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Central Intelligence Agency

Washington, D.C. 20505

DDI- 02561/84/1

ADDI CHRONO
27 APR 1984

STAT

Notre Dame, IN 46556

Dear

STAT

I want to thank you for agreeing to participate in our seminar on campus recruiting. We look forward to hearing your thoughts on how we can be more effective in finding the bright young scholars we need.

As indicated when he spoke to you, the seminar will be held in our building in Langley, Virginia on Friday, May 11th. It will begin at 9:30 and end at 3:30. A detailed agenda is enclosed. We are particularly interested in your observations on how we can better use your university's placement services to reach the students we are most interested in; your past experiences with CIA recruiting teams; the wisdom of high visibility, once-a-year visits as opposed to a number of smaller trips; the use of ads in the campus newspaper; and on any other issues relating to recruiting you may wish to raise. During the seminar, we will outline our tentative recruiting plan for you, and brief you on our specific interests and hiring procedures.

STAT

Please make your own travel and hotel arrangements. We will cover in full your coach class plane fare plus hotel and meal expenses not to exceed $75 per day. We are authorized to pay you a consultant's fee of $150 as well. Ground transportation to and from your hotel and to and from our building will also be refunded. We ask that you obtain a receipt for all expenses exceeding $15. We will settle your accounting after the seminar ends on Friday afternoon. Depending on the plane schedules, you may want to arrive Thursday evening. There are a number of major hotels in the Tyson's Corner area, including a Marriot, a Ramada Inn, and a Holiday Inn, that are approximately 15 minutes from our building.

Please instruct the taxi to take you to the Rte. 123 entrance to the compound. A guard at the gate will ask you to identify yourself and direct you to the front of the building.

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Go to the reception area off the lobby, identify yourself again, and inform the receptionist you are here for the DDI seminar on recruiting.

If you have any questions, please call us collect at [redacted] and ask for [redacted] Thank you again for agreeing to help us. STAT

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[redacted]

Richard J. Kerr
Associate Deputy Director for Intelligence

Enclosure:

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AGENDA

9:30 - 10:00	Welcome and overview
10:00 - 11:30	Presentation on DDI mission and organization; what analysts do; qualifications and needs; the hiring process
11:30 - 12:00	Brief tour of building
12:00 - 1:00	Lunch in Executive Dining Room
1:00 - 3:30	Discussion of how the DDI can be more effective in its recruiting effort
3:30 - 4:00	Refund of expenses

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