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Central Intelligence Agency

Washington, D.C. 20505

DDI- 04462-84

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STAT

American Graduate School
Of International Management
The Thunderbird Campus
Glendale, Arizona 85306

Dear

STAT

I want to thank you for agreeing to participate in our seminar on the Directorate of Intelligence. We look forward to telling you about the many career opportunities here and hearing your thoughts on how we can be more effective in finding the bright young scholars we need.

The seminar will be held in our building in Langley, Virginia on Thursday, 16 August and Friday, 17 August. An agenda and a list of the participants are enclosed. We plan to make detailed presentations on what we do in the Directorate of Intelligence, the type of people we look for, and the mechanics of our hiring process. We will also talk about our summer internship and co-op programs, and put you together with some new hires so you can ask them about their experiences.

We are very interested in your views on how we can be more effective when we visit your campus. A list of issues we would like you to think about is enclosed. We have set aside Thursday afternoon for you and the other attendees to discuss among yourselves these and any other issues before passing your views on to us.

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 $300 as well. Ground transportation from your home to the airport, from the airport to your hotel, from your hotel to our building and back will also be refunded. Please use taxis; we cannot authorize a car rental. We ask that you obtain a receipt for all expenses exceeding $15. The $300 will be paid at the time of the seminar; a Treasury check for your expenses will follow within two weeks. There are a number of hotels in the Tyson's Corner area that are approximately 20 minutes from our building. The Rosslyn area opposite the District of Columbia also is convenient, close to National Airport, and boasts several major hotels. Rosslyn is approximately 30 minutes from our building. A list of hotels is enclosed.

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Please instruct the taxi to take you to the Route 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. 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. STATSTAT

Sincerely

[redacted] STAT

Richard J. Kerr
Associate Deputy Director for Intelligence

Enclosures

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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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Issues for Discussion in No Order

-- What don't we do well when we visit your campus

-- The utility of a one time high visibility visit to recruit for the entire DDI as opposed to smaller, more focused visits throughout the year by individual DDI components

-- The best time to visit

-- The value of a group information meeting with individual interviews afterward

-- The Agency's strongest selling points, areas of student concern

-- How best to coordinate Agency recruiting efforts with multiple campus placement centers and academic departments; faculty willingness to suggest the DDI as a career option to brightest students

-- The attitude toward the Agency

-- The value of inviting in placement directors from other schools for a presentation on the DDI

-- The competitiveness of the DDI as an employer

-- Whether placement centers can provide feedback to us on the effectiveness of our recruiters, student reaction to our presentations

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AREA HOTELS

Tysons Corner Area

Ramada Inn	(703) 893-1340
Tyson's Corner Marriott	(703) 734-3200
Tyson's Westpark	(703) 734-2800

Rossyln Area

Key Bridge Marriott	(703) 524-6400
Rosslyn Westpark	(703) 527-4814
Sheraton Crystal City	(703) 486-1111

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