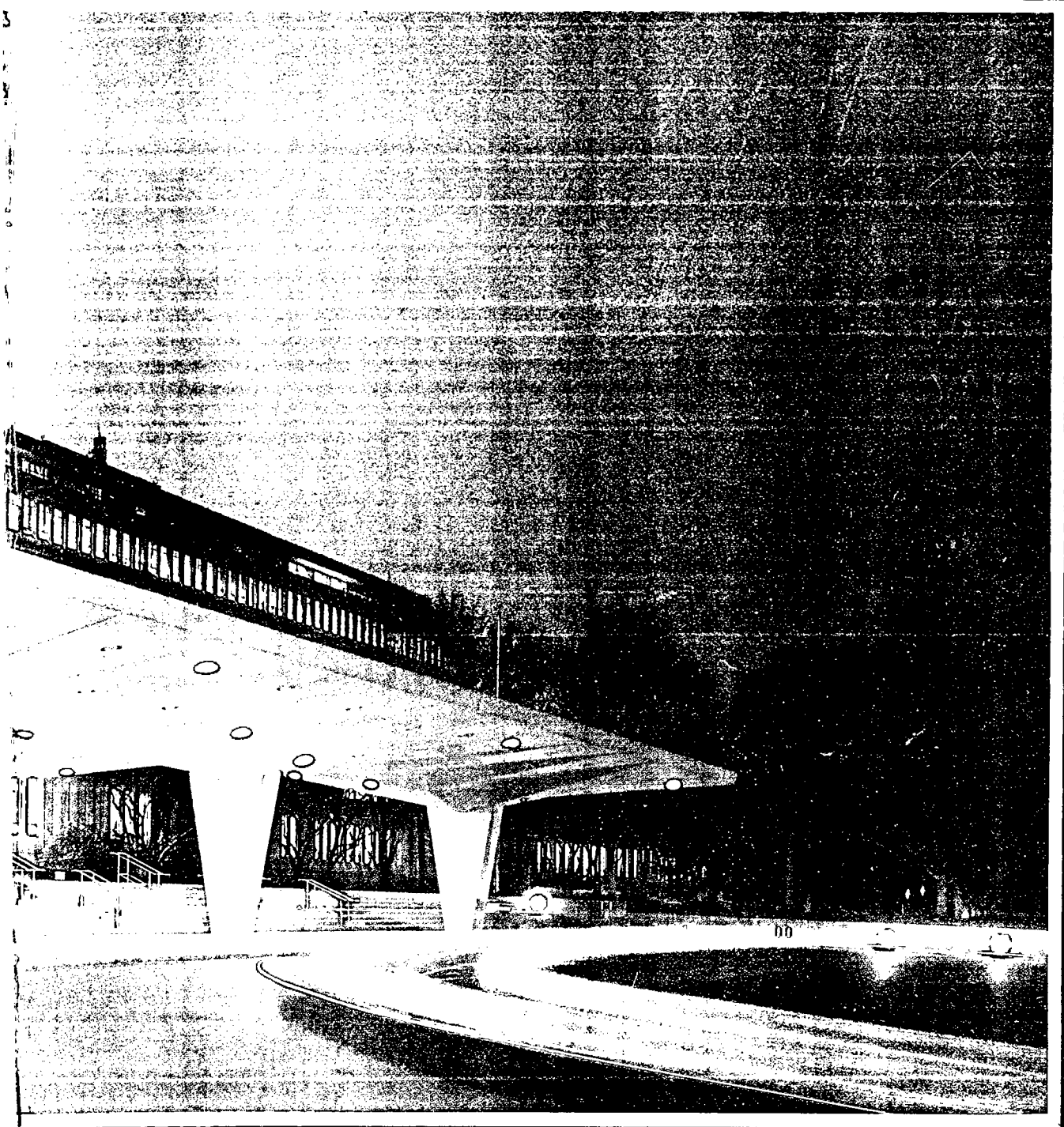


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Directorate of Administration Central Intelligence Agency



Professional Careers With New Horizons

CIA . . . the unique opportunity

An appointment to the Central Intelligence Agency means advantages of uncommon dimensions to your personal and professional life.

You can select the career direction you prefer. You may specialize in one field or subject, expand your professionalism to cover several fields, or concentrate on developing managerial skills. And you may switch career directions as your career progresses and your interests change. In short, you won't be pigeonholed . . . you can always find new horizons and new challenges at the CIA.

But whatever your choice, you will be working on important projects at the leading edge of your field of interest. We cannot afford routine performance . . . the importance of our mission demands the best effort you can produce at all times.

We will give you the support you need. You will be in direct contact and association with senior experts in your field, not only at the CIA but also in other government agencies, in universities, and in private industry. And the resources you need to do the

job right will be available: clerical assistance, reference libraries, and highly sophisticated data processing services and capabilities.

One of the ways CIA rewards excellence is by promotion. How quickly this happens rests on your knowledge, talents, willingness to shoulder more responsibility, and demonstration of your potential to advance. To help you stretch your mind, we support graduate study, provide many training courses throughout your career, and offer opportunities for sabbaticals. You may also be selected for the Career Training Program, which involves intensive training and exposure to all aspects of CIA's mission.

The long and short of it is, that when you join the CIA you have opportunities rarely available elsewhere. In many ways we function like an academic institution; persons familiar with the CIA often refer to us as being "the biggest think-tank in the free world." To that we seek to add the best career features found in private industry including good pay and competitive promotions. The benefits we provide staff members are generous. While they are patterned after those offered by other government agencies, provision is made for benefit programs that reflect the foreign service and unique requirements of CIA employment.

Careers of consequence



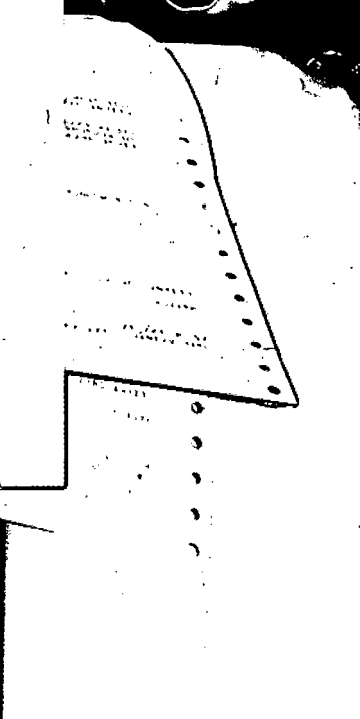
The Directorate of Administration (DA) supports the Central Intelligence Agency with a wide range of essential administrative services.

Because of the complexity and uniqueness of the CIA, the DA offers you a wealth of career opportunities. We employ architects and engineers, security officers, doctors and computer scientists, accountants and communications specialists, instructors and management generalists, personnel officers and records managers, and many other professionals both specialists and generalists. Your career with the DA has great significance, not only for our organization but also for the United States. Your role — no matter what discipline you

embrace — helps assure the CIA's smooth operation and successful mission. Thus, you make an important contribution to the security and well-being of our nation.

Directorate of Administration assignments provide many rewards. You have at your fingertips the very latest in technology — the state-of-the-art resources that enable you to reach your full potential. And we offer you the chance to travel and live abroad, each assignment expanding your personal and professional horizons. You may also associate with leading experts in your particular field, so you can gain advanced knowledge and experience. Ample educational opportunities will be available throughout your career. You may attend classes, seminars, and symposia that keep you abreast of new developments in your areas of interest.

Your career with the Directorate of Administration will be satisfying and rewarding.



The Directorate of Administration (DA) offers a variety of career opportunities.

The DA is a diverse organization. Career appointments are available to both generalists and specialists in these following fields:

Accounting
Banking Operations
Budgeting
Business Administration
Communications
Computer Science
Computer Security
Contract Auditing
Economics
Electronics
Engineering
Civil
Communications,
Telecommunications
Electrical

Electronic
Mechanical
Structural
Finance
Graphic Arts
Health Physics
Human Resources
Industrial Hygiene
Information Management
International Relations
Journalism
Language
Law
Library Sciences
Lithographic Arts
Logistics
Mathematics
Medicine
Nursing
Personnel Management
Photography
Physiology
Polygraph
Psychiatry
Psychology
Security
Systems Analysis
Systems Engineering
Training
Transportation

DA ... the continuous search for excellence.

The Directorate of Administration is one of four major components of the Central Intelligence Agency. The other three Directorates develop and operate technical collection systems, acquire foreign intelligence information and carry out intelligence activities abroad, and analyze and interpret foreign intelligence information for our nation's leaders. The Directorate of Administration supports all of the CIA's Directorates worldwide with the sustaining services they need to function at peak capacity and efficiency. It is a demanding task that requires a continuous search for excellence and improvement.



How we are organized.

The DA is organized functionally as follows:

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 Security develops, maintains, and operates a comprehensive, worldwide security program to safeguard Agency personnel, facilities, information, and activities.

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

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 and accounting for operations; liaison with other government agencies; the development of the Agency's financial procedures; contract auditing; and career management.

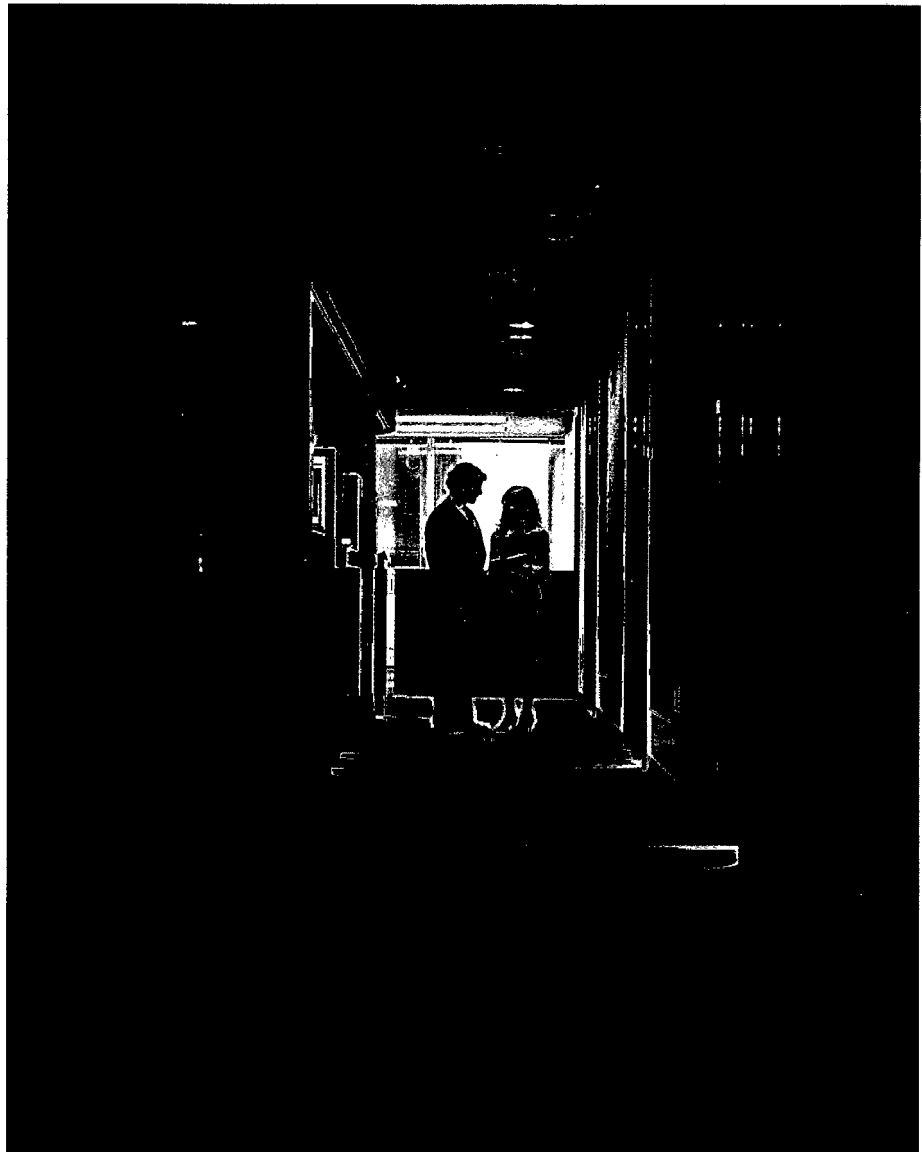
The Office of Logistics provides the entire range of logistical support in the execution of the Agency's mission. This highly diverse office maintains a multi-faceted, complex procurement and contracting system responsible for obtaining a wide variety of supplies, equipment, and services; it also manages a real estate and construction program which includes the acquisition, renovation, maintenance, and construction of Agency facilities. The packing, shipping, and warehousing of materiel 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.

The Office of Information Services is the records manager of the Agency. It is concerned with official records, in all forms, from their creation to their ultimate disposition.

The Office of Information Technology operates one of the most modern computer facilities in the world. It is also responsible for the Agency's domestic communications as well as computer security. 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.

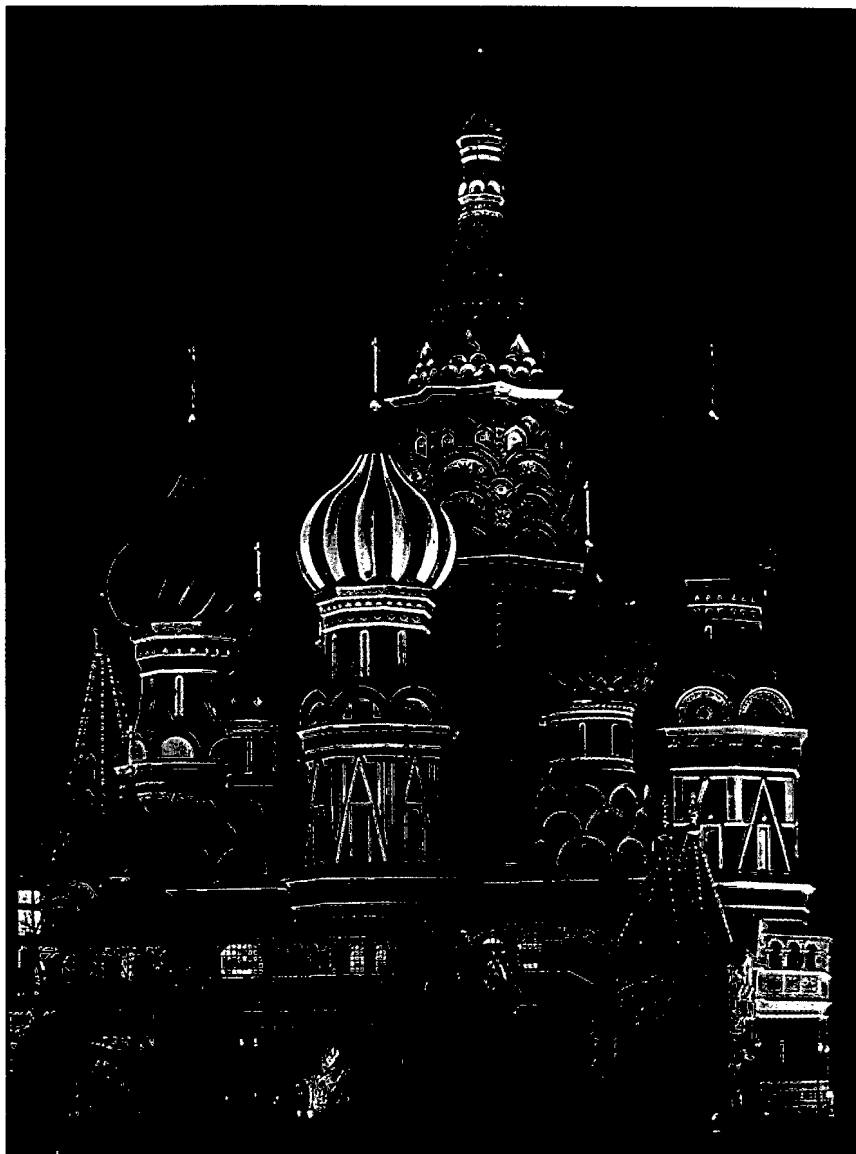
The Office of Communications develops and operates the Agency's worldwide secure telecommunications network. It supports a variety of intelligence-related interagency programs. Communications systems engineers, programmers, and other specialists work at the leading edge of technology to create new solutions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

The Office of 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.



Where you work . . . in the United States and foreign lands.

The CIA Headquarters is located only seven miles from downtown Washington, D.C. Its lovely campus setting in suburban Virginia gives you a variety of options on where to live. You may decide on the countryside, the city of Washington, or the nearby suburbs of Virginia or Maryland. No matter what lifestyle you select, you will find amenities to suit your taste.



Washington, D.C. is a hub of culture. It is also hailed as one of the most beautiful cities in the country, with more parks than any other American metropolis. The majestic monuments, the museums and theaters, the quaint streets of Georgetown, and the many universities contribute to its sophisticated ambience. You'll get caught up in the spirit of the city, cheering its acclaimed sports teams and marveling at its historical sights. Washington is also home to embassies from almost every country in the world. You'll revel in the city's distinct international qualities, with shopping, restaurants, and clubs that compare with the nation's finest. And the seashore and mountains are just a few hours away!

Assignments to foreign lands are essential for Directorate of Administration staff members in certain career fields. For others, overseas duty is not required but opportunities for service abroad are available. Tours of duty may vary in length but standard duration is two or more years. Working overseas is stimulating and exciting. You will experience the challenge and thrill of communicating in another language, meeting interesting people, and making new friends. You will tour places you previously only read about and will enjoy other cultures.

While overseas, you will have many special benefits including increased pay, cost-of-living allowances, housing allowances, shipment of household and personal effects, education allowances for your children, and free medical and hospitalization coverages under certain circumstances.

Extensive education and training programs . . . you never stop learning.

To succeed, you need the two elements of expertise: knowledge and experience.

The Agency gives you experience through on-the-job training and by supporting you as you carry out ever-increasing responsibilities. In a constantly changing world, however, you must update and broaden your knowledge base periodically to remain at the forefront of your field of interest. The Agency recognizes this and promotes continued education and training.

Graduate studies at leading universities are encouraged and you may even draw your regular salary while studying full time. You can also attend the accredited college courses offered at the CIA facilities, or you may choose to take relevant courses at one of the several local universities. You may also select from a wide range of specialized courses given by the Directorate of Administration. Our Language Learning Center enjoys an exceptional reputation for fine foreign language instruction.

The CIA also provides short- and long-term overseas assignments for training purposes.

This educational assistance remains with you throughout your career.

Promotions

The more successful you are, the better the CIA will perform its mission.

Consequently, the Directorate of Administration has created an environment to promote your personal and professional advancement. Let us examine two significant components of this environment.

First, you are given more responsibilities as soon as you are ready to assume them. Promotions are competitive and based on your accomplishments. Your performance and future potential are evaluated annually, and your supervisor reviews each evaluation carefully with you. This means that advancement is really up to you: You are promoted as quickly as you are ready to shoulder more responsibility.

Second, you do not have to leave the CIA if you discover your talents can be more effectively used in another discipline, or if you want to try a new career direction.

If your preference is to stay within one discipline, the Directorate of Administration will support you in every way to reach the leading edge in that discipline and then to extend that edge to new frontiers.

Should you later want to change the direction of your professional life or broaden your areas of interest, we will back you to the hilt. Which means that you do not have to step down to the first rung on the career ladder in a new organization; at the CIA, we will look up and ahead . . . for you.



Career Opportunities in Medical Sciences

The CIA, like many corporations, recognizes the importance of comprehensive health care. Our Office of Medical Services (OMS) plans, develops, implements, and directs the CIA's medical program on a worldwide basis.

OMS services range from administering the Agency's medical selection program for job applicants to giving training and advice on survival to employees. We insure that employees and dependents are healthy before going overseas, and that they are examined again upon their return. In addition, we offer a full range of medical services including clinical medicine, preventive medicine, health education, employee-dependent consultation services, physical fitness services and facilities, and emergency care.

Another important aspect of OMS is the psychiatric programs, which provide diagnostic and preventive psychiatry, psychiatric selection criteria, and psychiatric support of intelligence production.

Career opportunities are available for physicians, psychologists, and medical service officers.

Physicians

As an OMS physician, you will serve at CIA Headquarters and/or overseas as a Regional Medical Officer. You will be responsible for providing medical care, guidance, and support to employees and their families. Starting salaries are excellent and include a \$7,000 to \$10,000 bonus annually. We also provide malpractice insurance for line-of-duty medical practice.

Psychologists

Psychologists provide a broad range of applied psychological services designed to enhance the effectiveness of the CIA. To accomplish this goal, you will focus chiefly on programs and services that improve the Agency's selection and utilization of human resources.

For example, our psychologists developed and implemented the Psychological Assessment Program, which selects the best individuals for Agency employment and matches the individual to the contemplated job assignment. Psychologists also offer job-related counseling services to employees, helping them make personal decisions regarding their duties and careers. You would be involved in Job Performance Research to identify the attributes needed to perform successfully in various CIA job settings; Human Factors Research to design and procure highly specialized equipment which can be operated easily and efficiently; and Organizational Consulting Services to provide CIA management with the techniques needed to study and evaluate the Agency's effectiveness as an organization.

A Ph.D. or equivalent in psychology or personnel management is required.

Medical Service Officers

Consider for a moment the number of paramedical duties needed for an organization with our scope and mission. As a medical service officer you would perform these essential services, including laboratory screening of all phases of physical examinations, diagnosis and treatment of chronic illnesses, field medicine, CPR, and first-aid training. You would also conduct health surveys, and establish and operate independent duty dispensaries. Through progressively challenging assignments, you could advance to senior administrative or managerial positions.

Appointments require a Bachelor's degree as a physician's assistant, an associate degree in a medically related field, or equivalent military or civilian training. Civilian physician's assistant or military independent duty corpsman experience is mandatory.



Career Opportunities in Computer Science and Information Technology

The Office of Information Technology is the center that renders EDP support to *all* groups in the Central Intelligence Agency. It also operates the Agency's domestic communications network and is responsible for computer security. We use computers and information processing to help collect, analyze, and produce intelligence . . . in time to make a difference.

Projects range from large data base management systems and high-speed text search to office-environment microprocessors and electronic mail.

From every aspect . . . volume and timeliness, security and integrity, complexity and accessibility . . . our data processing requirements are some of the toughest in the industry.

To perform our assignments, we have carefully assembled an exceptional group of men and women who operate one of the most modern computer facilities in the world. IBM and Amdahl large-scale processors and minicomputers from several manufacturers host a broad range of operating systems including MVS, JES3, VM, CMS, TSO, CICS, and UNIX. And these operating systems support a wide variety of programming languages and data base systems, such as PL/1, FORTRAN, COBOL, APL, BASIC, PASCAL, C, GIMS, NOMAD, and RAMIS. We also provide a number of proprietary packages used in such varied tasks as economic research, medical technology, and behavioral research.

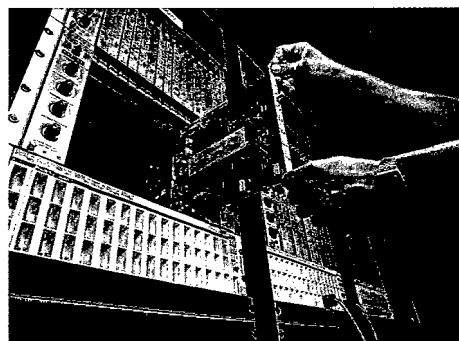
If you enjoy working with some of the best minds in computer science, tackling complex problems that stretch your creativity and make use of your every talent, then the Office of Information Technology is for you.

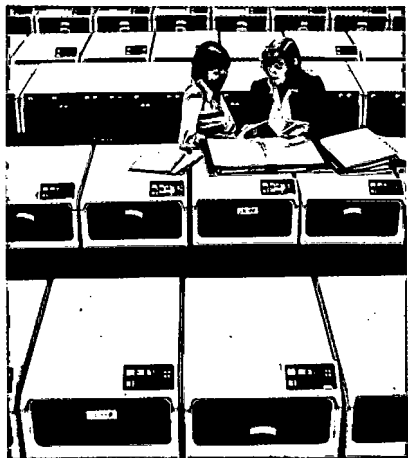
We advance the state of the art . . . consistently.

To meet the stringent demands placed on the Office of Information Technology, we consistently push the frontiers of hardware, software, and systems to new limits.

Take hardware, for example. We use the most advanced equipment furnished by over forty vendors. But we do not stop there. We have created relationships with major manufacturers to obtain their latest developments just as soon as they are made commercially available, as well as participating in early release programs whenever feasible. And our own staff members recommend changes in equipment to make it perform better. When modifications are not sufficient to meet our needs, we work closely with manufacturers to design and develop much of our own hardware. Typically, we determine the requirement specifications, plan the development, and select and supervise contractors.

Similarly, you will have access to the latest and best in applications software packages, many of which have yet to reach the marketplace. We also draw on the resources of private industry and universities to assist us in developing software.





Career appointments

Professional appointments are available to persons with Bachelor's or advanced degrees in Computer Science or related fields: Electrical Engineering, Statistics, Mathematics, and Operations Research.

Your initial assignment will be in the greater Washington, D.C. area. New staff members will be given extensive orientation and training to adapt their experience and academic education to our working environment.

Opportunities are available in two major career fields: computer applications development and computer systems engineering.



Applications Development

Computer programmers and systems analysts develop applications software to support intelligence collection, analysis, and production as well as a broad range of administrative and management functions. Applications include analytical models, graphics, signal analysis, medical technology, office automation, and large integrated data base management systems. Programs are developed and maintained through terminals using a variety of programmer workbench tools available on our timesharing network.

Systems Engineering

Systems programmers, telecommunications specialists, and computer equipment analysts develop and maintain a sophisticated and technologically advanced computer network designed to place computer power directly into the hands of intelligence analysts and support personnel. Tasks include: maintaining system software for interactive, on-line, and batch processing systems; testing and quality assurance for large software/hardware development projects; designing and developing special-purpose information processing systems; testing and installing proprietary software packages; measuring the performance of large-scale computer systems; planning and designing future computer configurations; developing and maintaining telecommunications networks; and interfacing computer equipment.

Computer Security Specialists

In this vital position, you will be 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. Occasional domestic travel is required.

To qualify, you must have a Bachelor's degree in Computer Science or Management Information Systems, complemented by related work experience.

Career Opportunities in Information Services

Since the CIA's business is information, we generate a large volume of records. It is the responsibility of the Office of Information Services to support all groups in the Agency with records management. The Office handles the full life cycle of records, from their creation until their ultimate disposition.

In addition to developing and executing the Agency's information handling programs, we conduct classification reviews, receive and process requests for information under the Freedom of Information Act, and process all Agency regulations, handbooks, and notices.

Career appointments are available at professional and technical levels.

Successful candidates will go through a one-year training program, which consists of formal classroom instruction and on-the-job assignments.

If you apply for the **Professional Training Program**, you should have an advanced degree with study emphasis in computer information systems, information science, business information management systems, management information systems, library science, or medical records services. You may also qualify if you have a Bachelor's degree and relevant practical experience.

If you apply for the **Technical Training Program**, you should have a Bachelor's degree or an Associate degree (or other two-year degree) with study emphasis in the fields listed.

The training programs cover the registry, records management, and information handling fields, including training in automated records; the creation, use, maintenance, and disposition of records; micrographics; and computers and data processing.

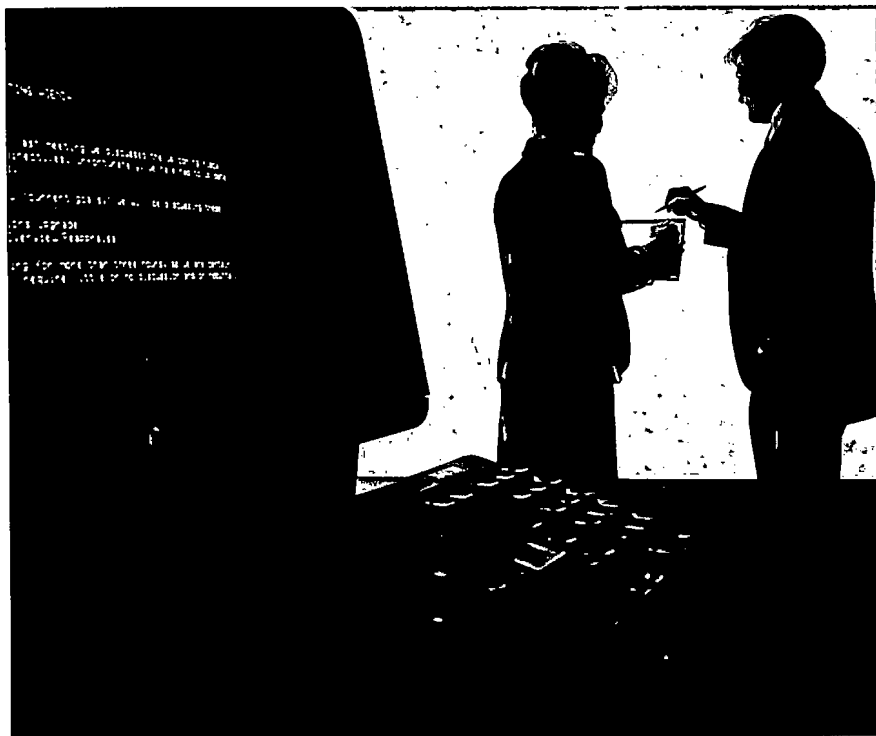
Advancement

Advancement is based upon merit, and you are promoted to positions of increased responsibility as rapidly as your talents permit.

Your initial assignments after completing the training program will be in the control and accountability of documents, creating and maintaining files, and determining the distribution of documents both manually and by computer systems.

Subsequent career advancement will typically bring you to supervisory positions, where you will establish procedures for handling documents in multiple locations within the United States and abroad. You may then advance to positions where you analyze the overall effectiveness of CIA's records management program and develop new methods and approaches to resolving complex problems.

Your career development will be supported by challenging new assignments and also by formal training courses, advanced study at universities, and attendance at professional symposia and meetings.

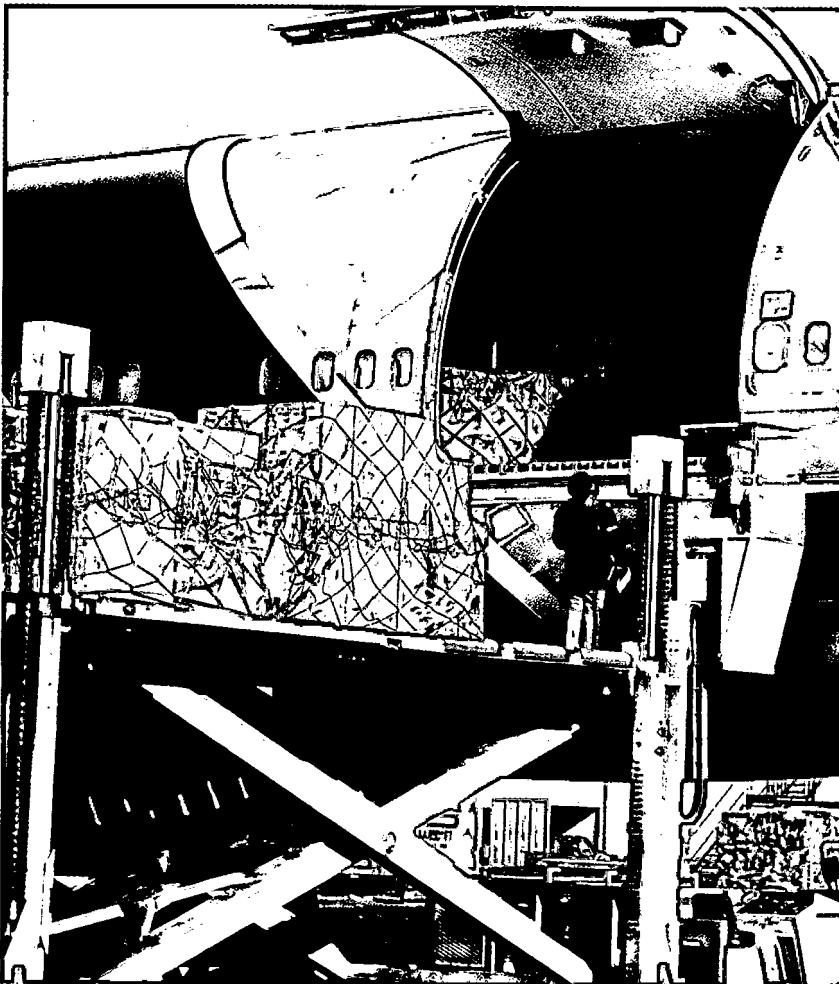


Career Opportunities in **Logistics Disciplines**

Because the CIA is a highly complex organization performing unique assignments in all parts of the world, our logistics functions have been developed to new levels of sophistication.

As a staff member of the Office of Logistics, you will be called upon to use every technique known in the logistics and transportation fields. That is the easy part.

From that point on you tread new ground, tackle new problems which demand not only extensive knowledge but also ingenuity, exceptional problem-solving capabilities, and managerial skills.



Logistics and transportation, as practiced and developed at the CIA, are absolutely essential to the success of our mission.

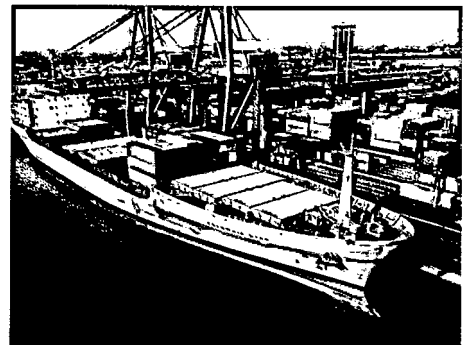
Logistics disciplines include procurement and contracting; supply and transportation of materiel; depot operations; printing and photography; real estate acquisition and maintenance; design and construction of new buildings and renovation and maintenance of existing buildings, as well as management of utilities; plus other functions such as operation of the mail-and-courier system, motor pool, and food service facilities.

The diversity of responsibilities within the Office of Logistics in areas vital to our national security creates an abundance of varied career opportunities for you.

Professional career appointments are available to persons with a Bachelor's or advanced degree in Logistics, Procurement, Architecture, Business Administration, and Engineering (electrical, civil, mechanical, and industrial).

We offer you extensive opportunities for training, including courses in acquisition management, procurement, contracting, field administration, and supply management. We also encourage job-related advanced study at universities on a full-time or part-time basis. You receive your regular salary while attending approved training and educational programs.

In supporting the CIA mission, many Office of Logistics employees will be offered temporary assignments, as well as regular tours of duty, in foreign lands.



Career Opportunities in **Security**

It is the function of the CIA to provide timely, reliable, and useful information to the President of the United States and national policy makers.

In the interest of our nation, virtually all Agency work is done in secret.

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

As a security officer you will be trained through a system of formal training courses and rotating assignments that provide exposure to a wide variety of security disciplines. Investigations, polygraph, physical security, and technical security are just some of the areas in which you might serve. The Office of Security encourages and supports the generalist concept.

Entry-level professional development career opportunities

An unusual potential for career growth is available to you if you are a college graduate who is sharp, perceptive, and able to interact well with all types of people.

Advancement is based on demonstrated ability and performance, including judgment, initiative, flexibility, maturity, and leadership potential.

Security Officer Generalists

Professional appointments are available for which you may qualify. Such positions require a Bachelor's Degree, preferably in the Social Sciences, and excellent communicative skills. Flexibility and mobility are mandatory in order to accommodate many domestic and overseas assignments. Previous military or investigative experience is considered desirable.

Direct Entry-Level Specialist Positions

Polygraph Examiners

Career opportunities are available for experienced polygraph examiners if you want to apply your skills in efforts of vital national importance.

Qualified candidates must possess a four-year accredited college degree together with graduation from an American Polygraph Association (APA) accredited polygraph school. At least two years' experience as an examiner is required.

Electrical Engineers

Challenging, exciting, and unique opportunities are available to you if you want to extend your engineering horizon beyond circuit design, system engineering, contract monitoring, and equipment test evaluation.

Electrical 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.

Qualified candidates must have a Bachelor's degree in Electrical Engineering.

The work is important . . . to you and the United States.

The Central Intelligence Agency offers an outstanding opportunity to the unique individual — the chance for an exceptional career in security. At the CIA security officers are involved in activities significant to the nation and the world. This experience provides an added dimension of personal and professional satisfaction.



Career Opportunities in **Finance and Accounting**

The CIA budget and its financial activities are classified, because disclosure 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 very nature of our organization presents many unique opportunities to financial professionals. The Office of Finance (OF) is responsible for administering the Agency's entire financial operations and accounting systems and we staff numerous budget and planning positions. As a staff member you could be responsible for developing and maintaining accounting systems, financial operations of a given region, financial regulations and procedures, or implementing a variety of financial agreements with other agencies. You could be involved with worldwide funding, administer an extremely unique and complex payroll, audit commercial contracts, or perform a variety of administrative and internal tax audits. Finance officers also formulate and execute the CIA budget at the Office, Directorate, and senior Agency levels. One of the truly unique aspects of serving as a finance professional is that you may be assigned to any CIA component in the Washington, D.C. area, throughout the United States, or around the world. We hire you for a career—not just a job. The rotation policies of the Office of Finance allow a professional to grow in diversity and expertise while serving in many different components.

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

Financial professionals in either industry or academia rarely have such a variety of complex, important, and career enhancing responsibilities.

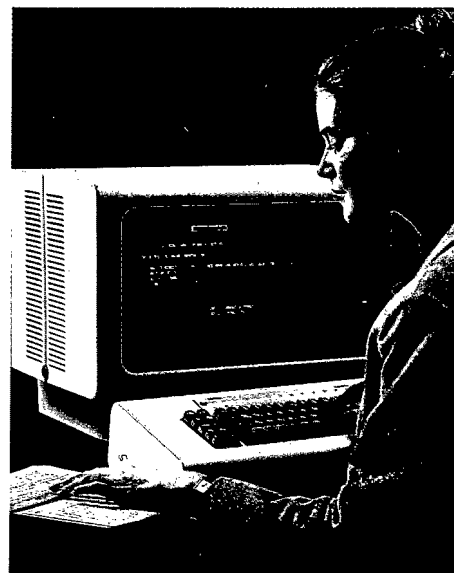
Qualifications

We seek individuals with a Bachelor's or advanced degree in: Accounting, Business Administration, Finance, Commerce, Information Systems, Computer Science, or Economics.

We want individuals 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 an ability to communicate effectively both orally and in writing.

If you are the type of individual who wants variety and a challenging career, the Office of Finance is the place to be. Your 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.



Career Opportunities in Training and Education

The importance of the CIA mission demands excellence from all staff members.

CIA cannot afford to be the second best, because America cannot afford it.

Consequently, training and education are of critical importance at the CIA. Typical staff members spend approximately 10% of their total career in study and training. Last year, the Office of Training and Education (OTE) conducted programs which were attended by more than half of all CIA employees.

The programs we develop and execute are extensive and often unique. We train operations officers in clandestine activities, intelligence, and information science so that they can collect information vital to America's interests. Our language training enjoys an unequalled reputation . . . courses are offered in 25 languages and vary in length from four weeks to eighteen months. The Career Training Program and the Intelligence Analyst Program are among the most extensive and innovative training activities offered in government or industry.

To keep CIA's scientists and engineers up-to-date and ahead of rapid technological advancements, we conduct courses in a wide variety of technical disciplines. We offer comprehensive programs, seminars, and workshops in management techniques for executives and middle-level managers. And over 200 CIA staff members attended the college-accredited courses given at our own offices last year.

We also arrange for CIA employees to pursue graduate studies at leading universities. Other programs include: introductory briefings to new employees, clerical skills training, and the development of supervisory personnel.

Our staff is encouraged to incorporate innovative and creative ideas in course development and presentations. Students are active learners, alert, challenging, asking questions, probing, contradicting. Instructors must be able to think on their feet and have an extra measure of confidence to prevail in this dynamic atmosphere of teaching and learning.

Career Appointments

Most positions require you to have a Bachelor's or advanced degree combined with practical experience. Appointments are available to you if you have a background in: Management Science, Information Science, Computer Science, Operations Research, Organizational and Educational Psychology, Human Resources Management, Political Science, Economics, or International Relations. Language positions require advanced degrees in Foreign Language Education, Applied Linguistics, or Scientific Linguistics. Managers and administrators of instructor staffs are sought, as are social scientists with emphasis on Business Administration, History, and Government.



Career Opportunities in Communications

The CIA's worldwide telecommunications network is developed and operated by the Office of Communications (OC), which also supports a variety of intelligence-related interagency activities.

We work at the absolute leading edge of the different technologies involved. And when the required state of the art does not exist to meet our needs, we develop it. We have the resources to launch and complete complex new projects.

The sophisticated hardware, software, and systems we need cannot be purchased ready-made. So we decide what is needed and set forth the programs to get the job done. Our engineers and scientists direct each program, control it, and contract with various private corporations and academic institutions for some of the bits and pieces. The rest we do ourselves.

Consequently, our staff members have overall project responsibility and the opportunity to follow projects from basic research all the way to operational systems. Our counter-

parts in industry are seldom given this challenge. The Office of Communications has several career positions worthy of your investigation.

Electronic Engineers

You will typically be assigned one or more projects associated with systems design, development, hands-on testing, installation, and technical support. You will work with private industry and government agencies to acquire the systems we need. Commercially available equipment is used whenever possible, but in most cases you will have to develop modifications to meet the CIA's unique requirements and interface the equipment with other subsystems within a complex network structure.

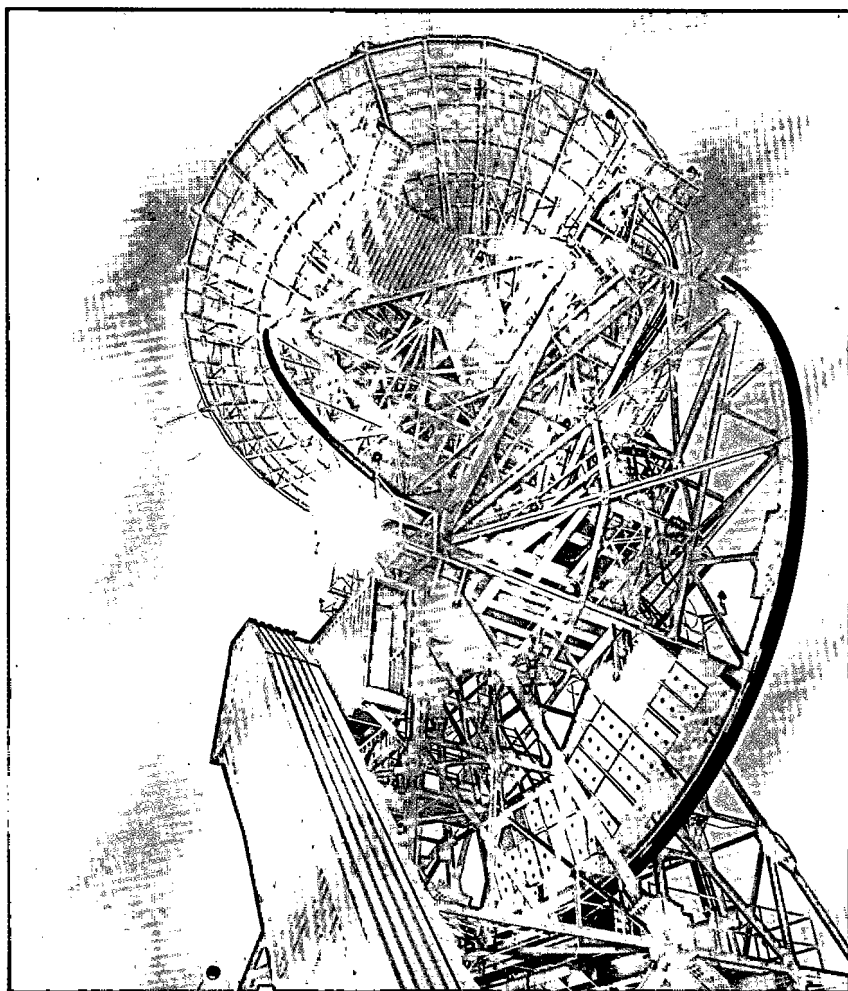
The technical disciplines in which OC provides opportunities for professional growth include: packet switched networks, data communications, VHF/UHF/microwave transmission, satellite communications, computer systems networking, protocols, intelligent terminals, project management, facilities engineering, message switching, local area networks, HF radio, telephone switching, microprocessor applications, COMSEC/TEMPEST, and facsimile.

A B.S.E.E. or its equivalent is required. A Master's degree is desirable, as is experience in any of the technical areas mentioned above.

Computer Scientists

Real-time computer programmers and systems analysts are needed to develop and support a wide range of computer-based communications systems. The technology used in our networks relies on combination hardware/software systems ranging from single microprocessors to complete clusters of medium-scale computers in a multi-tasking, multi-process environment. You will address a full range of operational, technical, and communications security issues.

Programmers and systems analysts must have a Bachelor's degree in computer science or equivalent. Advanced training and experience in real-time assembly or high-level languages is especially desirable.



Career Opportunities in Personnel Administration

When viewing the personnel administration function at the CIA, you should consider that we employ large numbers of persons in just about every academic discipline and occupational category from A to Z . . . from Abstract Mathematics to Zoology. And these persons perform their tasks not only in this country but around the world.

Consequently, you, as a staff member of the Office of Personnel, would be challenged by responsibilities and problems of uncommon magnitude.

Our personnel management goal is to have a system responsive to the changing needs of the Agency and the intelligence profession, while recognizing that our employees are our most valuable asset.



We apply and monitor the CIA's personnel management system in a fair and consistent manner, and with the flexibility required to meet our unique needs.

We perform complex human resources planning and furnish the CIA's management with the suggestions, recommendations, and analysis needed to conduct CIA's mission effectively, now and in the future. We operate a national recruitment program utilizing ten regional offices.

And we develop policies, standards, and procedures for personnel and position management; we authenticate, record, and report CIA position requirements and personnel transactions; we operate a centralized benefits and services program.

Our goal would be to develop you into a generalist capable of performing all of the duties which comprise the personnel management discipline. To accomplish this, you would be rotated to new assignments every two to three years and encouraged to attend formal training programs.

We expect every staff member to gain a high level of professional competence in personnel management and related functions. You would bring your talents and this broad experience to CIA installations around the world, helping to solve problems and ensure that Agency employees get the most from their careers.

Qualifications desired

We seek men and women with a strong interest in the personnel management field. A Bachelor's degree in one of the following disciplines is required: Public Administration, Business Administration, Personnel Management, Industrial Relations, Psychology, or Sociology. A Master's degree or work in personnel, management, or related fields is desirable. You should possess excellent interpersonal skills and the ability to write clearly and concisely. Finally, the Office of Personnel highly values sharp analytical skills and personal flexibility.

Career Opportunities in **General Administration**

The DA also offers you a career as unique as our mission — a career as an Administrative Officer. The Administrative Officer is known as a "Management Generalist." We select this individual to provide broad administrative support to the employees of the CIA in their efforts to collect, evaluate, and report foreign intelligence.

As an Administrative Officer, you would be a key member of the management team and serve as a principal manager of the human and material resources of your component. You would be 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, you would 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 would be important ingredients in your success.

To become an Administrative Officer, you would undertake extensive training and a variety of work experiences. During the first year you would attend the Career Trainee Program to provide you a broad understanding of intelligence work. You would also receive specialized training in the various DA disciplines. This training would be interspersed with several brief interim assignments designed to acquaint you through actual experience with the challenging work performed in the other career disciplines. There might follow a period of full- or part-time language training directed to a specific assignment.

After completing training, you would likely spend three tours totaling six to nine years overseas. There would then follow 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. Your ultimate career goal would be senior management positions where your ability, training, and experience would enable you to play an important role in the future of the Agency and our country.

Qualifications desired

Administrative Officers would normally have a Master of Business Administration or Bachelor's degree from a four-year college, and related work experience. 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 assignments is essential, and previous overseas living experience is desirable.

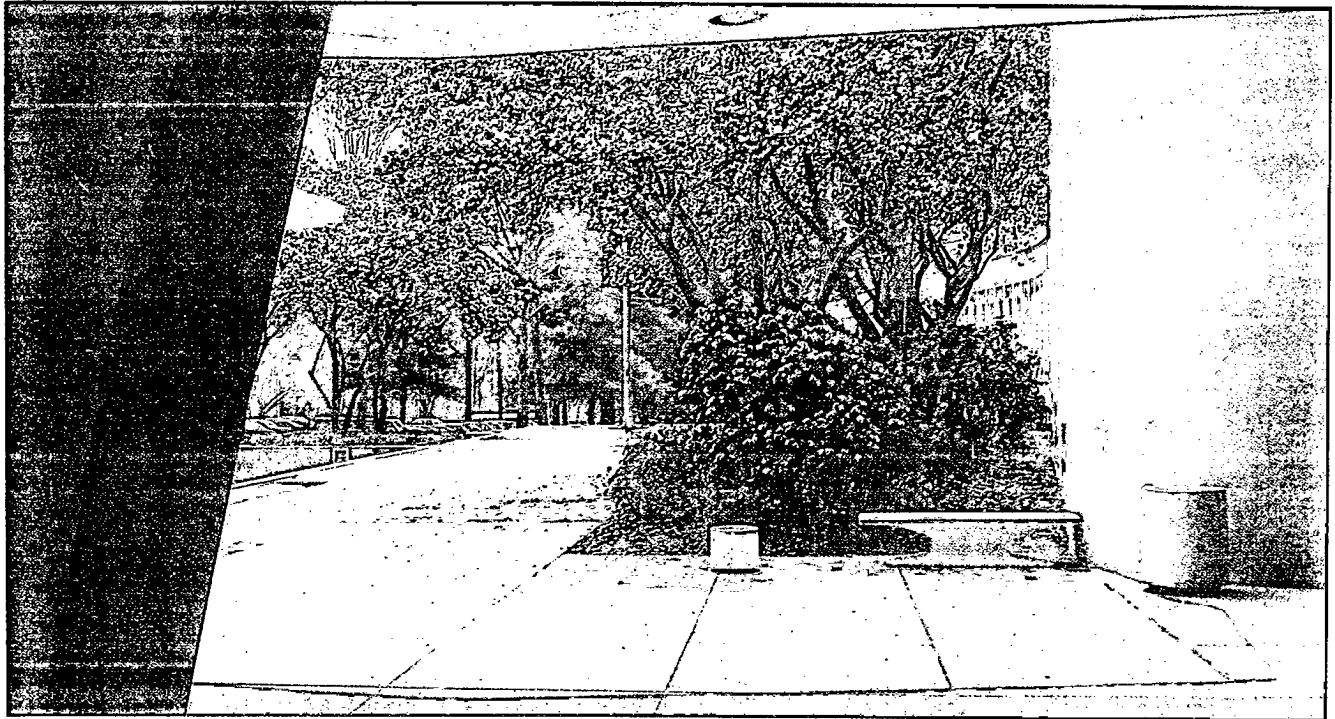
How to explore a career with the Directorate of Administration

We invite all experienced professionals and college students who are interested in a career with the Central Intelligence Agency to apply, and to apply early.

Because of our unique mission and its importance, we must conduct a background security investigation of each applicant. For this reason, it is important that you contact us well ahead of the time you expect to start working.

To apply, write to the Office of Personnel, Directorate of Administration, Central Intelligence Agency, Washington, DC 20505. Enclose a resume of your education and work experience, and request that we send you the preliminary application forms.

If you are in college, see your Placement Officer and request an interview with the CIA representative who visits your campus or whose regional office may be situated nearby.





Directorate of Administration
... where your career is America's strength

