

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

APPROACHES TO ACHIEVING DCI PERSONNEL OBJECTIVES

*sent to Mgt Committee
via Dir's Memo
1 May 2*

OBJECTIVE NO. 1 "Recruit, with full attention to equal opportunity policies, the best qualified individuals to fill personnel requirements."

APPROACHES

1. Consolidate component Advance Staffing Plans with the Annual Personnel Plan.
2. Promote the use of Vacancy Notices in and between Directorates.
3. Increase the hiring of professional employees from recognized minority groups in order to realize Directorate goals as stipulated in the APP.

METHODS OF ACCOMPLISHMENT

1. The Annual Personnel Plan and the Advance Staffing Plan should be mutually consistent at the time of preparation of the former.
2. The Vacancy Notice system is available to assist the Senior Personnel Resource Boards in filling their Directorate's personnel requirements.
3. OP will increase recruitment efforts in schools where there is a large minority representation enrolled, and develop an ongoing program designed to strengthen the Agency's ability to acquire minority employees.

To the extent that funds can be made available, OP will institute a program to bring selected Black applicants into Headquarters for interview by interested operating components. OP will vigorously pursue minority Co-op applicants as a source for increasing the employment of minorities in professional jobs in the Agency.

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Consideration will be given by the components and Directorates to the use of specially tailored training and rotation plans as an integral part of the employment of Black applicants for professional jobs, e.g., language and area training assignments.

4. Examine ways of improving the selection process, including the possible testing of applicants for specific occupational groups.

4. OP and PSS/OMS have initiated relevant efforts.

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OBJECTIVE NO. 2 "Maintain and enhance Agency professionalism at all employee levels by the planning of future personnel requirements, the acquisition of needed skill mixes, and by the training and qualifications updating of employees (as deemed necessary to insure their qualifications-readiness for current and future assignments)."

APPROACHES

1. More systematically plan future personnel staffing patterns and personnel flows in the Directorate and components.
2. Provide for the continued training and qualifications updating of employees on duty to assure their readiness to meet current and future requirements.

METHODS OF ACCOMPLISHMENT

1. The Deputies and Component Heads, with the assistance of the Director of Personnel as appropriate, should evaluate their future work force characteristics and staffing needs in order to more effectively meet personnel requirements and assure qualified employees for future tasks. The Directorates can provide necessary guidelines on potential aggregate changes in manpower, grade structure and requisite skill mix and have an active role to play in the preparation of the APP.
2. The PDP exists as a major mechanism to serve this purpose, and is moving from an orientation on executive development toward a more comprehensive coverage of a wider mix of grades and occupations. For those groups not included in the PDP, an important role can be played by career counseling within the Career Service evaluation system. In general, training models or guidances should be provided for developing the necessary progression of skills and on-the-job experience.

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Reports Officer

CODE NO: _____

2. PHASE: <u>Initial</u> CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	1. Orientation to the Intelligence Community and CIA's relationship to the Community	OTR	"Intelligence in World Affairs"	OTR
	2. Organization of CIA - missions and functions of each office	OTR	"Intelligence in World Affairs"	OTR
	3. An in depth orientation to the collection and production offices of the Agency	OTR	*"Intelligence Research and Techniques Course"	OTR
	4. Basic operations procedures and philosophy	OTR	*"Introduction to Operations" (6 weeks)	OTR
	5. Effective writing if deemed appropriate	OTR	*"Writing Workshop" tailored to DDO needs	OTR
	6. Intelligence Analysis as it relates to reports writing	OTR	"Intelligence Writing Workshop"	OTR
	7. Area familiarization - specific work assignment and that same general area of world	OTR	"Eastern Europe and USSR"	FSI
		OTR	Part-time academic courses at local universities	external
	8. Intensive training in a world language if not recruited with the proficiency	OTR	Language Learning Center, full-time instruction	OTR
	9. Part-time training in the language of his job orientation	OTR	Language Learning Center or external at local universities	OTR/ external

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CODE NO: _____

2. PHASE Adjustment CODE NO: _____	3. DEVELOPMENTAL OBJECTIVES	4. ACTION COMPONENT	5. DEVELOPMENTAL TRAINING	6. FACILITY
	<ol style="list-style-type: none"> 1. Preparation for a rotation to case officer assignment, full time or part-time 2. World language brought to advanced levels 3. Specific language of work assignment brought to good reading level 4. Update on CIA and Intelligence Community 5. Effective writing if deemed appropriate 6. Effective briefing if deemed appropriate 	<p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p>	<p>***Introduction to Operations" (6 weeks)</p> <p>Language Learning Center or Foreign Service Institute</p> <p>Language Learning Center, part-time reading instruction</p> <p>"CIA Today and Tomorrow"</p> <p>"Effective Writing Workshop"</p> <p>***Effective Briefing Workshop"</p>	<p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p> <p>OTR</p>