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MEMORANDUM FOR: Director of Central Intelligence
VIA : Acting Deputy Director of Central Intelligence
FROM : William W. Wells
Deputy Director for Operations
SUBJECT : DDO Strength Reductions

1. Following our conversation of 24 August I have re-examined our figures concerning the number of new employees we should bring on board in FY 78 and 79 to maintain our strength in the officer, para-professional and clerical categories. In conjunction with [redacted] we have concluded that the figure of 215 employees of all types, including operations officers, will have to be brought into the service each year. We have adjusted our statistics accordingly. This number has been arrived at by an examination of the average career length of our employees, as well as a consideration of the need to maintain sufficient pass-through and headroom billets to keep a balanced service.

2. I have attached as reference a chart which tabulates promotions and staff/contract personnel separations for FY 75-77. That data points up that the average length of Agency service for operations officers who voluntarily retire is approximately 25 years, para-professionals 22 years, and clericals 18 years. (Deaths, resignations and involuntary separation would reduce the figure somewhat.) Thus we have used a working average of approximately 20 years for an average career. Corresponding figures for on-duty strength for these three categories are [redacted] respectively. This results in the need for approximately 90 operations officers, 70 para-professionals and 55 clericals to be brought on board annually. This totals 215 new personnel each year.

[redacted]
William W. Wells

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