

TAB

70.300-1
4706

21 August 1970

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Intelligence *EUP*

FOIA b3 b1

SUBJECT : [REDACTED] Linguist Retirements

1. This is a report on prospective linguist losses through mandatory retirement over the next three to five years and [REDACTED] plans for coping with the situation. Such report was requested in the Executive Director-Comptroller's 9 July 1970 memorandum approving a further extension of Czech/Slovak linguist [REDACTED] reserve appointment, which [REDACTED] gratefully acknowledges.

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2. [REDACTED] stands by reason of mandatory retirement to lose 36 staff linguists through FY 1975: six in FY 71, eight in FY 72, six in FY 73, and eight in each year FY 74 and 75 (TAB A--Basic Fact Sheet). This from a 1 July 1970 total of 156 in professional grades up to GS-13 monitoring foreign radios, exploiting foreign newspapers and journals, translating classified materials, and performing TDY and PCS assignments for other CIA components.

3. Another 25 staff linguists are now eligible for optional retirement or will become eligible during the next five years. Eleven of those scheduled for mandatory retirement are eligible to opt out earlier (TAB B). Optional retirements have so far been negligible among staff linguists but we must assume some losses by this route.

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4. [REDACTED] lost 61 staff linguists during the past three years, 38 for reasons other than retirement or separation (TAB C). There were 14 inter-office transfers, 21 resignations, and three deaths. We already know of two transfers and two resignations in FY 1971. Our greatest losses involve the young professionals who having seen what a career as a staff linguist holds for them choose to go on to other things. Eighty percent of those transferred or resigned were below journeyman grade of GS-11. Such losses will undoubtedly continue.

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5. Potential losses through optional retirement, transfers, and resignations compound the replacement problem created by the 36 mandatory retirements scheduled over the next five years. Many of these 36 are among the most skilled, experienced, and productive staff linguists in [redacted] They represent a heavy loss in native, scarce, technical, and multi-language skills (TAB A). The postwar emigre who has provided the Agency with much of its native-level language skill is a vanishing breed. Applicants with any of those skills are rare. Training involves dedication, time, and money. To pay off the individual must stay with us in a linguist job. Yet the road to promotion takes the linguist away from his specialty.

6. Plans to cope with this situation include aggressive recruitment, specialized training, use of cleared contractors, and, as a last resort, deferment of mandatory retirement. These plans are already underway.

7. Recruitment - The Office of Personnel is seeking highly-qualified applicants in the language skills we presently lack or stand to lose through mandatory retirement over the next 18 months: Chinese, Arabic, French, Spanish, Italian, Russian, Bulgarian, Serbo-Croatian, Albanian, Vietnamese, and Persian. We are screening [redacted] independent contractors for other possibilities. Those uncovered who survive the clearance procedures will be brought on duty as requirements at the time indicate and staff ceilings and headroom permit.

8. Training - [redacted] drew up a Five-Year Language Training Plan in December 1969 covering both anticipated losses and important language gaps. Those efforts requiring outside support were included in this year's [redacted] Five-Year Plan. Provision was made for some [redacted] for language training at State and Defense Department facilities. Two Chinese linguists are attending the FSI Language School in Taiwan and one Korean linguist the Army language school in Monterey this year. We plan to continue this program but much will depend upon the availability of suitable candidates whose services we can expect to retain. We will continue to depend heavily upon the Office of Training for both full time and part time language training. On the [redacted] side of the coin, we plan to do more to familiarize [redacted] linguists with military, scientific, and technical matters through external training and field trips. If necessary we will recruit personnel with the needed substantive skills and train them as linguists.

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9. Cleared contractors - [redacted] has embarked on a program to establish and maintain needed language capabilities where recruitment and training do not suit FOIA b3 b1 where full time staff employment is not necessary. [redacted] has seven cleared, part time linguist contractors, three of whom are retirees (TAB D). The Office of Personnel is now screening Agency retirees for foreign language skills of interest (TAB E). FOIA b3 b1 contracts are to be extended to the most valuable [redacted] linguist retirees and invoked only as needed to perform classified translations which cannot be handled by available staff employees.

FOIA b3 b1 Classified translation load, generated entirely outside [redacted] is heavy, demanding, and variable. We produced 26,000 pages in FY 1970, using about 30 staff linguist man-years. The special skills, experience, and productivity of our older linguists are precisely those qua FOIA b3 b1 needed for this work and become no less so at age 60. [redacted] press exploitation and linguist TDY/PCS assignments are more appropriate in younger hands.

Cleared, part time contractors provide the most economical and effective means of dealing with classified translation requirements which fluctuate over time and by language. They allow ceiling and headroom for recruitment and training. In the future not only will these contract employees be used to lighten the translation load, but also to assist in better preparing their designated successors. Thus they will serve to ease the adjustment to future departures of experienced linguists.

10. Deferment of mandatory retirement - Most requests for deferment involving [redacted] staff linguists have been generated by the linguists themselves for reasons of personal hardship. [redacted] has given varying degrees of support to these requests based on operational considerations. Henceforth it is our intent to use this procedure only when there is a critical language problem which cannot be met by any other means.

11. Our specific plans for dealing with mandatory retirements during the next three years are as follows:

FY 1971 - Proceed with recruitment and training. Depending upon our success and upon requirements for classified translations offer cleared, part time contracts to

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[redacted] has asked for deferment on compassionate grounds. If not approved, offer [redacted] contracts if the Chinese classified translation workload warrants it. It does not at this time.

FY 1972 - Continue recruiting and training. As needed, offer contracts to

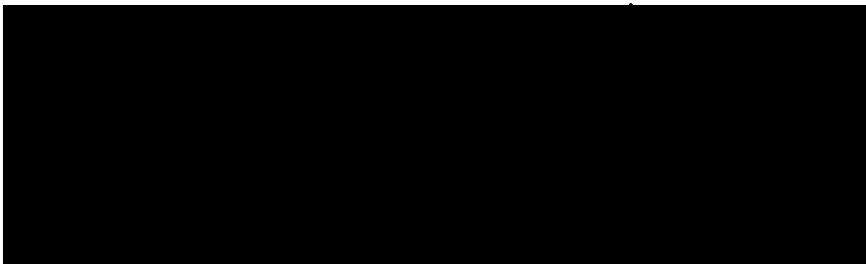
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FY 1973 - Continue recruiting and training. As needed, offer contract to

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12. Please note that [redacted] concern over prospective losses due to retirement among our professionals is limited to staff linguists and to classified translation activity. We do not face the same problems with regard to editors, technicians, or supervisors, and have no intention of extending the contractor concept to other categories of professional personnel or services.

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Attachments:

- TAB A: Mandatory Retirement, FY 1971 - 1975
- TAB B: Eligibility - Optimal Retirement, FY 1971 - 1975
- TAB C: FOIA b3 b1 Losses - [redacted] Area Divisions, FY 1968 - 1970
- TAB D: [redacted] Cleared Linguist Contractors
- TAB E: Memo from D/Personnel, Subj: Request for Services, dtd 10 Dec 69

An excellent study which should serve us well in coping with future requirements

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TAB

TAB B

Executive Registry
70-374/du

8 SEP 1970

4706/1

MEMORANDUM FOR: Executive Director-Comptroller
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SUBJECT : [redacted] Linguist Retirements
FOIAb3b1

REFERENCE : Memo fr [redacted] to ExDir-Compt, dtd
21 Aug 70, same subject

1. This memorandum is for your information. It comments on the referent memorandum, attached, which you requested on 9 July 1970.
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2. [redacted] has presented an excellent analysis of his linguist losses and requirements, and I believe his plans for coping with the situation are realistic and attainable. We in the Office of Personnel are very much aware of his needs and are moving actively to meet them.

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3. Sixteen linguists entered on duty [redacted] in FY 1970; eleven linguist applicants are currently in process; and two are scheduled to enter on duty in September and October 1970. The recruiters are regularly of the nature and relative priority requirements, and applications are coming in at a rate which should suffice. For example, in paragraph 7 of the referent memorandum eleven languages of priority interest are listed. Since July 1969 we have had applications from individuals who claimed High or Native proficiency in these languages in the following numbers:

- | | |
|---------------|--------------------|
| Albanian - 2 | Italian - 30 |
| Arabic - 4 | Persian - 1 |
| Bulgarian - 1 | Russian - 39 |
| Chinese - 17 | Serbo-Croatian - 2 |
| French - 117 | Spanish - 125 |
| | Vietnamese - 6 |

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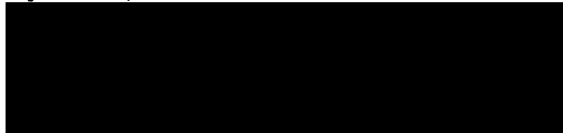
Not all of these were applicants for [redacted] positions, of course, but they were available for [redacted] consideration. The applicants currently in process for [redacted] offer qualifications in nine of the above languages plus six others.

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4. We will continue our efforts to meet these anticipated needs through both internal and external recruitment.



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Robert S. Wattles
Director of Personnel

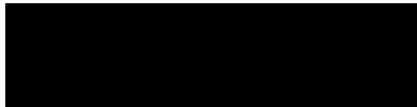
Attachment

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Meeting  *requirements*
is a difficult, but very
important, objective. I am pleased
to note that Dir Per Consider
Chief  *plans are "realistic and*
attainable".

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10 Sept 70

TAB

Position Title: Intelligence Officer (Foreign Documents), GS-07/11

Occupational Code: 0132.62

Position Description: Research in the economic, military, scientific, political, and sociological fields from foreign language documents. Based on individual's background, experience and languages, covers specified subjects in one or more of the above fields for a country or area, utilizing reading knowledge of language(s). Scans language publications and selects needed information items for in-house processing (translation, abstracting) and publication, or for translation or abstracting and publication by external contractual facility. Provides full translation or summarization of classified documents as required.

Specifications:

Education: BA or BS with major in the social or physical sciences, area studies, international relations, or languages.

Languages: Immediate need for Albanian, Bulgarian, Cambodian, Chinese, Czech/Slovak, Dutch/Flemish, French, Italian, Macedonian, Portuguese, Slovenian, Romanian, Russian (including S&T), Serbo-Croatian, Spanish, and Vietnamese. Arabic, Indonesian, Japanese, Mongolian, Persian, and Portuguese are also of interest.

Experience: Experience in medium level research in one or more of the following categories is desirable: economics, political, scientific and/or military subjects.

Salary Range: GS-07/11

Age Range: N.A.

Sex: M or F

Marital Status: N.A.

Spec. Clearances: No

PATB: Yes

Type of Employment: Staff

Location: Headquarters (However, suitability for overseas rotation is desired.)

Trans. Paid: Yes*

HHE Moved: Yes*

Physical: Department: No

General Duty: Yes

Additional Information:

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*For those who successfully complete [redacted] language examination with a grade of "B" or better.

~~Those failing to meet operational standards in the above languages may be eligible to qualify as language trainees.~~

Language tests to be administered by recruiter in field and forwarded for grading together with applicant papers.