worldwide secure telecommunications network. It supports a variety of intelligence-related interagency programs. Communications systems engineers, programmers, and other specialists work at the leading edge of technology to create new solutions to the unique networking challenges of the Agency.

*The Office of Finance* develops and administers the financial accounting systems and the financial operations of the Agency. This is a broad responsibility, encompassing everything from payroll administration and maintenance of the Agency's Accounting System to budget formulation and execution, funding, auditing, banking operations, and the development of the Agency's financial procedures.

*The Office of Information Services* is the records manager of the Agency. It is concerned with official records, usually in paper form, from their creation to their ultimate disposition.

*The Office of Information Technology* operates one of the most modern computer facilities in the world. As the central EDP support for **all** CIA activities, projects range from large data base management systems and high-speed text search to office-environment microprocessors and electronic mail. The frontiers of hardware, software, and systems are pushed to new limits.

*The Office of Logistics* supports the Agency by procuring supplies, equipment, and other necessary items. It arranges for packing, crating, warehousing, and shipping of all material. It also operates the Agency's mail and courier system, provides maintenance for Agency buildings, and runs the cafeterias.



*The Office of Medical Services* plans, develops, implements, and directs the Agency's extensive medical program. This includes the medical selection program for applicants, exams and immunizations for employees and dependents going overseas, preventive medicine, health education, emergency care, and much more.

*The Office of Personnel* determines and recommends policies, standards, and procedures for position management; it guides and evaluates Agency personnel management programs and actions. The Office records and reports personnel transactions and personnel and position requirements based on human resource planning and analysis. It operates a nationwide recruitment program and provides a centralized benefits and services program.

*The Office of Security* develops, maintains and operates a comprehensive, worldwide security program to protect Agency personnel, facilities, information, and activities.

*The Office of Training and Education* develops and conducts comprehensive training programs in clandestine operations, intelligence analysis, management, languages, information science, and executive leadership.

*The Management Generalist* career subgroup employs, trains, develops, manages and assigns Administrative Officers who provide broad administrative support to components throughout the Agency.

## OFFICE OF COMMUNICATIONS

The Office of Communications (OC) provides secure, instant, and reliable communications between CIA Headquarters and its facilities around the world. Our global telecommunications network also supports elements of the diplomatic and intelligence communities as well as many federal government agencies. Experience gained from these assignments are professionally rewarding to the employee because he or she will contribute at the leading edge of their particular technology. The resources are available that allow them to function at the peak of their talents.

The Office of Communications is responsible for both the development and operation of the global communications network. The sophisticated hardware, software, and systems needed can seldom be purchased ready-made. So we decide what is required and set forth the programs to get the job done. Our technical staff members direct each program, control it, and contract with various private corporations and academic institutions. Any remaining modifications are performed by us.

OC employees, as a general rule, serve most of their careers overseas with their family. Tours of duty at each overseas post are normally for three years. There are numerous benefits while serving overseas such as free housing, utilities, schooling for dependent children, post differential and other monetary benefits.

In short, the Office of Communications provides an outstanding personal and professional opportunity for rapid career growth. We place a premium on an employee's ability to think for himself, to think creatively, and to exercise sound judgment.

### GENERIC LISTING OF CAREER OPPORTUNITIES

**ELECTRONIC ENGINEER:** A B.S.E.E. or its equivalent is required. An M.S. is desirable. Serves as project manager for one or more companies in private industry in developing communications systems within OC. Technical (R&D) positions are also offered within this discipline. Most positions are located in the Washington, D.C. area, however, ample opportunity to serve overseas will be available during a career. Salary range: A graduating student with a BSEE would start in the low to mid \$20,000. Work experience will also be a factor in determining the starting salary not to exceed \$50,000.

**COMPUTER SCIENTISTS:** Programmers and systems analysts should have a B.S. in Computer Science or equivalent. Employees support a wide range of computer-based communications systems. The technology used in our network relies on combination hardware/software systems ranging from single microprocessors to complete clusters of medium-scale computers in a multi-tasking, multi-process environment. They address a full range of operational, technical, and communications security issues. Positions are located in the Washington, D.C. area. Salary range: A graduating student with a BS in Computer Science will start in the low to mid \$20,000. Work experience will also be a factor in determining the starting salary not to exceed \$50,000

**ELECTRONIC TECHNICIANS:** An Associates Degree in electronics or equivalent military or commercial experience is required. Applicants must pass a written four-part electronic test covering basic electronics, RF communications, data communications, and practical applications. Electronic technicians perform maintenance on all electronic equipment in our communications network to include: HF transmitters and receivers, digital terminal devices, cryptographic equipment, satellite terminals, and computer systems. They also participate in all phases of renovations and installations of communications facilities, including signal and power wiring, emergency power, and air-conditioning. Approximately 30 per cent of the employee's career will be served overseas at U.S. Government facilities. Starting grade: GS-08 (\$19,740 - \$21,056) depending on experience. Advancement to the Journeyman Level GS-11 (\$26,381) can be achieved within five years.

**TELECOMMUNICATIONS SPECIALISTS:** High school graduate or GED certificate required. Applicants must have three years experience in the technical telecommunications environment through military or commercial training. Additionally, the applicant must possess the ability to send and receive Morse Code at 12 WPM or pass a Morse Aptitude test, touch type at minimum of 30 WPM after deduction of errors. Duties include the operation and maintenance of communications center equipment, processing message traffic, Communications Security accounts, and administrative skills. More than 50 per cent of the employee's career will be overseas assigned to U.S. Government facilities. Starting salary: \$18,544. Upon successful completion of six months training; employee's salary will be increased to a minimum of \$19,796 or a maximum of \$20,422, depending on how well the student performs in training. Yearly increases are based on the employee's performance without competition among peers.

**ENGINEERING SPECIALISTS:** Three years experience and training required on diesel engines, power generators, and air conditioning systems. Responsible for the operation and maintenance of electrical motors, switchgear, sensing devices, and emergency power equipment, including diesel engines. Knowledge of the Uninterrupted Power Service (UPS) is desirable. The world is divided into five geographical communications areas with a large communications base station within each area. Two to three Engineering Specialists are stationed at each of these facilities, on a rotational basis, for three to four year tours. Each area headquarters is responsible to the field stations for routine preventative maintenance and emergency repairs of the emergency backup power systems. Frequent travel is involved in performing the duties of this position. Starting salary: GS-09 (\$21,804) with a Journeyman Level of GS-11 (\$26,381) which should be achieved within three years. Further advancement is based on competition among peers.

## OFFICE OF FINANCE

### MISSION

The Office of Finance (OF) is responsible for administering all financial operations and the entire accounting systems of the Central Intelligence Agency (CIA). The OF mission includes development and maintenance of financial regulations and procedures; performance of administrative, internal and industrial audits; worldwide funding activities; and financial analysis and review of accounting and reporting activities to ensure effective control of assets and liabilities, compliance with laws and regulations, and full disclosure of the financial results of CIA activities for management officials.

### WORKING ENVIRONMENT AND CHALLENGE

The CIA budget and its financial activities are classified, disclosure of which would pose a threat to the scope, sources and methods of intelligence collection, and the security of our nation. In order to provide proper checks and balances, these activities are closely monitored by no less than four congressional committees and the Office of Management and Budget. The trials and uncertainties engendered by such watchful care are substantially offset by career possibilities available in the Office of Finance that provide both stimulating challenge and personal reward.

The very nature of our organization presents many unique opportunities to financial professionals. As a staff member, one could be responsible for developing and maintaining sophisticated accounting systems, financial operations of a given region, financial regulations and procedures, and implementing a variety of financial agreements with other agencies. One can become involved with worldwide funding, administer an extremely unique and complex payroll, audit commercial and industrial contracts, or perform a variety of administrative and internal tax audits. Finance officers formulate and execute the CIA budget at the Office, Directorate, and Agency levels. One truly unique aspect of serving as a financial professional is the opportunity for assignment to any CIA component in the Washington, D.C. area, throughout the United States, or around the world. The Office of Finance hires a person for a career—not just a job. The rotation policies of the Office of Finance allow, and encourage, a professional to grow in diversity and expertise as well as serve in many different components.

Training, as an essential ingredient to professional development, is heavily emphasized to prepare the individual for a succession of challenging assignments. If one has an aptitude for computers, we will develop it—both on large systems and through the application of personal computers. On-the-job training is complemented by courses within the Agency, university courses, and courses from public and private institutions.

The individuals we need are those who can accept challenges and change direction quickly; who are interested in travel and can be consultants when visiting overseas operations; who can live overseas and accept responsibility for all financial operations; who can work independently, yet contribute to the team effort of the Agency; who relate well to other professionals; and who have the ability to communicate both orally and in writing.

Rarely, in either industry or academia, do financial professionals have such a variety of complex, important, and career enhancing responsibilities. The individual's ability to be creative will be fully used as we consistently look for new and better methods to serve an exciting customer—the Central Intelligence Agency.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**FINANCE ASSISTANT:** A Bachelor's degree is required. Financial Assistants work in the Washington, D.C. area. Officers perform basic finance and budget functions under supervision of a section chief. The work typically consists of pre-audit, review, reconciliation, and coding documents (accountings, claims, vouchers, etc.) for data entry; reviewing periodic reports for accuracy and integrity of data; compiling financial and budgetary data in support of budget submissions; monitoring General Ledger accounts; handling large sums of money. Entry level openings. Grade range: GS-07 to GS-09.

**BUDGET OFFICER:** A Bachelor's degree is required. Predominantly budget and planning-oriented individuals work in the Washington, D.C. area. Limited opportunities exist for overseas assignment. Officers develop and coordinate program and budget submissions for major CIA components; participate in the development of programs and long-range estimates; and convert plans and objectives into specific resource requests. Additionally, they monitor budget execution, develop and recommend funding level changes, and reprogram budget packages as appropriate. Openings are commensurate with experience. Grade range: GS-11 to GS-15.

**SYSTEMS OFFICER:** A Bachelor's degree is required. Systems specialists work in the Washington, D.C. area and perform temporary assignments overseas. Officers participate in design, development, testing, and implementation of major ADP applications in accounting, pay, travel, and resource management. Also work is done with stand-alone systems applications using personal computers and word processing equipment. Openings are commensurate with expertise and experience. Grade range: GS-07 to GS-15.

**FINANCE OFFICER:** A Bachelor's degree is required. Responsible financial support personnel work in the Washington, D.C. area with good possibilities of two-to-three year overseas assignments or to locations in the United States. Officers participate in, and are responsible for, control and coordination of day-to-day budget execution and sound fiscal management of resources for various CIA components in the Washington, D.C. area and field installations worldwide. Duties frequently include responsibility for supervising and assisting in development, coordination, and presentation of program and budget submissions and, particularly at field installations, one or more general support functions such as personnel, security, and logistics. Assignments are commensurate with experience. Grade range: GS-11 to GS-15.

**AUDITOR:** A Bachelor's degree is required. Business accountants work in numerous temporary assignments in many areas of the United States including base locations in the Washington, D.C. area and on the West Coast. Officers perform surveys of contractors' accounting systems and financial condition; cost analyses of contractors' proposals; audits of CIA industrial contracts; and provide technical financial advice to Agency contracting officers. A CPA certificate is desirable. Openings range from entry level to persons with commercial audit experience. Grade range: GS-07 to GS-15.

## OFFICE OF INFORMATION SERVICES

### MISSION

The Office of Information Services (OIS) plans and manages the Agency Information Management Program, coordinates and responds to public requests under the Freedom of Information and Privacy Acts, implements Executive Order 12356 concerning national security classification and declassification of Agency records and other information, and maintains the Agency regulatory system. The goals and objectives of OIS are focused on the management and control of Agency information through professional expertise and the application of advanced techniques and automated information management systems. In furtherance of its goals and objectives, OIS continues to:

- a. develop an efficient, cost effective Agency Information Management Program which provides for controls over the creation, maintenance, use, and disposition of all Agency information;
- b. improve the efficiency and responsiveness with which the Agency processes requests submitted by the public under the Freedom of Information and Privacy Acts and the mandatory review provisions of Executive Order 12356;
- c. improve the efficiency of the classification review of permanent record material over which the Agency has classification jurisdiction, including materials held in the files of other U.S. Government agencies; and
- d. improve the management of the Agency's regulatory system which included the processing, coordination, publication, and distribution of all headquarters and field regulations, handbooks, notices, and employee bulletins.

Opportunities to serve overseas are limited and are normally two years in duration.

### WORKING ENVIRONMENT AND CHALLENGE

The vast majority of OIS positions are in the Washington, D.C. area. Entry level positions are normally in registries or other processing points where vast amounts of information (which is normally in hard copy format) are handled and processed. The pace is normally fast and often hectic. The setting is an office-like environment. Most employees use a computer terminal daily. There is also frequent physical movement as physical couriers of information is often required.

As an employee progresses, supervision of others becomes the norm. The more senior positions continue to work in an office-like setting but require that more time be spent in programming, planning, interaction with others and in the management of work-flow. The outcome of the work has impact Agency-wide.

Throughout the course of a career, there will be considerable training and developmental opportunities. During the early stages of a career, these opportunities will be directly job related and will progress into those that are more professionally oriented. Professional association membership, attendance at professional conferences and symposiums is encouraged.

The challenge for an individual joining OIS will be to develop ways of handling information more efficiently. Examples of possibilities will be miniaturization, developing storage systems that accept electronic information directly from the originator and allow retrieval in the same electronic format, or, the elimination of duplicative services.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**INFORMATION CONTROL CLERK:** This entry-level position provides for developmental training in the registry, records management, and information handling fields. Training will include: automated records; the creation, use, maintenance, and disposition of records; micrographics; and various Agency computer courses. Advanced training beyond high school is preferred in computer science, business, library science or medical records services. Grade range: GS-05 - GS-06.

**INFORMATION CONTROL ASSISTANT:** A Bachelor's Degree or two-year degree, with study emphasis as listed above, is preferred. At this level the individual will be responsible for the control and accountability of documents, creating and maintaining files, and determining the distribution of documents both manually and by computer systems. In some cases the individual will be responsible for supervising, planning, directing and controlling the work of registry personnel. Grade range: GS-07 to GS-09. Only limited overseas opportunities are available at this level.

**RECORDS ADMINISTRATIVE OFFICER:** Bachelor's Degree required with study emphasis in computer information systems, information science, business information management systems, management information systems, library science, or medical records services. Relative work experience is beneficial. The incumbent is responsible for establishing procedures based upon the Agency's Records Management Program for the handling of documents; i.e., creating, storing, retrieving, disposing, etc., both manually and electronically. Grade range: GS-09 to SIS. Only limited overseas opportunities are available at this level.

**INFORMATION MANAGEMENT ANALYST:** Bachelor's Degree required; Master's Degree preferred in fields outlined under Records Admin Officer. Relative work experience beneficial. The incumbent provides Agency-wide records management program guidance; analyzes the overall effectiveness of the Agency's records management program; develops new methods, approaches, or procedures to resolve complex records management problems; provides staff guidance to others; and, maintains liaison with Government-wide bodies. Grade range: GS-12 to GS-15.

**INFORMATION CONTROL OFFICER:** Bachelor's Degree required; Master's Degree preferred in the fields outlined under Records Admin Officer. Incumbents are responsible for the various facets of managing and handling the processing of requests submitted by the public under the Freedom of Information and Privacy Acts and the mandatory review provisions of Executive Order 12356. There is frequent contact with the public and representatives of other Federal Agencies. Grade range: GS-11 to SIS.

## OFFICE OF INFORMATION TECHNOLOGY (OIT)

OIT addresses one of the most challenging questions that faces government and the private sector today—how to merge modern communication systems and modern data processing functions. OIT was formed from portions of Offices of Security, Communications, and all of the former Office of Data Processing. This consolidation was a major step toward meeting the challenges of the Agency's information handling needs—challenges that are expanding at an exponential rate along with today's technologies.

OIT's three deputies—Management, Operations, and Development—encompass domestic communications, central computer facilities and services, computer-based applications development, teleprocessing services, computer security, professionals' technical training, and myriad other services to the Agency and the Intelligence Community. Anyone at CIA who works at a terminal, speaks on the telephone, or observes the satellite ground communications network at Headquarters will see OIT at work.

For every aspect . . . volume and timeliness, security and integrity, complexity and accessibility . . . our data processing requirements are some of the toughest in the industry. The opportunity to develop a sophisticated understanding of modern information handling is here.

### GENERIC LISTING OF CAREER OPPORTUNITIES

**ADP INSTRUCTOR:** Duties include designing, developing and conducting courses in all aspects of automated data processing. Incumbent should have a B.S. degree in education or computer science and should also be skilled in instructional systems design with strong verbal, written and interpersonal communications skills. Positions at the GS-12 and GS-13 levels are available.

**COMPUTER SYSTEMS PROGRAMMER:** Working in a team environment, duties include design development of batch and time sharing systems involving all phases of software engineering. A B.S. degree in computer science with a B grade average is required, and experience in design and development of software systems using assembler language is desirable. Positions at the GS-08 to GS-11 levels are available.

**COMPUTER SYSTEMS ANALYST PROGRAMMER:** Entry level programmers develop and maintain applications programs in business, information and analytical systems. Opportunities are available for advancement into project leader and managerial positions. Requirements are a B.S. degree in computer science or computer related field, with a B grade average and six to 12 months experience derived from professional, co-op or academically related programming efforts. Positions at the GS-08 to GS-13 levels are available.

**COMPUTER EQUIPMENT ANALYST:** Duties include network design and development, interfacing with existing systems. Incumbent should be knowledgeable in the techniques of software implementation of communication functions. Requirements are a B.S. degree in electrical engineering or computer science mixture



to include engineering courses, and experience with micro processors and interest or experience in network design and data communications hardware. Positions at the GS-11 to GS-13 levels are available.

**ELECTRICAL ENGINEER:** Duties include systems design and development, hands-on testing, installation and technical support. Areas of growth include data communication, microwave transmission, satellite communications, and telephone switching, to list a few. Requirements are a B.S. degree in Electrical Engineering and experience at the higher grade levels. Positions at the GS-08 to GS-13 levels are available.

**COMPUTER SECURITY SPECIALIST:** Duties include the development and implementation of comprehensive information systems security programs. A B.S. degree in computer science or Management Information Systems, with related work experience is required. Positions at the GS-11 to GS-13 levels are available.

## OFFICE OF LOGISTICS

The Office of Logistics provides the entire range of logistical support in the execution of the Agency's mission. This highly diverse office maintains a multi-faceted, complex procurement and contracting system responsible for obtaining a wide variety of supplies, equipment and contract services; it also manages a real estate and construction program which includes the acquisition, renovations, maintenance and construction of Agency facilities. The packing, shipping, and warehousing of material for all Agency components comes under this office's jurisdiction, as well as responding to time critical printing and photography requirements. The Office of Logistics also operates the Agency's mail and courier system, motor pool and food service facilities.

Within this framework, the Office of Logistics employs a variety of personnel who begin their careers in one of the four career disciplines; i.e., Procurement, Real Estate and Construction, Supply, as well as Printing and Photography. Although many officers spend their entire career in one of these functional areas, there are others who, through career development, are able to assume a wide variety of management positions in any of the Logistics disciplines. Entry level employees are given a combination of formal and on-the-job training designed to integrate their academic backgrounds with the highly unique logistics support provided to every segment of the Central Intelligence Agency. We also sponsor individuals for entry into the Directorate of Administration Career Training Program.

The Office of Logistics prides itself on challenging careerists to the greatest extent possible early in their careers by placing them in positions having considerable responsibility and challenge. Opportunities exist for junior and mid-level careerists to serve overseas for brief periods of time or for two-year tours of duty.

Excellent opportunities for career advancement are available for logistics careerists. Advancement is based solely on an employee's performance as compared to others at similar levels with like responsibilities. A primary objective of managers at all echelons in the Office of Logistics is to create an environment where careerists can achieve their maximum career potential. This is done through a highly defined performance evaluation system; assignments with ever increasing responsibility; and strong commitment to training which continues throughout an employee's career.

### GENERIC LISTING OF CAREER OPPORTUNITIES

**ARCHITECTS:** A B.S. Degree in Architectural Engineering or Bachelor of Architecture is required. The incumbent will be involved in reviewing engineering drawings, developing basic concepts for utilization of proposed structures, and translating space needs into facilities layout and utilization plans. Salary range: \$24,000 (GSE-07) to \$34,500 (GSE-12).

**CONTRACT OFFICERS:** A B.A. Degree is required in Business Administration, Industrial Engineering or other related fields. Contract officers will work in the Washington, D.C. area. The incumbent will be involved in contract negotiation, preparation, and administration of contracts for the procurement of materials, supplies, equipment and services. Salary range: \$18,000 (GS-07) to \$38,000 (GS-13) (entry level and to persons with DOD or other USG contracting experience).

**ENGINEERS—CIVIL, ELECTRICAL AND MECHANICAL:** A B.S. Degree in Mechanical, Electrical or Civil Engineering is required. Engineers must be willing to serve overseas. The incumbent will be involved with the planning, design, implementation and supervision of new facilities construction, as well as renovation of existing facilities. Salary range: \$24,000 (GSE-07) to \$34,500 (GSE-12).

**PHOTOGRAPH/VISUAL COMMUNICATIONS SPECIALIST:** A B.S. Degree in Photography, Television or Audio/Visual Communications is required. Work location is the Washington D.C. area. The incumbent will be involved with micrographics, B&W/color photographic process, mechanical/ computer-assisted graphic arts, multi-media design and tele-production services. Salary range: \$14,500 (GS-05) to \$27,000 (GS-11).

**PRINTING APPRENTICE:** A B.S. Degree in Printing Photography, Management of Printing Systems or Typography/Book Design. Printing Apprentices will work in the Washington, D.C. area. The incumbent will be provided intensive in-plant apprenticeship training in all facets of printing—from composition to press to binding. Salary range: \$20,500 (Government printing wage schedule).

**SUPPLY OFFICER TRAINEES:** A B.S. Degree is preferred in a logistics field (i.e., transportation, logistics management, logistics engineering) but will also consider Business Administration. Supply Officer Trainees must be willing to serve overseas. The incumbent will be provided extensive developmental training in supply operations (on-the-job and formal) to be followed by a position in Supply Division or an operating component. Salary range: \$18,000 (GS-07) to \$22,000 (GS-09).

## OFFICE OF MEDICAL SERVICES

The Office of Medical Services (OMS) is responsible for planning, developing, implementing and directing the Agency's medical program. Services provided include:

A medical selection program for applicants for Agency employment.

Medical examinations and immunizations for employees and dependents going overseas.

Clinical services encompassing comprehensive programs in the areas of clinical medicine, preventive medicine, health education, and emergency health care.

Advisory assistance in support of medical intelligence production.

A psychiatric program including diagnostic and preventive psychiatry, psychiatric selection criteria, and psychiatric expertise in support of intelligence production.

A full range of psychological services is provided including assessment of applicants and employees, counseling services, and human factors support to various projects.

Medical support to Agency components includes medical training; advice on survival; health assessments; external liaison; and direction and support of the overseas medical program, including overseeing the activities of and assisting all medical personnel assigned outside the Washington, D.C. area.

## GENERAL LISTING OF CAREER OPPORTUNITIES

*Regional Medical Officers* are physicians who serve overseas and are responsible for providing medical care, advice, guidance and support to employees and their dependents who are located throughout the world. Starting salaries range from GSM-14 through GSM-15, depending on qualifications. Physicians entering-on-duty with the Agency are eligible for an annual \$7,000-\$10,000 bonus and are covered by malpractice insurance for line-of-duty medical practice.

*Psychologists* provide the Agency with a broad range of applied psychological services designed to enhance the effectiveness of the Agency as an organization. This is accomplished primarily by offering programs and services which improve the Agency's selection and utilization of its human resources.

**PSYCHOLOGICAL ASSESSMENT PROGRAM** to select the best individuals for Agency employment and ensure the contemplated job assignment matches the individual's intellectual abilities, work attitudes, vocational interests, personality characteristics, and career aspirations;

**COUNSELING SERVICES** to provide the employee with information which can be of value in making personal decisions of a career nature;

**JOB PERFORMANCE RESEARCH** to identify the psychological attributes needed to perform successfully in a variety of Agency job settings;

**HUMAN FACTORS RESEARCH** to design and procure highly specialized equipment which can be operated easily and efficiently;

**ORGANIZATIONAL CONSULTING SERVICES** to provide Agency management with the techniques needed to study and evaluate the effectiveness of the Agency as an organization.

Starting salary is normally GS-12 to GS-13, depending on qualifications. A Ph.D. or equivalent in the fields of clinical, research, industrial, counseling, or personnel management psychology is required.

*Medical Services Officers* perform a large number of para-medical duties. These include, but are not limited to, all phases of physical examination laboratory screening; attending to the diagnosis and treatment of chronic illnesses and medical emergencies; conducting survival, field medicine, CPR, and first-aid training; establishing and operating independent duty dispensaries; and conducting health surveys.

Starting salaries from GS-07 to GS-08, depending on training and experience. Advancement to senior administrative or managerial positions is possible. A B.S. degree as a physician's assistant or medical technologist, Associate degree in medically related field, or equivalent military/civilian training is required. Civilian physician's assistant or military independent duty corpsman experience is mandatory.

## **OFFICE OF PERSONNEL**

The Office of Personnel is a key component of the Central Intelligence Agency. It is responsible for the entire range of personnel activities from developing, recommending, monitoring and evaluating policies, standards, practices and procedures for managing a large work force to developing, maintaining and administering a comprehensive benefits program. Included in the range of activities are: providing advice and guidance on personnel matters to Agency managers and employees; authenticating, recording and reporting Agency position requirements and personnel transactions; administering the position management, classification and compensation programs, administering the Agency's Retirement and Disability Program; providing analyses and statistical data on the Agency population and personnel flows; administering the Suggestion and Achievement Awards Program; operating a nationwide recruitment program; and operating a centralized employee travel and relocation service for official travel.

### **Equal Employment Opportunity**

Develops, manages, and implements the Agency's equal employment opportunity and affirmative action programs which prohibit discrimination based on age, color, handicap, race, national origin, religion or sex. Develops and manages special emphasis programs for the recruitment and advancement of minorities and women. Manages a discrimination complaints systems for all employees and applicants.

### **Central Travel Services**

Provides centralized travel, relocation and travel accounting services to Agency employees.

### **Employment**

Responsible for the recruitment, selection, screening and processing of all applicants considered for employment with the Agency to include both full and part-time employees as well as student trainees and graduate students. Operates ten separate recruitment offices strategically placed in major metropolitan areas across the country who maintain year-round contact with college and university placement officers within their assigned region. Responsible for the Agency's advertisement campaign which is designed to attract qualified applicants with a broad array of talent from every sector and ethnic group across the country.

### **Employee Benefits and Services**

Responsible for planning, developing, implementing and administering employee benefits and services programs. Included are several key statutory and Agency-unique benefits programs such as the CIA Retirement and Disability System (CIARDS) and personal services contracting. Other benefit programs include Federal Employees Compensation Act (FECA), the Federal Employees Health Benefit Program (FEHBP), the Federal Employees Group Life Insurance Program (FEGLI), the Civil Service Retirement System, the Agency's overseas medical program, the Agency's Domestic Relocation Center, the Agency's overseas and domestic allowances entitlements, the Agency's Voluntary Investment Program (VIP), and special life and accident insurances. Employee services programs encompass casualty assistance, cash and incentive awards, employee recreation activities, family employee liaison, educational assistance for dependent children, employee assignment assistance and exit processing, and retiree counselling and employment outplacement assistance.

### **Policy, Analysis and Evaluation**

Administers the Agency position management, classification and compensation program, including the periodic surveying of Agency components to maintain equity and integrity in Agency positions and grade structure. Develops, recommends, monitors, evaluates and implements policies, standards, and procedures for personnel planning, designing and implementing new information systems; researching, analyzing and reporting statistical data on the Agency population using modeling and forecasting techniques. Advises and assists Agency management and its employees on matters of personnel management. Provides advice and guidance to managers in the handling of adverse personnel actions and sensitive employee matters and takes action as required.

### **GENERIC LISTING OF CAREER OPPORTUNITIES**

**PERSONNEL OFFICER (GENERALIST):** Personnel Officers (Generalists) are trained to perform the entire spectrum of duties in the personnel management area and may be involved in many activities, including position classification, policy making, overseas travel processing, employee benefits and services, and recruitment. Personnel Officers can expect to advance and to assume increasing responsibility during the course of their careers.

Preferred academic credentials are a BA or BS degree in Personnel Management, Public or Business Administration, Industrial Relations, Psychology or Sociology. Strong interpersonal skills are important as are solid analytical and writing skills. Work experience in personnel, management, or related fields is also desirable. Starting salaries range from GS-07 through GS-11, based on a combination of experience and education.

**OPERATIONS RESEARCH ANALYST:** An Operations Research Analyst develops statistical analyses and reports and performs research related to personnel planning. Staff papers cover estimates of personnel gains and losses, promotion flows, and methodology studies. The analyst develops software programs for use in modeling, forecasting and analysis and assists both the central office and operating component personnel officers and managers. The final product could be short- or long-range analytical reports and/or briefings.

Preferred academic credentials are a Masters degree in Operations Research, Math, Statistics, or Computer Science. The ability to write for the non-technical consumer is a must. Starting salaries range from GS-07 through GS-11, based on a combination of experience and education.

**POSITION MANAGEMENT OFFICER/COMPENSATION OFFICER:** Position Management/Compensation Officers conduct job evaluation and position classification studies which include analysis of classification systems; analysis of pay surveys external to the Agency to determine the relationship of Agency pay practices to the marketplace; and development of pay structures to achieve Agency goals. Assist in the development of job evaluation/classification projects and brief senior and component managers on the development, implementation and compensation policy issues involved in the evaluation/classification programs.

Preferred credentials are a BA or BS in Personnel Management, Public or Business Administration or Industrial Relations; experience in wage and salary administration as a Job Evaluation Analyst; and familiarity with pay survey methods. Interpersonal, analytical and writing skills are essential. Starting salaries range from GS-07 through GS-11, based on a combination of experience and education.

## OFFICE OF SECURITY

The Office of Security is responsible for developing and maintaining a comprehensive worldwide security program to protect Agency personnel, its facilities, equipment, information and activities. These activities include the administration of personnel, physical, technical, industrial and computer security programs, as well as the development and maintenance of a comprehensive security education program. Security careerists conduct security evaluations and issue clearances for applicants and industrial contractors. This clearance process includes field investigations, polygraph examinations, personal interviews and periodic reinvestigations.

The Office of Security carries out a counterintelligence research program to inhibit, prevent, or detect any penetration or provocation from foreign intelligence organizations. The Office also maintains liaison with other Government agencies on matters of mutual security concern.

Security Officers are trained through a system of formal training courses and rotating assignments that provide exposure to a wide variety of security disciplines. All Security careerists receive an initial extensive training program covering orientation to the Office and training in the investigative process. Specialized training is offered during a Security Officer's career in such fields as polygraphy, industrial security, VIP protection and computer security.

The Office of Security encourages and supports the generalist concept. Flexibility and willingness to accept a variety of positions in a variety of locations are important requirements for the Security Generalist. A career in Security involves rotating assignments in all of the security disciplines. During this career, opportunities abound for travel, both foreign and domestic. Travel may be of short duration—several days or weeks—or may entail a two or three year assignment at a domestic or foreign location.

Challenging, exciting and unique opportunities are also available for specialists in the electrical engineering and computer science fields. Electrical Engineers in the Office of Security can extend their horizons beyond circuit design, system engineering, contract monitoring and equipment test evaluation. Engineers often design and develop a hardware system and then carry out the operation in the field. There is an excellent training program, as well as opportunity for overseas travel.

Computer Security Specialists are involved in the development and implementation of comprehensive information systems security programs. There is access to state-of-the-art computer system architecture, data base management systems, communications networks and communications software, and office automation projects.

Advancement in the Office of Security is rapid based upon demonstrated ability and performance, including judgment, initiative, reliability, flexibility, maturity and leadership potential. The journeyman can expect to rise to the GS-13 level with movement into senior management positions based upon demonstrated strong potential.



## GENERIC LISTING OF CAREER OPPORTUNITIES

**SECURITY OFFICER GENERALISTS:** A Bachelor's degree, preferably in the social sciences, and excellent oral and written communications skills are required. Security Officer Generalists will be required to serve in the Washington, D.C. area and at domestic and overseas facilities. Incumbent will participate in the broad range of security disciplines. Opening from entry level to persons with investigative experience. Grade range: GS-07 to GS-13.

**POLYGRAPH EXAMINERS:** A Bachelor's degree along with graduation from an American Polygraph Association (APA) accredited polygraph school is required. Incumbent must have at least two years experience as an examiner. Polygraph officers will serve both in Washington, D.C. and overseas and will be required to travel both domestically and overseas on temporary assignment from several days to several weeks. Incumbent will conduct polygraph examinations on staff and contract applicants and employees. Grade range: GS-08 to GS-13.

**ELECTRICAL ENGINEERS:** A Bachelor of Science degree in Electrical Engineering is required. Electrical Engineers will serve primarily in Washington, D.C. but will be given opportunity for overseas travel. Incumbent will design and develop a hardware system and then carry out the operations in the field. Excellent training program available. Openings from entry level to persons with engineering experience. Grade range: GSE-07 to GS-13.

**COMPUTER SECURITY SPECIALISTS:** Bachelor's degree in Computer Science or Information Management Systems and some related work experience required. Computer Specialists will serve primarily in the Washington, D.C. area with opportunities for some overseas and domestic travel. Incumbent will develop and implement comprehensive information systems security programs. Openings from entry level to persons with extensive computer experience. Grade range: GS-07 to GS-13.

## OFFICE OF TRAINING AND EDUCATION

We design, research, and conduct training vital to American Intelligence. There is a demand for this training. Last year, the Office of Training and Education (OTE) conducted programs which were attended by more than half of all CIA employees.

The work we do requires energy and innovation. The programs we develop are extensive and often unique. We train officers in clandestine activities, intelligence, analysis, and information science so that they can collect and analyze information vital to America's interests. We provide language training in 25 languages through programs which vary from four weeks to 18 months.

Because current knowledge is essential in the CIA, we conduct courses in a wide variety of technical disciplines for our scientists and engineers. We also develop courses on topics of current international interest such as narcotics and terrorism. We offer an Intelligence Analysts Program and a Career Trainee Program which are among the most extensive and innovative training activities in government or industry.

We train employees in the use of the Agency's rapidly expanding computer system and are beginning to train employees in the use of computer graphics and artificial intelligence.

We offer comprehensive programs, seminars, and workshops in management techniques for executive and managers. We offer training programs for administrative support staff and courses in communications skills.

We also arrange for CIA employees to pursue graduate studies in leading universities. But we offer our own university courses as well. Last year over 200 CIA staff members attended college-accredited courses given at our own offices by our own staff. This program is held through the University of Virginia, which provides academic credit.

There is a high level of energy at OTE. We are constantly anticipating developments in technology and social research which affect our offerings. We are continually responding to the shifting global concerns which become our focus. In the Office of Training and Education, we are an integral part of the world of Intelligence.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**INSTRUCTOR-MANAGEMENT/ADMIN:** Master's degree or higher in the human resource management field, English or Communication required; teaching and management experience desirable. You will design new courses and administer training in decision making, motivation, performance appraisal, supervisory counseling, management communication, briefing techniques, instructional program design and training trainers. These positions are in the Washington, D.C. area and some require frequent trips out of town. Grade range: GS-11 to GS-13.

**INSTRUCTOR-EXECUTIVE DEVELOPMENT:** A Master's degree or higher in Human Resource Development, (HRD) Developmental Psychology, or Education with particular emphasis on adult training is required. Experience in teaching or

organizing adult workshops and seminars or experience in HRD design is necessary. Incumbent will design and conduct training in the areas of executive development, professional development or introductory orientation. As part of the interdisciplinary team, Instructors associate with members of their own fields as well as other substantive experts in the government, private industry, and academia. These positions are in the Washington, D.C. area. Grade range: GS-11 to GS-13.

**INSTRUCTOR-INTELLIGENCE:** A Master's degree or higher in Political Science, Economics, International Relations, the Social Sciences or related fields as well as a strong academic background and teaching experience at the college level are required. Research and analysis in national security related areas is desirable. The incumbent will serve as an Instructor in developing and presenting a block of instruction on U.S. National Security policy working processes, factors and principles affecting relations among nations, and analyzing political, economic and/or military developments in countries and regions outside the U.S. In addition, these Instructors carry out the full range of training activities including needs assessments, research, course conceptualization, design implementation, and evaluation. As part of an interdisciplinary team, Instructors associate with members of their own fields as well as other substantive experts in the government, private industry, and academia. The positions are in the Washington, D.C. area. Grade range: GS-11 to GS-12.

**COMPUTER SKILLS INSTRUCTOR:** A Bachelor's degree is required in Information Science, Information Systems, Computer Science or a closely related field. We are looking for sharp people with computer skills and understanding, some experience with designing and presenting technical course materials, strong user orientation, some classroom teaching experience, and excellent communication skills. A desire to teach is essential. Interest in computer based training is desirable. Incumbent will plan and develop curriculum as well as prepare and present classroom lectures. Work is in the Washington, D.C. area. Grade range: GS-09 to GS-11.

## MANAGEMENT GENERALIST

The Management Generalist career subgroup offers a career as unique as the mission of our Agency—a career as an Administrative Officer. We select these individuals carefully to provide broad administrative support to the employees of the CIA in their efforts to collect, evaluate, and report on foreign intelligence.

Administrative Officers are key members of the management team and serve as principal managers of the human and material resources of each component. They are relied upon to develop new perspectives and directions in management practices, often in response to complex, sensitive situations. While supporting Agency personnel, assets, programs, and operations they perform or manage such diverse functions as budget, accounting, personnel, security, logistics, training, and information management. The paramount qualifications required are extensive experience or knowledge of management principles, practices, methods, techniques, and skills in integrating management practices with the goals and objectives of the Agency. Flexibility toward assignments and a strong interest in overseas service are important ingredients for success. Administrative Officers are provided extensive training and a variety of work experiences. During the first year they attend the Career Training Program to provide a broad understanding of intelligence work. They also receive specialized training in the various DA disciplines. This training is interspersed with several brief interim assignments designed to acquaint them, through experience, with the challenging work performed in the other career disciplines. A period of full- or part-time language training directed to a specific assignment or other specialized training may follow.

After training is completed, the Administrative Officer is normally assigned overseas for six to nine years. There then follows a mixture of Headquarters and Field assignments with emphasis being placed on providing maximum exposure and experience in support of a variety of Agency functions. The ultimate goal is senior management positions where ability, training, and experience enable the Administrative Officer to play an important role in the future of the Agency and our country.

## ADMINISTRATIVE OFFICERS

M.B.A. or B.A. degree from a four-year college, and related work experience are normally required. Areas of primary interest include Business, Public Administration, Personnel Administration, Operations Research, and other management related fields. Candidates should have good analytic and problem solving skills, the ability to communicate easily both orally and in writing, excellent interpersonal skills, and potential supervisory talent. Interest in extended periods of overseas living experience is desired. Entrance grade range is GS-08 through GS-11 with progression available to senior levels.



**SECTION IV**  
**DIRECTORATE OF INTELLIGENCE**



## DIRECTORATE OF INTELLIGENCE

The Directorate of Intelligence (DI) is the CIA's analytical arm. *What we do* is provide policymakers with facts and analysis about a wide variety of subjects that are or will be of concern to them. We work on literally all significant issues worldwide. It is here, in short, where all of the information available to the U.S. Government on foreign affairs comes together, gets analyzed, and is written up into reports for policymakers.

*What data do we use?* Some are collected by the most sophisticated technical and clandestine means available. Some come from other departments in government—State, Defense, Commerce, and Treasury, among others—and from political officers and military attaches. And some come from open literature—the national and foreign press, television and radio broadcasts, books, journals, magazines, and so on. With a large and talented group of people, a massive amount of information, and a concentration on supporting the intelligence needs of senior policy officials, we are in a position to respond quickly to urgent needs or to undertake major research on complex topics of long-term concern.

*Who do we work for?* Our directorate works first and foremost for the President, other members of the National Security Council, and the NSC staff. Meeting the intelligence requirements of these policymakers is a challenging process and a dynamic one because needs change as the situation develops. We keep in touch at all levels of the policy community to make sure that we are devoting attention to the issues and topics that matter most to these consumers. We also depend on policymakers to give us their own unique insights. All of this contact helps us “fine tune” the system to get information we know policymakers need. And it helps us get feedback—critical as well as favorable—on what we produce.

Perhaps here is the place to say that being in touch with policymakers and supporting their needs does not equal telling them what they want to hear. As one of our Office Directors said in a recent paper:

In judging the quality of analysis, a number of factors have to be considered. Accuracy (on both facts and judgments) is one key ingredient. Timeliness is another—if the analysis does not arrive before the critical U.S. decisions are made, it serves no useful purpose. Effective delivery—a clear message forced to the attention of the people who need it—is another essential. Finally, objectivity is the characteristic that separates intelligence analysis from advocacy or from catering to the policy preferences of our customers . . .

We try to take a multidisciplinary approach in most of the analysis we do. We deliberately put people with different analytical specialities together—most of the political analysts, the economists, and the military analysts on a given country sit together, for example. When the problems are major and complex, we can bring together people representing dozens of different analytical specialities and subspecialties in our effort to make sure we have looked at all sides of the issue.

DI analysts are in touch also with analysts in other agencies in a variety of ways. The articles we write for CIA's Daily are—and have to be—“coordinated” with working-level analysts in other agencies of the Executive Branch that have intelligence functions. We call this group of agencies and departments the Intelligence Community. And the articles we write for the Daily reflect the views of



the Community's principal members. Briefing teams are often made up of analysts from several agencies, and on occasion two or more agencies may collaborate on specific papers.

The DI also works with Community members in a more formal way through the National Intelligence Council (NIC), which is part of the staff of the Director of Central Intelligence. The Council is made up of members of the Intelligence Community, other agencies of government, and the private sector. It includes National Intelligence Officers (NIOs) who are responsible for guiding the Community's production on certain regions or topics, and a small staff of analysts. Among their functions, NIOs supervise the drafting of National Intelligence Estimates, which are in-depth looks at key issues. DI officers are often principal drafters of these papers. The NIOs are also responsible for alerting senior officials to new developments that may pose a particular threat to U.S. interests.

*What does our product look like?* It takes many forms. Sometimes we write a brief memorandum within hours to meet a "short fuse" request on a specific topic a senior policymaker needs to know about. Other times we put together an assessment with maps, charts, and photos to review developments on a subject of less immediate interest to a policymaker. And on some subjects we may be engaged in lengthy research that takes months to develop—but may or may not require a lengthy report. Our daily task is a report for top policymakers that interprets foreign events and trends of current interest.

Our publications include:

- a daily on foreign developments. The format for this publication has varied over the years, but the analytical, writing, and publishing pressures are the same.
- Weekly, monthly, and quarterly periodicals on a variety of regional and topical issues like the USSR, international economic and energy developments, terrorism, and political instability
- Ad hoc reports from task forces or from our 24-hour operations center.
- Biographic publications on foreign leaders and other personalities.
- Research reports on everything from soup to nuts.
- Maps, maps, and more maps—ranging from the whole world to sections of cities or mountain-top poppy fields.
- A raft of reference aids, including a "How To" for new analysts and our own Style Guide.

We don't only write. We give oral briefings to a single policymaker or to a wider audience on request. We also spend tours in other government departments and have opportunities to travel abroad.

*Travel and Training Opportunities.* Most analysts work in Washington but virtually all of them have opportunities to travel to the areas they are following. This travel can be either for area familiarization—or refamiliarization—for a number of weeks or months or it can be for an extended tour of duty overseas. We encourage analysts to demonstrate analytical flexibility and offer you ample opportunities for further training in your own discipline or in disciplines related to yours.

*The Work Environment and How We Are Organized.* The Directorate's computer capacity is vast and we have a lot of experience with quantitative methodologies that lets us manipulate large amounts of data that other government

agencies may be unable to exploit. More and more, analysts and managers are learning they can communicate faster with a computer terminal on their desk than by memo, even though the paperless office is not yet in sight.

The working environment is informal. Space at the moment is in short supply and will be until our new building is complete.

We are made up of ten units called offices. Five of them are geographic. They specialize in a major country like the USSR or a major region like Europe or East Asia. Of the remaining five offices, some concentrate on issues that cross regional boundaries like weapons development, grain production, oil and energy developments, technology transfer, foreign industrial competition, and terrorism. Others concentrate on imagery analysis, biographic and reference services, our daily report on foreign developments, and other support for analysts. There are also a number of staffs that do managing, planning, evaluation of the product, and computer support. Advancement is rapid, and in the course of a career, you might move around a lot or you might stay put in one office—depending on our needs and your preference. We like to think of ourselves as less rigid than other government departments but not yet as flexible as we'd like to be.

An important and exciting part of a DI analyst's job is the opportunity for contact with high-level policymakers. This contact—which ranges across the board in terms of subject matter—involves the analyst in giving a briefing or writing a memorandum in response to an ad hoc request from a policymaker. Such requests can reflect a policymaker's interest in a front-page issue or his or her interest in an issue of longer range concern. That the requests are frequent reflect not only policymaker's needs but also the DI's ability to meet those needs.

In addition to contact with policymakers and with other analysts in the Intelligence Community, we encourage continuing analyst contacts with the academic world through visits, contracts, and attendance at or participation in professional meetings and conferences. We consider such contacts part of an analyst's job in keeping up with new developments in his or her field and in devising solutions to problems. We do all we can to encourage such contacts and exchanges.

The DI makes use of a wide diversity of disciplines and experience. If you have a Bachelor's degree, a Master's, or a Doctorate, the chances are good that we can offer you an interesting career, and we encourage you to get in touch with us.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**AREA SPECIALISTS:** These people serve as Area Reference Analysts. Their duties include writing reports on foreign leaders and providing answers to a wide variety of questions by doing research in manual and computer-based files. The resources available are vast, work is heavily influenced by world events, and the pressure of deadlines is constant. There is considerable opportunity for growth and development. Interest in information storage and retrieval and the ability to read one or more foreign languages are highly desirable. A Master's degree with emphasis on area study is desired but a Bachelor's degree (in political science for example) with some area focus plus relevant experience (overseas residence, military intelligence work) will be considered. The starting salary for someone with a Master's degree is GS-09.

**COMPUTER SCIENTISTS:** We are interested in people at the Bachelor's Master's, and Ph.D. levels who want to specialize in applications software development. Duties

involve software requirements definition, analysis, and design; software development and implementation; software maintenance and documentation; and consulting responsibilities in specific areas. Experience with large IBM systems is a definite plus. The positions are in the Washington, D.C. area. Starting salaries are GS-08 through GS-12.

**ECONOMETRICIANS:** We need new or recent Ph.Ds. in economics who have specialities in econometrics, macroeconomics, energy analysis, or development economics. All applicants should be interested in developing and using structural models. Applicants with outstanding credentials will be seriously considered at the bachelor's level if they have a dual major that combines economics with mathematics or statistics. The positions are in the Washington, D.C. area. Starting salaries are GS-07 through GS-12.

**ECONOMIC ANALYSTS:** An M.A. or Ph.D. in economics is desired, but people with outstanding qualifications at the B.A. level will be considered. The positions involve in-depth economic research and analysis and timely reporting on the economies of foreign countries as well as such global issues as international trade and monetary developments and international commodity markets. Required qualifications include training in economics with a superior academic record, analytical ability, writing skills, and a research bent. Desirable, but of lesser importance, are area and language knowledge, advanced training in mathematics and ADP or practical industrial or agricultural experience. Starting salaries are GS-07 through GS-12.

**GENERAL LIBERAL ARTS MAJORS:** These people serve in entry level (GS-07) professional positions as document analysts (to analyze and index or disseminate intelligence documents) or as junior librarians (engaged in the procurement of books, newspapers and periodicals). A Bachelor's degree in one of the liberal arts, particularly with concentration in foreign area study, political science, history, or a foreign language, is preferred; library science and information science graduates are also considered.

**IMAGERY ANALYSTS:** These analysts conduct research on military, technical, economic, and operational support topics based primarily on the analysis of imagery from a variety of sophisticated overhead reconnaissance systems, but also drawing upon all other available information. The interest is in applicants with undergraduate or graduate degrees in the political, social, physical, or earth sciences. We provide both formal and on-the-job training, including an 18-week imagery analysis familiarization course. Starting salaries are GS-07 through GS-12.

**LIBRARIANS:** To perform library reference work, cataloging, customer service, acquisitions, and other related duties. There are opportunities to move into supervisory and management positions. Many positions in our libraries require M.L.S. degrees, but we also employ geographers, audio-visual specialists, and other liberal arts majors. Information science training and/or experience is highly desirable for all positions. Entry-level salaries are usually in the GS-08 to GS-09 range.

**MATHEMATICIANS STATISTICIANS/OPERATIONS RESEARCHERS:** We have excellent professional opportunities with a small, high quality, internal consulting group for new or recent Ph.Ds. in mathematical statistical or operations research. The position requires the development and application of statistical and operations research techniques to a wide variety of intelligence problems. Many applications involve research at the state of the art and require the development of novel methods in such areas as sampling theory, econometric techniques, nonlinear and integer optimization techniques, applied probability and multivariate analysis. The positions are in the Washington, D.C. area. Starting salaries through GS-13.

**MILITARY ANALYSTS:** The interest is in applicants who have graduate or undergraduate degrees and who have demonstrated the ability to do in-depth research in one of the following disciplines: foreign area studies, political science, history, international relations, international business, economics or econometrics, and operations research. The positions involve preparing studies on foreign military forces, programs, and activities. Essential requirements are intellectual curiosity, analytical skill, and an ability to write clearly and concisely on complex subjects. Certain positions require strong statistical or data processing backgrounds. A knowledge of military weapons, units, and operations is desirable. New analysts will be able to acquire specific expertise through training courses and by working with experienced analysts. Starting salaries: GS-07 through GS-12, depending on speciality and qualifications.

**POLITICAL ANALYSIS:** Although we do hire people with Bachelor's degrees in history, political science, or international relations, we prefer people with M.A. or Ph.D. degrees in these fields. An excellent academic record and a demonstrated interest in foreign affairs and foreign area studies are prerequisites as is skill in written and oral presentation. A willingness to work long hours if the country or area one is following is in turmoil is also expected. Analysts should be able to produce both quick-response and longer-term in-depth analyses of present and emerging foreign affairs problems of importance to U.S. policymakers and the national security of the United States. Continued contact with the academic community is encouraged as are rotational assignments within the Agency and to other agencies of government. Most positions are in the Washington, D.C. area although there are foreign assignments as well. Starting salaries are from GS-09 through GS-12.

**SCIENTISTS AND ENGINEERS:** Our greatest need is for people with B.S. through Ph.D. degrees in electrical, mechanical, aeronautical, nuclear, and aerospace engineering and in physics. We also need people with Master's through Ph.D. degrees in material sciences, metallurgy, chemistry, life sciences, and mathematics and for people with Ph.Ds. in biophysics, biochemistry, and physiology. The positions involve in-depth research and analysis in science policy, the physical and life sciences, civil and military technology, nuclear energy matters, offensive and defensive aerospace systems, general purpose weapons, directed energy, antisubmarine warfare, and space systems. The positions are in the Washington, D.C. area. Starting salaries depend on qualifications and experience and are competitive with private industry.



**SECTION V**  
**DIRECTORATE OF OPERATIONS**



*"We conduct our activities and ourselves according to the highest standards of integrity, morality and honor and according to the spirit and letter of our law and Constitution."*

Credo, Central Intelligence Agency

The Clandestine Service . . . the cutting edge of American intelligence. Its operational terrain is the human mind, where people—alone or together—make decisions, develop intentions, decide to go to war, make peace, change history. It is the human intellect dealing with problems—not computers, economic infrastructure, or defense budgets—that changes the destiny of nations and the world.

Equipped with the best operational skills and training, and supported by the Agency's administrative and communications personnel, Clandestine Service men and women venture forth to seek information that defines intentions, fills gaps, predicts events, makes a difference.

Besides its primary job of collecting intelligence, the Clandestine Service—also called the Directorate of Operations—seeks to change adversaries into friends or neutrals through covert operations by political, psychological, or paramilitary means. It works with friendly intelligence services toward mutual goals. It also defends itself and the government against hostile penetration and attack.

This, then, is the reach of the Clandestine Service.

Whatever its elements—espionage, covert action, counterintelligence, liaison—its operational techniques are standard, with variations according to individual talents and local conditions. Clandestine Service operations officers—also called case officers—develop, recruit, and manage agents. They work with contacts on a confidential basis to gather intelligence, change minds, defend the service, guard the nation.

The main factor is secrecy, clandestinity. All of it taken together is as wonderfully simple and as amazingly complex as the closest friendship. It is an ancient art that is expanded and modernized each day. It is highly individual, ever-changing, creative, dynamic, exciting way of life.

*"I like independence, variety . . . I consider myself patriotic, action oriented . . . I am attracted by the mystique of the work, and I see it as a unique situation, one that can be found nowhere else in our society."*

Career Trainee, female, paramilitary  
trained, awaiting first assignment

The Clandestine Service is relatively small. Its effectiveness does not come from numbers but from the quality of its people. Its officers are dedicated to the service of their nation and the American public. They are well-educated, both academically and in the ways of the world. Courage—physical, intellectual, moral—is a common trait. They set high standards for themselves and others.



The men and women of the Clandestine Service fulfill their lives through this service to their country. As a group, they are adventurous, well-trained, highly skilled in operational tradecraft and interpersonal relations, adept at oral and written communications. They have a rare opportunity to do immensely worthwhile work with their talents, with everything that is uniquely their own.

Clandestine Service people must be adaptable and well-disciplined. They exchange an anonymity in the ordinary world for recognition from their peers within the service. They are an elite, but are known only to an elite of a very special world.

*"Employees and their families confront the more diffuse crises associated with civil disorder, terrorism, and other local circumstances which are not even remotely comparable to life in the typical American suburban setting . . ."*

CIA Director of Personnel's testimony  
before Congress, May 2, 1985

*". . . All they guarantee is you won't die of boredom."*

Operations Officer, GS-12, male,  
now on third field assignment

There is risk, of course, to officers in the Clandestine Service. Statistically, the risks are slightly higher than for police or firemen in a large city.

The Agency does not make national policy—but implements it, and the Clandestine Service is the Agency's action arm. It does not seek danger—but accepts the necessary risks of its mission.

*"We are going after the real stuff, things that count . . . We are in a position to do something about things . . . It is a place for action—oriented people who want a chance to implement their ideas, put their creativity to full use."*

Operations Officer, GS-14, male,  
four tours overseas

*"We produce timely and high quality intelligence for the President and Government of the United States . . . We measure our success by our contribution to the protection and enhancement of American values, security and national interest."*

Credo, Central Intelligence Agency

Operations officers, intelligence assistants, reports officers, secretaries, and support personnel work as a team under cover in the Clandestine Service "Station" overseas. It is no nine-to-five day or five-day week.

The call may come in the middle of the night or a rainy Sunday morning, or it interrupts a dinner party or a daughter's graduation. If it is urgent, the case officer exits his social and cover life to make a meeting with an agent in a corner of a deserted park, at a table in a bistro, in a safehouse. If the agent or operation is very sensitive, messages are exchanged through a "dead drop," a place of concealment.

That is only the beginning. Other members of the Station team will be involved in processing and transmitting the report to Intelligence Directorate analysts at Headquarters. If the report is urgent or critical, the field processing may take only minutes.

The Clandestine Service is dynamic forceful, and imaginative. It gets the job done. It recruits agents, gathers their data, processes it—all within the disciplined framework of clandestine tradecraft.

*"In this career you can count on moments of absolute excitement, you will have experiences you will never know in the corporate board room . . ."*

Operations Officer, GS-13, male,  
four overseas tours

*"They give you all you can handle, and more than you think you ever could. But you do it, you respond to the challenge . . . You get greater responsibility earlier than anywhere else I know . . . It's up to you . . . It's what you make of it."*

Operations Officer, GS-11, male,  
paramilitary trained, on second overseas tour

*"What drew me to the work was the prospect of adventure, travel, meeting people, getting information that is important . . . I wanted to serve my country . . . Intelligence is one of our most important defenses."*

Operations Officer, GS-11, female,  
paramilitary/airborne trained,  
now on third overseas tour

Operations personnel are single, married, have families - sometimes large ones. A spouse fully supportive of an officer's work and committed to it is a valuable asset. Children must be as adaptable as parents to new, sometimes exotic environments.

A career in the Clandestine Service is not always easy, but there are advantages; opportunities to see new places, live in foreign cultures, learn languages, be in the forefront of international affairs. There are also substantial financial rewards for overseas service.

Before Clandestine Service personnel are sent abroad, they are trained intensively in agent-handling skills, operational tradecraft, paramilitary techniques, a foreign language if required. They serve brief assignments in Headquarters in hands-on support of field operations. They are briefed and trained on cover duties they will perform abroad.

Clandestine Service careers are a blend of intelligence work and cover jobs. The responsibilities will be different, perhaps radically different, in the two career compartments. Good and lasting friends will be made in both areas, and when the time comes, Clandestine Service people often retire under cover status.

*“Qualified applicants have:*

- *First and foremost, the drive to achieve. They are oriented toward action and results.*
- *Force of personality and a gift for dealing effectively with people.*
- *Bachelor’s degree, at least, with a consistently high level of academic performance.*
- *Exceptional skill in both written and oral communication.*
- *Impeccable standards of personal and professional ethics.*
- *U.S. citizenship. Maximum age 35 upon entry on duty.”*

Career Training Program  
qualifications, April 1985

*“The Task: Service throughout the world, working with foreign nationals at all levels. Develop skills and professional discipline to produce results in conditions of stress . . .*

*“The Reward: The satisfaction of meeting and mastering exceptional challenges . . . The prospect of adventure while doing a job that calls on the deepest resources of intelligence, professional skills, and personal commitment.”*

CIA newspaper advertisement

The Clandestine Service demands the best. Many applicants fail to qualify. They undergo a rigorous battery of tests—intelligence, psychological, medical—and there is a detailed security investigation into past activities and present attitudes.

The Career Training Program, from which the Clandestine Services selects its officers, is thirty-five years old. It began in January 1951, and a remarkable 58.6% of its graduates are still on the Agency’s payroll. Few corporations can match that record. Evidently, our selection process is on the mark, and our people must find a full measure of satisfaction in their careers.

Let’s explore whether the Clandestine Service is for you. Our recruiters will focus on your goals as you see them, determine who you are, and how well you know yourself. It will be worth the investment of your time, and may lead to a world-class career in the Clandestine Service.

When you contact the Agency do not mention your interest in the Clandestine Service. Tell this only to the recruiter in your first interview. Guard the secret of your intention to try for the Clandestine Service even from your closest friends.

There are two reasons for this. It keeps confidential your intent to become an operations officer, and thus contribute to your overall cover security. And it is your first training assignment in the Clandestine Service.

Now it begins.

**SECTION VI**  
**DIRECTORATE OF SCIENCE AND TECHNOLOGY**



## **DIRECTORATE OF SCIENCE AND TECHNOLOGY**

### **MISSION**

The mission of the Directorate of Science and Technology (DS&T) is to:

- Conduct research on, and development and acquisition of technical collection and processing systems.
- Conduct collection of intelligence by technical means.
- Perform the processing of intelligence data for use by the analytical community.
- Provide research and development services and technical support for intelligence activities.

The Offices within the Directorate which carry out this mission are as follows:

Office of Research and Development  
Office of Technical Service  
Office of SIGINT Operations  
Office of Development and Engineering  
Foreign Broadcast Information Service  
National Photographic Interpretation Center

All the Offices of the Directorate are interested in reviewing the qualifications of applicants for a variety of requirements. In addition, the Directorate hires outstanding applicants for the Agency Career Training Program who have backgrounds of interest to the scientific and technical field.

## **OFFICE OF RESEARCH AND DEVELOPMENT**

### **MISSION**

The mission of the Office of Research and Development (ORD) is to conduct exploratory research and technology development to support all Agency components in the collection, processing and production of intelligence. ORD is often called upon to perform the same role in support of other Intelligence Community and U.S. Government agencies. ORD utilizes both its own scientific and technical resources and those of private industry to perform this mission.

### **WORKING ENVIRONMENT**

- Opportunity to perform state-of-the-art scientific research.
- Thorough training in the business aspects of research and technology development.
- Small organization with stimulating colleagues, minimal bureaucracy.
- Working atmosphere of camaraderie, teamwork.
- High level insights into national issues, research directions.
- Satisfaction from solving important national problems.
- Flexible work arrangements.
- Opportunity for advancement through either management or technical track.
- Frequent domestic travel.

### **CHALLENGE**

- Use innovative, state-of-the-art research and development in practical ways to solve both short- and long-term national needs.
- Accept responsibility for all aspects of program management; problem formulation, theory, implementation, operation.
- Respond to constantly changing variety of problems.
- Work effectively with both technical and non-technical people.
- Maintain professional contacts and technical excellence.

### **REQUIREMENTS**

- Strong technical background in either hard or soft science, including but not limited to: chemistry, physics, engineering, computer science, imagery science, mathematics, economics, psychology, political science.
- Advanced degree, or work experience, or willingness to undertake additional training.
- Flexibility, willingness to learn new subjects.
- Ability to describe and communicate technical issues, concepts and data to both technical and non-technical audiences

## GENERIC LISTING OF CAREER OPPORTUNITIES

**PHYSICAL SCIENTIST-RESEARCH:** Degree Requirements: Master's or higher degree in physics (solid state or optical), chemistry, chemical engineering, nuclear engineering, or electrical/electronic engineering with additional study in applied mathematics, operations research, or computer science, or vice versa; or Bachelor's degree with requisite experience. Advanced degrees in two or more disparate areas of study are desirable. Applicants should be well read in areas outside their own specialities.

Generic Description: Conceives and defines research and development projects on own initiative or in a response to the expressed problems or anticipated needs of other client components of the Agency. Translates ill-defined problem areas into recommended research projects. Evaluates new concepts and articulates the implications of research at the forward edge of technology toward the solution of specific intelligence problems. Serves as systems analyst and project management officer in overseeing the technical progress of several research contracts concurrently. Supervises the work of other project officers, directs the utilization of allocated resources, and prepares technical project status reports and briefings. Grade range: GS-12 to GS-15.

**COMPUTER SCIENTIST-RESEARCH:** Degree Requirements: Master's or higher degree in computer science, mathematics, operations research, electrical engineering or another area with emphasis on computer applications. Applicants should be well read in areas outside their own specialities.

Generic Description: Conceives and defines exploratory research and development projects on own initiative or in response to the expressed problems or anticipated needs of other components of the Agency. Evaluates new concepts and articulates the implications of research at the forward edge of technology toward the solution of specific intelligence problems. Current areas of interest include networking, data communications, distributed systems and distributed data bases with emphasis on higher level protocols and applications interfaces; application of artificial intelligence including the development of expert systems knowledge representation, robotics; computer applications in a variety of areas including cartography, custom VLSI, text processing, graphics, management information systems, storage technologies, computer-aided instruction, machine and machine-aided foreign language translation, interfaces to data officer in overseeing the technical progress of several research resources and prepares technical project status reports and briefings. Grade range: GS-12 to GS-15.

**IMAGERY SCIENTIST-RESEARCH:** Degree Requirements: Master's or higher degree in physics, mathematics, computer science, or any other degree related to signal/image exploitation which includes quantitative as well as computer skills. Applicants should be well-read in areas outside their own specialities.

Generic Description: Conceives and defines research and development projects on own initiative or in response to the expressed problem or anticipated needs of other client components of the Agency in the fields of signal or image exploitation. Translates ill-defined problem areas into recommended research projects. Evaluates new concepts and articulates the implications of research at the forward edge of technology toward the solution of specific intelligence problems. Current areas of interest include applications of artificial intelligence technologies, such as image understanding, signal understanding, natural language interfaces, etc. Serves as computer scientist and project management officer in overseeing the technical



progress of several research contracts concurrently. Directs the utilization of allocated resources, and prepares technical project status reports and briefings. Grade range: GS-12 to GS-15.

**PHYSICAL SCIENTIST-RESEARCH:** Degree Requirements: Ph.D. degree or equivalent research experience in any of a variety of relevant disciplines such as the physical sciences, social sciences, computer sciences, linguistics, etc. Several years of successful industrial/governmental/academic experience doing noteworthy applied research is required.

Generic Description: Working in a "think-tank" environment with specialists in diverse fields, conducts individual research projects aimed at identifying/defining future intelligence issues and problems or creating/synthesizing new approaches to identified intelligence problems. Identifies potential future research areas for other elements of ORD. May manage small, external research projects as well. The position is usually occupied for a period of two years; opportunities exist for reassignment to other positions within ORD and the Agency. Grade range: GS-14 to GS-15.

## **OFFICE OF TECHNICAL SERVICE**

### **MISSION**

The Office of Technical Service (OTS) is responsible for providing specialized technical expertise, training, equipment and materials in response to requirements levied by various consumers. In order to accomplish this mission OTS does research, design, production and evaluation in areas such as electronics, chemistry, psychology, photographic sciences, mechanical design, communications, electro-optics, electro-mechanical systems, packaging, security systems, plastics, power sources, microprocessor systems and monitoring equipment for technical collection. This work is done to support our intelligence officers throughout the world. Their mission is to collect information needed to support the nation's policymakers with the essential data required in the formation of sound foreign policy.

### **WORKING ENVIRONMENT**

An OTS employee should expect a variety of work experiences. The scope of work may range from managing developmental projects with commercial contractors, sustaining quality control throughout production programs, testing equipment before sending it to the consumer, devising and installing unique items for highly specialized applications and occasionally overseeing the actual use of the equipment once it is in place and operating. To accomplish all these tasks OTS hires mechanical and electrical engineers, chemists, physicists, photo scientists, psychologists, graphic artists and production specialists, linguists, forensic scientists and artisans. Craftsmen with such skills as cabinet making, carpentry, plastics, ceramics, model making and operation of machine tools are also sought.

The working environment at OTS is varied, challenging and unique. OTS employees often work with state-of-the-art equipment on projects at the cutting edge of technology. OTS positions demand a dedication to excellence along with technical talent. Employees may be called upon to work with specialized engineers in the design of a particular product or assist master craftsmen in the actual production and eventual use of the product. Some positions require eventual assignment overseas for a two or three year tour of duty while others may require intermittent travel lasting from several days to several months. Employees assigned to a full tour overseas may, in most cases, bring their families and personal belongings with them. In short, the working environment is varied and offers continued challenge and work satisfaction to employees.

### **CHALLENGE**

OTS employees are called upon to use their creativity and skill to meet the demands of various requirements around the world. Some projects require detailed research and preparation while others require a quick response to an urgent need. OTS often encourages industry to accelerate the application of technology to assist in solving the technical problems our nation faces. Therefore, an OTS employee must have national pride, a strong dedication to excellence and superior technical skills.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**TECHNICAL OPERATIONS OFFICER:** Degree Requirements: Bachelor's degree in a scientific or technical field is desirable. However, a combination of technical training and work experience could be accepted in lieu of a degree.

Generic Description: Incumbent will implement use of equipment, train others in equipment use, prepare a variety of reports and make market studies as well as do hands-on work. Overseas assignments are likely. Grade range: GS-07 to GS-14.

**PROJECT MANAGEMENT ENGINEER:** Degree Requirements: Bachelor's degree in a science or engineering required. Master's degree and/or applicable work experience desirable.

Generic Description: Incumbent is responsible for planning and directing development and engineering projects involving contractors. Duties will include determining specifications, writing statements of work, reviewing proposals, and managing the development and construction of various prototype equipment. Frequent travel is involved and is mostly in the United States. Grade range: GS-07 to GS-15.

**ENGINEER:** Degree Requirements: Bachelor's degree in a scientific field is required.

Generic Description: A Quick Reaction Engineer is charged with satisfying requirements quickly with available equipment and resources. In addition to preparing technical reports, the incumbent will perform hands-on work fabricating components using machine shop tools in a laboratory environment. Evaluation engineers will use sophisticated test equipment to determine the suitability of various equipment. This individual will write test agendas, devise test schedules, supervise or conduct the testing and prepare final reports. Travel is involved. Grade range: GS-07 to GS-15.

**AUTHENTICATION SPECIALIST:** Degree Requirements: Bachelor's degree in language, area studies, political science, history or geography with intermediate foreign language fluency.

Generic Description: The linguist works with foreign-produced documents and is involved with the collection of related information. Temporary foreign travel is likely. Incumbent may also be assigned to a two to three year overseas tour. Grade range: GS-07 to GS-13.

**CRAFTSMEN:** Degree Requirements: High school or trade school graduate with a minimum journeyman level of competency. A Bachelor's degree is highly desirable.

Generic Description: Craftsmen may work as model makers; cabinetmakers; machinists; wood, leather and plastic workers; and printers. Employee must be willing to accept foreign and domestic short term travel as well as the possibility of assignment overseas for a two to three year tour of duty. Grade range: GS-07 to GS-12.

## **OFFICE OF SIGINT OPERATIONS**

### **MISSION**

The Office of SIGINT Operations (OSO) is responsible for developing, managing and executing a dynamic and innovative CIA Signals Intelligence (SIGINT) Program within the framework of the United States SIGINT System. Efforts are directed at collecting and analyzing signals, inadvertent electromagnetic radiation and other signals related data and being responsive to technological advances in foreign communications systems and practices.

### **WORKING ENVIRONMENT**

Specific technologies and special methodologies relevant to the work within OSO include research, development and field support engineering to (national) technical collection and analysis programs, including RF technology, modern communications, wideband recording technology; development of sophisticated SIGINT equipment and systems; engineering support necessary for system installation, maintenance and repair; communications data exploitation; engineering requirements for new equipment and processing methodologies; processing and exploitation of computer output data; system and equipment design, test and evaluation; software development and maintenance; collection, processing and analysis of communications, radar and telemetry signals, and electro-optics, custom signal analysis; research and analysis of communications networks.

OSO career positions include: project management engineers, electronic engineers and specialists, computer scientist and programmers, physicists, mathematicians, electronic technicians, SIGINT managers, SIGINT operations officers, SIGINT specialist and operators, linguists, signal analysts, communications analysts, and operations analysts. OSO has non-managerial positions available for senior scientists and engineers at the GS-15 and SIS-1/2 levels.

OSO has extensive contacts with most of the offices within the various Agency directorates, including the DA for administrative, logistics, communications, computer and financial support; the DI for exchanges concerning intelligence collection requirements; the DO for technical support to overseas operations. OSO also conducts extensive liaison with other U.S. government agencies in furtherance of its collection, analysis and reporting efforts; with selective foreign government services to develop and maximize its technical collection equities; and with the technical leaders of industry as consultants for studies, research, and development projects and engineering contracts.

OSO offers a myriad of diversified internal and external training courses involving the technical, operational and administrative areas. Internal training is derived from Agency to office-level courses from the general introductory to supervision and management levels. External training involves inter-agency courses, and those from the military services and the academic world. OSO also supports undergraduate and graduate training if for the purpose of directly enhancing the employee's current job performance.

Travel by an OSO employee can be quite extensive, either domestically or abroad on a TDY or PCS basis. Although somewhat dependent upon the individual's career track and desires, travel opportunities are generally considered to be very high.

## CHALLENGE

A career with OSO will provide the employee with the satisfaction of knowing that his/her contributions will be of significant importance to the national security of the U.S. The employee will be contributing at the leading edge of his/her particular technology, will have significant opportunities to travel and for career advancement and will have the resources available to function at the peak of his/her creative capabilities. Hands-on opportunities in laboratory and field environments, as well as contract management positions are available.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**ELECTRIC ENGINEER:** Degree Requirements: Bachelor of Science in Electronic/Electrical Engineering, Physics or equivalent experience desired.

Generic Description: Incumbent will be responsible for state-of-the-art engineering and development of receiving and test equipment operating in the 200 KHz to 40GHz spectrum, digital signal processors, and other equipment and systems for unique applications such as signal analysis. Engineering positions also available to engineers who have specialized in systems engineering, antennas, RF distribution, receiving subsystems, video recording subsystems, digital hardware, computer science, and/or computer software. Engineers will work in the Washington, D.C. area. Occasional domestic and overseas TDY's and PCS's may be required. Grade depends on number of years experience. Grade range: GSE-07 to GSE-13.

**ELECTRONIC ENGINEER (DIGITAL):** Degree Requirements: BS/MS in Electrical/Electronic Engineering with emphasis on digital systems.

Generic Description: The incumbent participates in design of small-medium scale systems engineering and equipment development for digital hardware and software. The majority of systems and equipment development/test activity is done at government facilities providing extensive hands-on development experience and responsibility. The work is primarily in the Washington, D.C. area. Occasional foreign/domestic TDY's or PCS's may be required. New college graduates are acceptable. Grade depends on years of applicable experience. Grade range: GSE-07 to GSE-13.

**SIGINT OFFICER:** Degree Requirements: Bachelor of Arts in language or area studies. Educational requirements may be waived if applicant possesses an intermediate (3-level) or better in one or more foreign languages and/or has previous experience with the military service cryptologic agencies of NSA as a voice intercept operator or translator. Related capabilities, i.e., electronic technician, communicator (Morse code qualified-15WPM) or signal analyst experience is highly desirable.

Generic Description: Incumbent will be responsible for operating communications equipment such as receivers, etc. used in monitoring various frequencies. Duties include scanning, editing, translation and dissemination of intelligence material collected from specific targets. Incumbents can plan on serving as much as 60% of their careers overseas. Grades depend upon experience and other related factors listed above. Grade range: GS-07 to GS-11.

**SIGINT ANALYST:** Degree Requirements: Bachelor's degree in Physics, Applied Mathematics, Electronic Engineering desired. Applicants not possessing above educational requirements must have attended a civilian or military technical school in electronics, radio ECM, etc., and have several years experience in associated skills.

**Generic Description:** SIGINT Analysts are responsible for producing signal intelligence by reducing and processing large volumes of raw data with a wide variety of complex analog and digital equipment. The incumbent may be required to act as a COTR on external analytical contracts, providing contractors with data and guidance on performance of the analysis. SIGINT Analysts work primarily in the Washington, D.C. area. Occasional foreign/domestic TDY's or PCS's may be required. Grades depend upon education and related experience. Grade range: GS-07 to GS-13.

**SENIOR SYSTEMS PROGRAMMER:** Degree Requirements: A BS/MS degree in computer science, math, engineering, or equivalent experience is desired.

**Generic Description:** Senior Systems Programmers are responsible for installing and maintaining sophisticated computer systems and networks and for designing and developing custom application and systems software. Incumbents should have demonstrated proficiency in the installation, maintenance, and modification of computer operating systems. The work is primarily in the Washington, D.C. area. Occasional foreign/domestic TDY may be required. Grade range: GS-13 to GS-14.

**COMPUTER SYSTEMS ANALYST-PROGRAMMER:** Degree Requirements: A BS/MS degree in computer science, math, engineering, or equivalent experience is desired.

**Generic Description:** The incumbent will be responsible for developing applications on micros, 32 Bit minicomputers, or large computers. Will design special purpose hardware/software systems; will make functional partitions within software and will deal with digital engineers on hardware/software allocations/interfaces. Most work will be accomplished in a small team environment. The work is primarily in the Washington, D.C. area. Occasional foreign/domestic TDY's may be required. Grades depend upon education and related experience. Grade range: GS-11 to GS-14.

**COMPUTER PROGRAMMER:** Degree Requirements: Associate or Bachelors degree in Computer Science, Math, Physics or Engineering or applicable experience.

**Generic Description:** The incumbent designs, develops and maintains application packages primarily in FORTRAN, "C", or ASSEMBLY languages on mini and micro computers. The work is primarily in the Washington, D.C. area. Occasional foreign/domestic TDY may be required. Grades depend upon education and related experience. Grade range: GS-06 to GS-11.

**ELECTRONIC SPECIALIST/TECHNICIAN:** Degree Requirements: An Associate Degree in Electronics or technical training in Electronics obtained at a Service school, technical school, and/or college is desired.

**Generic Description:** Incumbents will be engaged in the installation and maintenance of communications equipment, with emphasis on receiving systems. Some projects may provide hands-on experience with digital as well as solid state circuitry. Most of the work is in the Washington, D.C. area. Occasional foreign/domestic TDY's may be required. Grades depend upon education and related experience. Grade range: GS-07 to GS-13.

## OFFICE OF DEVELOPMENT AND ENGINEERING

### MISSION

- To seek out and identify future intelligence requirements that can be satisfied by technical collection systems.
- To identify and pursue the development of advanced technology that will support the design of future improved collection systems.
- To develop and acquire advanced intelligence collection systems.
- To perform services of common concern as a National management and technical asset.

### WORKING ENVIRONMENT

OD&E provides the opportunity to work in the following areas of research, development, and analysis:

- Sophisticated electronics
- Communications: Digital and Laser
- Signal processing
- Microwave systems
- Structural engineering; system mechanics and system dynamics
- Radar; Laser; Antenna applications; Thermodynamics
- Material properties; Digital imagery processing
- Operations Research
- SIGINT technology and systems
- Electro-optics; Electro-magnetic mechanical design
- Optimization algorithm development
- Simulation software development
- Analytic and simulation systems design
- Aerospace technology
- Astrophysics development/analysis
- Technical system modeling analysis
- R/F hardware design

Technologies relevant to OD&E work include telecommunications, radar, antennas, receivers and recorders, microelectronics (design and fabrication), advanced semiconductor materials and devices and electro-optical devices.

OD&E has an aggressive training program for its employees and encourages its employees to take advantage of training opportunities, both external and internal. In addition to undergraduates and graduate level coursework, this includes technical meetings, conferences and symposiums.

Domestic travel is required for most positions within OD&E, both for training and work-related purposes. The duration of the domestic work-related TDY travel as well as travel for training purposes is one day to several weeks per person, per year. The Office also offers a limited number of two-year domestic PCS assignments located on the west coast and along the eastern seaboard. OD&E currently has no overseas PCS or TDY assignments, and no overseas training requirements.

OD&E offers career opportunities at the senior scientist and engineer level. These positions, and most positions below the GS-14 level, do not require managerial responsibilities.

Contacts are maintained with other elements of the Agency as well as other Intelligence Community organizations and the Department of Defense.

## **CHALLENGE**

A career with OD&E offers the opportunity for management and technical experience in the development of "state of the art" collection systems. Employees manage complex technical contracts, oversee system concept designs, develop specifications, evaluate design performance, monitor system operations, provide system analysis and technical direction for advanced intelligence collection technical studies, serve as contracting officers' technical representatives for collection system analysis, and develop study plans, briefings and reports relating to a number of subjects within the technical collection field.

A few OD&E employees are under cover, and must therefore live with this constraint in their private lives; however, most OD&E employees are overt. The most difficult part about being either covert or overt in OD&E is the fact that we cannot acknowledge publicly our wide range of "front-page" news accomplishments.

The excitement and challenge offered to an individual where he or she is not working on just a small part of a big system cannot be underestimated. The opportunity to participate in the full range of system development activities from the identification of evolving intelligence needs and the formulation of collection system requirements through the acquisition, acceptance, deployment and operation of these systems is a unique opportunity that is not to be found in the private sector. The calibre of individual that OD&E seeks will want such an opportunity even if the restrictions imposed by security and compartmentation prevent us from revealing more substantive detail prior to actual employment.

## **GENERIC LISTING OF CAREER OPPORTUNITIES**

**PHYSICAL SCIENTIST-RESEARCH:** Degree Requirements: BS in Mathematics/Physics required with Operational Research/Engineering emphasis desirable. MS is preferred. Strong background in any of the following fields highly desirable: physical sciences, optics; solid state physics/micro-electronics; physical chemistry; laser technology and applications; signal processing; or communications engineering.

Generic Description: Responsible for engineering developments associated with defining system concepts and technology requirements for highly sophisticated advanced collection systems. Identify and consolidate diverse intelligence collection requirements. Direct and monitor contractor development, fabrication and fielding of segments of collection systems. Coordinate performance, specifications and schedules with other staff and contractor personnel. Develop study plans, reports and budget submissions. Perform technical analyses in support of project activities. Grade range: GS-12 to GS-15.

**ENGINEER:** Degree Requirements: BS in Engineering (electronic, electrical, mechanical). Systems Engineering and/or some engineering business courses would be very helpful. MS preferred. Experience in electrical and optical communication systems, electro-magnetic propagation, antennas and data processing required for



some positions. Experience with state-of-the-art advances in signal processing, custom/very large-scale integrated circuit design and application, laser technology and applications and micro-processors desirable.

**Generic Description:** Manage the development of technical systems from the inception of requirements and pre-contract planning through delivery of hardware. Create, evaluate and select advanced concepts for the development of complex systems. Recommend advances in specific technology areas. Establish system level requirements, specifications and integration of various segments of advanced intelligence collection systems. Plan and conduct technical and programmatic trade studies. Provide day-to-day technical and programmatic direction for contractor teams. Support review, evaluation and negotiation of contract proposals. Participate in planning and budgeting process associated with the establishment of high tech programs. Grade range: GS-11 to GS-15.

**COMPUTER SYSTEMS/OPERATIONS RESEARCH ANALYST:** Degree Requirements: BS in Computer Science, Mathematics, Systems Engineering or a directly related field required. MS is preferred. Must have work experience which includes systems analysis mathematical modeling and simulation software developments. Project planning and contract management experience is highly desirable.

**Generic Description:** Responsible for the establishment of requirements and specifications, analysis and performance of various segments of major intelligence collection systems. Plan, specify, and manage the development, verification and utilization of detailed software-based models. Specify, monitor and evaluate tests and test results derived from laboratory breadboards and equipment in order to verify system performance before commitment of large funding expenditures. Monitor the technical performance of all system segments. Plan, manage and monitor all system-level integration activities. Identify new initiatives and techniques pursuant to improvements in system capabilities responsive to evolving needs and requirements. Grade range: GS-11 to GS-14.

## FOREIGN BROADCAST INFORMATION SERVICE

### MISSION

The mission of FBIS is the collection of information from foreign broadcast and press media to answer the needs of the U.S. foreign affairs and intelligence community. Functions involve radio/TV/press reception, monitoring, selection, translation, editing, analysis, and disseminating collected information to various U.S. Government agencies.

Disciplines which are important to FBIS include:

#### *Liberal Arts*

History, English, journalism, foreign affairs, international relations, language majors, area studies specialists with language skills, social sciences, political sciences.

#### *Science and Technology*

Electrical engineering, communications specialists, radio frequency signal analysis, video production, electronics.

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.

Technologies which are relevant to FBIS include digital communication systems, satellite earth terminals and computer technologies.

### WORKING ENVIRONMENT

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.

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 on a TDY basis for orientation or to provide foreign language support to other offices.

For editors, engineers, etc., short-term TDY's both foreign and domestic, are expected of all personnel. Editorial, engineering and radio frequency analysis career tracks are expected to accept regular foreign PCS assignments as part of their normal career pattern.

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, senior officer positions at the GS-13 level are available. All FBIS career tracks can lead to supervisory positions at the SIS level.

Offices within FBIS have extensive contacts with other Agency components and with external organizations both within the U.S. Government and without. The primary purposes of these contacts is to facilitate the mission of FBIS and coordinate service to other Government agencies as appropriate; to stay abreast of developments, total collection effort, and requirements in area of assigned responsibility; to review and evaluate FBIS reporting and products; and to improve service to consumers in the Intelligence Community.

### CHALLENGE

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 travel available in several career categories. FBIS personnel are able to transfer between career categories if they meet the requirements. 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.

Special challenges include the demand for high flexibility in the employee to respond to rapidly changing conditions and demands to meet developing situations. 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.

### GENERIC LISTING OF CAREER OPPORTUNITIES

**ENGINEER:** Degree Requirements: Bachelor's degree in electrical engineering or closely related scientific field.

Generic Description: Opportunity for broad areas of specialty dealing with analog devices such as receiver complexes and satellite earth terminals to digital communications systems. Employee will serve in Washington, D.C. area and overseas. Overseas assignments can be for a two-year tour or for completion of a special project. Grade range: GS-07 to GS-12.

**MONITORING OPERATIONS OFFICER:** Degree Requirements and Generic Description:

**Engineer:** Degree in electrical engineering; ability to repair video equipment. Employee will work in Washington, D.C. area with occasional short tours overseas.

**Technician:** Associate degree or equivalent experience; ability to receive information, edit tapes, make minor repairs to video equipment.

**Editor:** Experience in communication production; ability to edit tapes, control recording.

**Cruising Monitor:** English-language skills; mechanical aptitude; ability to analyze and summarize data. Shift work required, as well as two-year assignments overseas. Grade range: GS-07 to GS-12.

**INFORMATION OFFICER:** Degree Requirements: Minimum of Bachelor's degree required with a major in English, humanities, history, foreign affairs, area studies or journalism preferred. Individual must have strong English-language skills, a broad understanding of international relations, an ability to assimilate information and apply complex procedures rapidly and make quick, independent decisions.

Generic Description: Information Officers rotate between Headquarters and overseas field bureaus about every two years, work in a fast-paced environment. Overseas officers supervise foreign national translators and teletypists in monitoring, translating, and disseminating intelligence information from open source foreign media (radio, television, press agencies, and publications). In Headquarters, they serve on area desks selecting, organizing and editing material collected by field bureaus for a daily publication which is widely disseminated to analysts and policymakers throughout the government. Officers can expect to serve tours on the FBIS Wire Service, which is a 24-hour operation that provides major government operations and command centers with the most highly significant and time-sensitive material collected by field bureaus through immediate Wire dissemination. Grade range: GS-07 to GS-12.

**LANGUAGE OFFICER:** Degree Requirements: Bachelor's degree or background in social or political science, area studies, international relations, or a scientific or technical discipline. Language skills with a minimum required reading ability at level 4 (on a scale of 1 to 5 where 5 is native) for the more common languages and level 3 for less common languages plus a very good command of English. For rare languages or in cases when requisite science/language combinations are unavailable, FBIS will consider lower levels and provide additional language training after hire. For some positions, usually in the Romance or German languages, proficiency in more than one foreign language is required. Proficiency in speaking and oral comprehension of a foreign language is useful but not required.

Generic Description: Employee is assigned substantive responsibility for following the political, economic, military or scientific affairs of a foreign country, group of countries, or specialized topics within the country. Utilizes a strong working knowledge of the relevant foreign language or languages plus substantive expertise to scan foreign-language newspapers, journals and books and to select for translation, material responsive to intelligence community requirements. Must bring to bear a sophisticated understanding of the language and its connotations, insight into the foreign cultural and political background and a thorough understanding of the terms of reference of intelligence producers. May be called upon for overseas TDY's. Grade range: GS-07 to GS-12.

**ANALYST:** Degree Requirements: Graduate degree or equivalent experience in Soviet or Chinese studies or in studies of other key areas (Eastern Europe, Middle East) with emphasis on domestic or international politics. Reading knowledge of appropriate language or willingness to acquire such knowledge. Ability to perform disciplines research and to relate conclusions directly to evidence. Ability to produce cogently written articles and studies, often against short deadlines.

Generic Description: Incumbent analyzes public statements and commentary carried in foreign media for indications of policy trends, leadership politics, international alignments, and domestic developments. Prepares analytic articles for weekly publication and writes or contributes to special studies addressing issues in greater depth, as warranted by developments and consumer interests. Analysts maintain close and continuing contact with counterparts in other Agency components as well as the Department of State. Grade range: GS-09 to GS-13.

## **NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER**

### **MISSION**

The mission of the National Photographic Interpretation Center (NPIC) is to analyze imagery acquired by overhead collection systems and to report the findings to the intelligence production and foreign policy community. Imagery is one of the nation's key sources of information on subjects ranging from arms control to international crisis management. NPIC is the provider of much of the basic intelligence data on military forces and key international policy issues used to produce finished intelligence.

### **WORKING ENVIRONMENT**

NPIC is a self-contained operation that offers a wide range of career opportunities. The largest contingent of people are imagery analysts. However, the Center also employs imagery scientists, data processing and systems specialists, engineers, photogrammetrists and operations research methodologists who plan for and develop the support structure for imagery exploitation. This includes a large-scale, state-of-the-art data processing system and other specialized systems and equipment. Highly skilled professionals in the fields of information science, graphic arts, and publication and photographic production are also an integral part of the Center's population.

NPIC is now embarked on a recruitment program to increase the staff by several hundred people by the end of the decade. While qualified people in the scientific and technical disciplines are also needed, the major emphasis is on imagery analysis. We are seeking people with a strong record of achievement who have acquired the basic skills and discipline to do research and analysis. Newly hired imagery analysts are afforded a four-month, comprehensive training program to provide them with specific imagery interpretation techniques and substantive skills. Domestic and foreign TDY's are also provided for area and subject familiarization.

NPIC offers competitive salaries, determined by education and experience, for all of its occupations. Career growth and accomplishments are readily acknowledged based on merit. Further academic study of advanced, job-related subjects may also be sponsored on a competitive basis

### **CHALLENGE**

NPIC is the only national center in the CIA. This presents the unique challenge of supporting not only the CIA but other intelligence organizations on a day-to-day basis. It provides the opportunity to work on highly sensitive and timely information which impacts on decisions made by U.S. policymakers. The programs and systems being developed are on the leading edge of technology, thereby offering a professionally stimulating work environment.

## GENERIC LISTING OF CAREER OPPORTUNITIES

**IMAGERY ANALYST:** Degree Requirements: A Bachelor's degree in political science, international affairs, history or other liberal arts area is required.

Generic Description: Incumbent performs analysis and interprets imagery from various sensors and researchers collateral information. Also will conduct briefings and produce detailed reports for use by intelligence consumers. Imagery Analysts are needed to work in the Washington, D.C. area. Openings from entry to persons with prior military experience in imagery analysis. Grade range: GS-07 to GS-14.

**IMAGERY SCIENTIST:** Degree Requirements: A Bachelor's degree in photogrammetry, photographic science, remote sensing, mathematics, physics, computer science with physics or mathematics minor or electrical engineering is required.

Generic Description: Incumbent will perform photogrammetric analysis of complex imaging systems and develop mathematical equations to perform mensuration. Will also perform digital image enhancement and develop techniques and algorithms to maximize information extracted from imagery. Acts as COTR for developing digital image processing algorithms. Work will be performed in the Washington, D.C. area. Openings from entry level to individuals with prior experience. Grade range: GS-07 to GS-14.

**COMPUTER SCIENTIST:** Degree Requirements: A Bachelor's degree in a related field, e.g., engineering, mathematics, photo science, optical physical science or computer science is required.

Generic Description: Positions are available in all areas from analysis, design, programming and maintenance programming to working in a test and evaluation facility involving DEC, personal computers, soft copy displays, local area networks and experimental optical equipment. All positions are in Washington, D.C. Openings from entry level to persons with extensive experience. Grade range: GS-07 to GS-14.

**PROJECT MANAGEMENT ENGINEER:** Degree Requirements: A Bachelor of Science degree in engineering, mathematics, computer science, applied physics plus three to five years experience with hardware and software design and development is required.

Generic Description: Incumbent will be responsible for the engineering developments associated with defining system concepts and developing requirements, specifications and designs for a technical system consisting of a data processing system, digital communications system and a micro processor-based special imagery exploitation support system. Will provide day-to-day technical and programmatic direction for contractor teams and participate in periodic contractor program reviews. All positions are in Washington, D.C. but require extensive domestic TDY's. Grade range: GS-12 to GS-15 depending on background and experience.

## **DS&T CAREER TRAINEE COURSE**

An integral part of the Agency Career Trainee Program is a five-week DS&T course designed to provide new professional employees with an understanding of the mission and functions of the Directorate. The course focus is on the various components of the Directorate and the contribution of science and technology in the collection and production of intelligence. Furthermore, the course provides S&T officers with state-of-the-art overview of the latest technological developments occurring within the Intelligence Community.

### **Requirements:**

1. U. S. citizenship.
2. Minimum Bachelor's degree in either:
  - a. scientific discipline—engineering, computer science, physics, remote sensing, mathematics, photo science, photogrammetry;
  - or
  - b. non-scientific discipline—political science, linguistics, languages, humanities, psychology, geography.
3. Strong oral and written communication skills.
4. School or other experience/activity which indicates leadership ability.

### **Required by most but not all S&T Components:**

1. Ability and willingness to travel—(PCS & TDY—domestic and overseas. Overseas experience acquired by residence, travel, or study highly desirable; ability to communicate easily and tactfully with foreign nationals at all levels.)
2. Willingness and aptitude to learn one or more foreign languages.
3. Strong aptitude for research and writing.

## CENTRAL INTELLIGENCE AGENCY

### STUDENT TRAINEE PROGRAM

The Cooperative Education Program at the Central Intelligence Agency began in 1961 to provide undergraduate students with the opportunity to gain practical work experience in combination with their academic studies.

The Central Intelligence Agency is seeking highly motivated undergraduates studying engineering, computer science, mathematics, economics, management information systems, personnel administration, physics, chemistry, graphic design, geography, and non-romantic languages.

Over the years, the Student Trainee Program has proved mutually beneficial from both a short- and long-range point of view. Initially, only students majoring in engineering were recruited for the program. Today, however, students from a wide variety of fields are given the opportunity to participate in the substantive work of the Agency and to become acquainted with professionals in the intelligence field. At the same time, the Agency is able to assess the student's potential for future permanent employment.

Student Trainees are selected from academic institutions with established cooperative education programs. Students work on an alternating semester or quarter basis and are expected to spend a minimum of three of four periods on the job prior to graduation. They are provided with increasingly challenging assignments which are commensurate with their academic training and their ability to assume responsibility.

In order to allow sufficient time for Agency processing, students are asked to apply four to six months prior to their availability. Students must be United States citizens, must have a minimum GPA of 2.75, and must meet the same employment standards as permanent employees. Students receive many of the same benefits as permanent employees, and their salaries are competitive with those paid in the private sector. Student Trainees are also eligible to apply for the Agency's tuition assistance program.

If you are eligible to apply for this program, please send your resume to:

The coordinator for Student Programs, Department S, Room 4N20J,  
P.O. Box 1925, Washington, D.C. 20013, or contact your college Cooperative  
Education Office.

The Agency is an equal opportunity employer.



## **GRADUATE STUDIES PROGRAM**

The Graduate Studies Program of the Central Intelligence Agency began in 1966 to attract bright graduate students to the Agency. Initially, the program focused on Chinese area and language studies, but it has gradually expanded to include students of other geographical areas, languages and academic disciplines such as international affairs, area studies, economics, engineering, geography, cartography, law and other sciences. A majority of those selected for the program have completed one or more years of graduate study.

Over the years, the Graduate Studies Program has proved mutually beneficial from both a short and long-range point of view. Graduate Fellows benefit in that they have an opportunity to participate in the substantive work of the Agency and to become acquainted with professional foreign intelligence analysts. The results of their research projects are most often of high quality, and some are published and disseminated throughout the Intelligence Community. At the same time, the Agency benefits in that it is able to assess the analytical ability and the potential of the Graduate Fellows for permanent employment. Approximately fifty percent of the participants return to staff employment upon completion of their studies.

To be eligible for the program a student must be committed to attend graduate school during the fall following the summer of internship, must be a citizen of the United States, and must undergo a complete background investigation and polygraph. Students interested in applying for the program should send a letter and resume to the Agency in early fall, but no later than 1 November 1985. The letter should outline the student's planned course of graduate study and should request a copy of the Agency's official application which must be returned to the Coordinator of the program no later than 15 January 1986. Graduate Fellows are also eligible to apply for the Agency's Tuition Assistance Program.

For additional information, contact the Coordinator for Student Programs, Department S, Room 4N0J, P.O. Box 1925, Washington, D.C. 20013.

The Agency is an equal opportunity employer.

**SECTION VII**  
**A SUMMARY OF BENEFITS FOR NEW EMPLOYEES**



## **SALARIES**

The CIA is now offering salaries that are competitive with private industry and in most cases exceed those of academia. Special pay scales are used for engineers and physical scientists. Normally, employees receive overtime compensation (about one and a half times the basic hourly rate) whenever they are directed to work more than the basic 40-hour workweek. Employees are paid every two weeks.

## **LOCATION**

The Headquarters for the CIA is located on the west bank of the Potomac River in Northern Virginia about seven miles from downtown Washington, D.C.

## **MOVING EXPENSES**

For those categories where a shortage of personnel exists, the Agency will pay for certain costs for both personal travel expenses and shipment of household goods for you and your immediate family. The weight of household goods that may be transported and stored temporarily at government expense may not exceed 18,000 pounds.

## **VACATION**

Annual leave (paid vacation) is earned on the basis of total years of federal (both civilian and military) service. A maximum of 30 workdays of annual can be carried over from one leave year to the next. Annual leave is accumulated as follows:

First three years	13 workdays per year
From three to 15 years	20 workdays per year
Over 15 years	26 workdays per year

Additionally, federal employees are not required to work on ten national holidays.

## **SICK LEAVE**

You will earn 13 workdays of paid sick leave per year throughout your career. Sick leave can accumulate without limitation.

## **HEALTH INSURANCE**

In most cases, you may participate, on a voluntary basis, in a large number of excellent health insurance programs, which vary in costs and benefits. From these, you can choose a plan that best suits your health needs and those of your family. The government will pay up to 75 percent of health insurance premiums for its employees and retirees. The government currently pays about 60 percent of the average premium of the six largest health insurance plans available to its employees. These premiums plans provide excellent coverage for the employee and his or her entire family.

## **LIFE INSURANCE**

Through the Federal Employees Group Life Insurance Program (FEGLI), the government offers group term life insurance at low rates and the convenience of payment through payroll deductions. The government pays one-third of the cost of the basic FEGLI plan. To tailor your insurance protection, two additional group term life insurance plans, an income replacement plan, and flight insurance are available.

## **TRAINING**

The Agency is an education-oriented organization and has many fine training programs. All employees receive on-the-job training and most components have formal classroom training for new employees. Internal Agency courses on a variety of subjects are offered by the CIA's Office of Training and Education. Employees often are sponsored for external university and professional training when the program is relevant to the employee's job. Some of the excellent universities in the area include: Georgetown, George Washington, John Hopkins, Virginia, George Mason, Howard, and Maryland. Cash awards are available for the attainment and maintenance of ability in selected foreign languages.

## **MEDICAL SERVICES**

The CIA's Office of Medical Services provides a wide range of physical and psychological programs comparable to those of large corporations and includes free biannual physical examinations and vocational and retirement counseling. Full-time physiologists staff a physical fitness program. A fully equipped Nautilus fitness room and a running track are now in use. A large gymnasium and tennis courts are under construction at the Headquarters complex. An Employee Assistance Program is also available to you and your family to help deal with stress, and with family, financial, marital, alcohol, drug, and other problems.

## **EMPLOYEE ACTIVITY ASSOCIATION**

The CIA's Employee Activity Association (EAA) offers its members a large variety of clubs, activities, and instructional classes. Tickets are conveniently available at reduced prices to sports, theater, and amusements in the Washington area such as Redskins (limited number), Bullets, and Capitals games, Colonial Williamsburg, Kings Dominion, the Kennedy Center, Ford's Theater, and five dinner theaters.

Some of the year-round organized sports include softball, tennis, basketball, volleyball, golf, and football. Social, cultural, and instructional activities include bridge, chess, coin and stamp collecting, art, tennis, and pilot ground school. Other special events include charter fishing trips, ski trips, travel, and United Buying Service.

The EAA maintains a store with over 1,500 items in stock. Discounts up to 40 percent are available on cookware, jewelry, cameras, watches, radios, records, and tapes. VCR's, TV's, etc., may be ordered at savings through catalogues.

## **CREDIT UNION**

Membership in our credit union entitles you to:

- Free checking with direct deposit of pay, no minimum balance, no charges for transactions, 5.5- to 8.25-percent interest paid on checking account balances.
- Check cashing privileges.
- Dividends on savings at competitive rates.
- Money market, 91-day, and Treasury rate certificates.
- Loans—signature, motor vehicle, educational, home equity, and stock secured at very competitive rates.
- In the case of the member's death, loans are insured up to \$10,000 at no cost to the member.
- Individual Retirement Accounts (IRAs).
- Deposits insured up to \$100,000.

New members are eligible for an unsecured loan of up to \$1,500.

## **RETIREMENT**

You will be covered by Social Security and the Civil Service Retirement System or other appropriate federal retirement systems. This dual coverage is part of the transitional retirement legislation enacted by Congress pending its development of a new retirement program to supplement Social Security.

Under transitional legislation, newly hired federal employees contribute 5.7 percent of their salary to Social Security, 1.3 percent to Medicare, and a reduced rate of 1.3 to the Civil Service Retirement System for a combined total of 8.3 percent of gross annual salary. Social Security and Medicare withholdings are applied up to a specific amount of your annual salary.

The new supplemental program is expected to be established by Congress before 1 January 1986 and will cover all new federal employees. It is intended that the supplemental retirement program, when combined with the benefits of the existing Social Security plan, will provide you with an adequate overall level of retirement income.

Employees with five years of service in foreign countries or other qualifying service are eligible under certain circumstances for early retirement under the CIA Retirement and Disability System.

## **VOLUNTARY INVESTMENT PLAN**

This IRS-approved plan is designed to offer you an opportunity to build a "nest egg" to supplement your Social Security and retirement annuity. Participants pool their contributions to invest regularly in a tax-sheltered investment program; there are no employer contributions.

## **HIRING INFORMATION AND REQUIREMENTS FOR EMPLOYMENT**

### **THE BASIC PACKAGE FOR ALL APPLICATIONS MUST INCLUDE**

1. Personal History Statement Parts I & II.
2. Report of Medical History (Form #4204) + Envelope.
3. Authorization to Release Information (Form #3297).
4. Self Identification Sheet (Form #444t).
5. Applicant Information Sheet (Form #3610).
6. College Transcripts

### **GENERAL REQUIREMENTS**

1. PATB:
  - DDI—All components
  - DA—All components except for OC and OIS
  - DDS&T—All components require if applicant received Bachelor's degree within two years. All other applicants for NPIC and FBIS.
  - DDO—All CT applicants
  - DCI—Not required for senior level applicants
2. Other Tests:
  - a. Certificate of Proficiency—OC only
  - b. SET—OF (Professional) applicants only
  - c. Brandon-Wolfe—computer science related positions only; determined by components following file review.
3. Writing Sample (5-10 page unpublished term paper or thesis —)
  - DDI—All components.
4. Qualifications Supplement:
  - DDI—All components
  - DDO—All CT applicants
  - DDS&T—All CT applicants.

**SECTION VIII**  
**APPLICATION AND PROCESSING INFORMATION**





## APPLICATION AND PROCESSING INFORMATION

If you are interested in exploring career opportunities with the Central Intelligence Agency send a resume to the Recruitment Activity Center responsible for the area where you are located. If you do not have a prepared resume, write to the field office and ask to have one of our short application forms sent to you. You may also go to your college placement office and complete one of their prepared forms and send a copy of this to our field office.

When your resume is received in our field office it will be reviewed by a professional personnel recruitment officer and assessed against our current recruitment needs. If he/she finds a match you will be contacted to arrange an interview time and place to discuss your qualifications and specific career opportunities.

If there is a mutual agreement that you should officially apply to the Agency you will be given a full set of application forms to complete. If the position you apply for requires you to take our Professional Applicant Test Battery you will be given an admission ticket to a specific examination site closest to your place of residence. Be sure to attend the examination on the scheduled date, or telephone the Recruitment Center and inform them that you will not attend and, if appropriate, ask to be rescheduled at another time.

It is imperative that you complete the application forms as soon as possible and return them to the Recruitment Center. Do not discuss the fact that you have applied to this Agency except with members of your immediate family.

When your application is received in our headquarters from the Recruitment Center it will be logged in and sent to our Office of Security for an initial review. You may then expect a screening telephone call covering matters of security interest pertaining to your background. When these have been clarified your file will be duplicated and a copy will be sent to all offices that might have an interest in a person with your training, talents, and experience. If an office responds with a request that your application be considered further you will be sent a letter advising you of this interest. The background investigation will then be initiated. In the course of the processing you will be invited to Washington, D.C., at our expense, for personal interviews with each of the components that have requested them. You will be given a physical examination, assessment and evaluation testing and finally a polygraph interview.

Within 30 to 60 days after completing these interviews you will be notified whether we plan to make you a firm employment offer. You will be asked to designate a date when you will be available to enter on duty and be sworn into service with the Central Intelligence Agency.

You are asked to apply as early as possible and be prepared for a four to six months processing time.



**GLOSSARY**

- ADP:** Automated Data Processing.
- CT:** Career Trainee, an employee enrolled in the Central Intelligence Agency's Career Training Program.
- CTP:** Career Training Program, the Central Intelligence Agency's formal, general entry training program for selected officers entering on duty for service in any of the Agency's four directorates.
- DA:** Directorate of Administration, one of the Agency's four directorates.
- DCI:** Director of Central Intelligence.
- DDCI:** Deputy Director of Central Intelligence.
- DI:** Directorate of Intelligence, one of the Agency's four directorates.
- DO:** Directorate of Operations, one of the Agency's four directorates.
- DOD:** United States Government's Department of Defense.
- DS&T:** Directorate of Science and Technology, one of the Agency's four directorates.
- ECM:** Electronic Countermeasures.
- GS:** General Schedule, the primary pay schedule used throughout the United States Government.
- GSE:** General Schedule Engineer, an auxiliary pay schedule to provide additional compensation to engineers. It is used to enhance the recruitment and retention of this highly qualified occupational group.
- GSM:** General Schedule Physicians, an auxiliary pay schedule to provide additional compensation to physicians. It is used to enhance the recruitment and retention of this highly qualified occupational group.
- HF:** High Frequency.
- HRD:** Human Resources Development.
- NIO:** National Intelligence Officer, an officer who is responsible for guiding the Intelligence Community's production of intelligence on certain regions or topics, and a small staff of analysts.
- PCS:** Permanent Change of Station. This is a relocation of work and residence of a government employee from one geographic location to another. It is normally for a duration of two or more years. (see TDY)
- Post Differential:** This is additional compensation paid to attract employees to serve at certain designated less desirable locations.
- TDY:** Temporary Duty. This is a temporary work assignment at a location other than the one to which the employee is assigned.
- USG:** United States Government.
- VLSI:** Very Large Scale Integration. This term is used in connection with the building of micro-electronic chips.
- WPM:** Words Per Minute used in the clerical occupational group to designate the rate at which an employee can either type or take shorthand. In the communications occupational group it is used to designate the rate at which a Telecommunications Specialist can send or receive International Morse Code.