

# Organization

## Location

The George Bush Center for Intelligence (Headquarters) is located in suburban McLean, Virginia, on the west bank of the Potomac River. It is about seven miles from downtown Washington, DC, and is convenient to many Virginia, Maryland and Washington, DC residential areas. Bus transportation is available, as well as carpools and van-pools from an even wider geographical area, including points in West Virginia, southern Virginia and eastern Maryland.



The Washington area, in addition to being the policy-making and world affairs hub, is one of the competitive centers of technology in the United States. The area also offers extensive cultural and lifestyle activities such as museums, professional sports teams, shopping and restaurants.

## Environment

The CIA is an equal employment opportunity employer and fosters an environment where every employee is valued for his/her individual contribution to the accomplishment of our mission. Each employee has an opportunity to reach his/her fullest potential in a professional and challenging work environment.

The George Bush Center for Intelligence has a campus-like atmosphere with lovely grounds and well-designed work areas. Artwork and displays from around the world add interest to the

busy day. Employees have a choice of a variety of foods in the modern cafeteria and Food Court or can arrange to have an elegant lunch in the Agency Dining Room. To keep in shape, employees have access to fully-equipped fitness facilities, a jogging track and walking paths. A company store, recreational and activity clubs, access to entertainment tickets, an on-site dry cleaner, film processing and a barbershop add to our employees' quality of life.

In addition to Headquarters, there are several modern and convenient sites throughout the Washington, DC area.

## Salaries

The CIA offers salaries that are competitive, and employees are paid every two weeks. In addition to basic pay, in certain circumstances, employees may be eligible for overtime compensation, holiday pay, night differential, Sunday premium pay and/or certain allowances. In addition, the CIA has an Awards and Recognition Program providing opportunities for employees to receive honorary and monetary awards.

## Moving Expenses

CIA employment requires relocation to the Washington, DC metropolitan area. Some moving expenses may be covered. Please speak to a recruiter regarding your eligibility for this benefit.



Life at the  
Central Intelligence Agency



THE WORK OF A NATION. THE CENTER OF INTELLIGENCE.

[www.cia.gov](http://www.cia.gov)

# Benefits

## Paid Time Off

### Annual Leave

 Annual leave accrual rates are determined by an individual's total years of federal service, including both civilian and military service. Applicants who have retired from the armed services, however, may not be eligible for this benefit. Military retirees who receive an offer-of-employment should confer with their recruiter regarding their annual leave accrual eligibility.

Years of Service	Hours/Pay Period	Days/Year
Less than 3	4	13
3 but less than 15	6	20
15 or more	8	26

*Accrual rates are based on full-time employment. Part-time employees accrue at a pro-rated amount. In some cases, private sector experience may have an impact on annual leave accrual rates.*

Employees typically are allowed to carry a maximum of 30 work-days (240 hours) of annual leave from one leave year to the next. Employees with overseas service can carry up to 360 hours, and Senior Intelligence Service officers, up to 720 hours.

### Sick Leave

Full-time employees accrue four hours of sick leave per pay period, or 13 workdays per year. Part-time employees accrue at a pro-rated amount. Unlimited hours of sick leave can be accumulated and carried over to succeeding years. Sick leave can be used for personal illness, care of sick family members, adoption, and medical appointments.

### Family Friendly Leave

Allows an employee to use up to 13 days (104 hours) of their available sick leave per year to provide general health care for a family member or to plan or attend a funeral of a family member. Employees may use up to 60 days (480 hours) for serious health conditions of a family member.

### Home Leave

Full-time employees accrue 15 days (1.25 days/month) of home leave for each year of overseas service.

## Federal Health and Life Insurance

The Federal Employees Health Benefits Program (FEHBP) offers employees a number of fee-for-service and HMO health insurance plans which vary in costs and benefits. Through the Federal Employees Group Life Insurance (FEGLI) Program, group term life insurance is available at reasonable rates via payroll deductions.

CIA pays a percentage of the premium for federal health and basic life insurance programs, which offer coverage for eligible employees and their family members.

## Supplemental Insurance

Additional supplemental federal insurance benefits offered are the Federal Employees Dental and Vision Program (FEDVIP), the Federal Long Term Care Insurance Program (FLTCIP), and dependent care or health care Flexible Spending Accounts (FSA). The Compass Rose Benefits Group offers non-payroll deducted specialty products to include: Group Term Life Insurance underwritten by New York Life Insurance Company, Paycheck Protection, Long Term Disability (LTD), Travel Insurance and Group Accident Plan (GAP).

## Education and Training

CIA encourages career-long learning and provides employees with access to a variety of training programs. All new employees attend a dynamic nine-day introduction to the Agency, and most receive on-the-job and formal training through a wide variety of internal classroom and online courses. Employees also may be sponsored for external university and professional training, both full-time and part-time, in programs that are relevant to their jobs.

Following are some of the excellent universities in the area: University of Virginia, University of Maryland, Georgetown University, George Washington University, Johns Hopkins University, Howard University, Gallaudet University, George Mason University, Virginia Polytechnic Institute and State University, and Marymount University.

The Agency has a language school for employees who need to acquire a new language and makes instructors available for language maintenance training in many languages. There is also a wealth of language self-study material available for use at work and at home.

## Retirement

New employees with no prior federal service are covered by the Federal Employees Retirement System (FERS). Under this system, employees contribute 6.2% of their salary to Social Security, 1.45% to Medicare, and .8% to the Retirement Fund for a combined total of 8.45% of gross annual salary. Minimum retirement age under FERS is dependent on date of birth, but ranges from age 55 to 57. After completing five years of qualifying overseas service, FERS participants may be eligible to participate in the FERS Special retirement systems. FERS Special allows an employee to retire at age 50 with 20 or more years of service. Employees who are rehired under the Civil Service Retirement System (CSRS) or CSRS Offset after a break in service of more than three days have six months from the date of rehire to transfer to FERS, should they so elect.

## Thrift Savings Plan (TSP)

TSP is a retirement benefit for federal employees similar to "401(k)" plans available in the private sector. TSP is one part of the FERS three-part retirement package: FERS basic annuity, Social Security and TSP. There are five investment funds in three investment categories: government securities, income and corporate bonds/stocks. You may also choose a life-cycle fund based on your anticipated withdrawal date. Life-cycle funds contain a professionally determined mix of the five investment funds. TSP participants may borrow money from their own TSP contributions and the earnings on those contributions.

You will be automatically enrolled in the TSP at three percent (3%) of your base salary each pay period and have the option to contribute more. You receive Agency Matching Contributions on the first five percent (5%) of basic pay contributed each pay period. There are no matching Agency contributions for Civil Service Retirement employees. You may start or change your TSP contributions at any time. Employee contributions are limited only by the Internal Revenue Service (IRS) elective deferral limit. Employees age 50 and over can contribute an additional amount in catch-up contributions.

## Work-Life Program

Comfortably balancing career and family requirements is an important issue to employees and managers within the Agency. The CIA's foundation of policies and programs are designed to help employees cope with the dynamic complexities of today's work and family life.

Representatives from Employee Family Services Division provide information, make referrals, and answer questions about work and family issues such as child and elder care, education, health and wellness, financial and legal assistance, relocation, home improvement or any other life event.

## The Family Advisory Board (FAB)

The Family Advisory Board (FAB) serves as a liaison between Agency families and the organization. The FAB, comprised of volunteer spouses and domestic partners of Agency officers, serves as an advocate for family friendly policies and practices, with an emphasis on communication, education and outreach. Members serve a two year term, with the possibility to continue longer. The FAB provides a unique opportunity for spouses and domestic partners to learn more about the Agency, meet with management to discuss work related family concerns, and play an important role in helping employees and families.

## Special Leave Programs (SLP)

The Agency offers Medical Leave Bank membership and participation in the Voluntary Leave Transfer Program and Inter-Agency Leave Transfer Program as a short term disability benefit to help employees cope with family and personal medical emergencies. Each program allows an employee to remain in a paid leave status during periods of extended personal or family medical emergencies and incapacitation, up to the program limit.

## Student Loan Repayment Assistance Program (SLRAP)

The Student Loan Repayment Assistance Program (SLRAP) helps employees within their first 6 years of Agency service by repaying a portion of eligible student loans incurred prior to employment. Financial assistance is based on the employee's monthly student loan payment up to the program limit.

## Alternative Work Schedules and Hours

Striking a balance between work and life obligations is a difficult decision. With supervisor approval, the Agency allows for flexibility in scheduling working hours and tours of duty for its employees, including standard, compressed, and five flexible work schedules. In addition, there are part-time opportunities and job sharing arrangements when office needs permit.

## Agency Diversity Council and Employee Resource Groups

The Central Intelligence Agency is a diverse workplace as evidenced by the number of affinity groups that the CIA supports. The Agency Diversity Council (ADC) is a cross-cultural advisory group looking at ways to gain a greater understanding of the Agency's internal diversity initiatives. The Agency Employee Resource Groups' members support the ADC by planning diversity awareness training and/or programs that promote and sustain diversity. Membership to these groups is open to all employees.

## Health Services

CIA's Office of Medical Services (OMS) provides a wide range of health programs comparable to those of large corporations, including occupational health, immunizations, and medical examinations for foreign travel, safety training, wellness classes, and vocational and retirement counseling. OMS also offers an Employee Assistance Program designed to help with family, financial, marital, alcohol and drug concerns.

## Physical Fitness

There are two fully equipped fitness facilities and a jogging track at Headquarters attended by exercise physiologists who can evaluate fitness and prescribe exercise. Off-campus sites have unattended fitness centers and shower facilities. Employees are encouraged to take advantage of the many different exercise and wellness programs currently available at the Agency. Employees may walk, run or bike in the immediate area surrounding their work location. Full-time employees are authorized up to three hours of excused absence per week, when mission requirements permit, for participation in physical fitness activities.

## Childcare Subsidy Program

Employees with a child or children enrolled in a licensed or regulated day care program and who earn a combined total gross family income of \$70,000 per year or less may be eligible to receive assistance with day care tuition. The program applies to children up to 13 years of age, or to age 18 in the case of a disabled child.

## Employee Activity Association

The Employee Activity Association, Inc. (EAA) is an organization that offers members a wide variety of in-house retail services and enjoyable leisure activities. Employees can shop for an extensive array of quality personal and gift merchandise, including The Northface and Under Armour, at a discount. They can also purchase entertainment tickets for theaters, sporting events, movies (at a discount), and theme parks (at a discount). Headquarters offers a unisex hair salon staffed by both female and male barbers who offer haircuts and shampoos. Members can play in year-round intramural sports programs; participate in social, educational, cultural, and recreational clubs; aerobic classes; and health and fitness groups such as Weight Watchers. EAA provides various philanthropic donations and assists a variety of quality-of-life activities with limited monetary support.

## Credit Union

The Credit Union is a full service financial institution with six branches and a 24-hour PC Banking program. Membership in the Credit Union entitles employees and their family members to:

- Free checking with no minimum balance, no monthly or per-item fees, and interest paid on any balance
- Direct deposit of your paycheck & ATM access
- Convenience Services: bank-by-phone, check cashing privileges, safe deposit boxes and more
- Loan Services: VISA® Classic and Gold Credit Cards, new and used car loans and leases, educational loans and more
- Free Auto Locating Service
- Mortgage and Equity Loans
- Smart/Move® real estate service that gives members a cash rebate when buying or selling a home with Smart/Move®
- Deposits are federally insured by the National Credit Union Association

## Voluntary Investment Plan

The Voluntary Investment Plan (VIP) is an IRS-qualified 401(A) pension plan. It is designed to offer employees an opportunity to supplement their Social Security, retirement annuity, and Thrift Savings Plan contributions. Participants pool their contributions to invest regularly in a tax-deferred program consisting of four investment options. Contributions are payroll deductions. There are no employer matching contributions.

