

83-0076/2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Communications - Critical Understrength

FROM: Harry E. Fitzwater DDA 7D18 HQS		EXTENSION	NO.
			DATE 14 April 1983
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Director of Personnel 5E13 HQS			<p>Jim:</p> <p>Recognizing that you have already taken a number of actions to satisfy the requests made in 4.b. and c. of the attached, I, nevertheless, have forwarded this on the basis of the [] offer to fund advertising costs and I believe there is merit in the task force approach in recruiting for OC. While the 75 understrength position has been reduced somewhat in recent weeks, I am afraid that unless we maintain a sustained recruitment program in this area, we will rapidly fall behind again. Further, while we do not know for sure whether we will get the 100 additional 1984 OC positions at this time, it is reasonable to assume that we will get a fair percentage of them. The fact that it takes up to one year to recruit and train these people indicates that we should have a substantial number of these people in process now to EOD 1 October 1983 if we are to meet even a part of the requirement. I would appreciate any help you can give us and we will provide whatever assistance you may require of us.</p> <p style="text-align: right;">Signed Harry</p> <p>Att</p>
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DD/A Registry

83-0078/2

14 APR 1983

MEMORANDUM FOR: Director of Personnel

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Office of Communications - Critical Understrength

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REFERENCE: DDA 83-0078 dated 11 January 1983

Jim,

1. The Office of Communications (OC) is experiencing a critical shortage of technical personnel while trying to meet increased demands for communications support. Unless this situation is rapidly reversed, OC will be unable to provide operational communications support to critical Agency and national programs. Consequently, we ask for your assistance. Recommendations are outlined in paragraph four for your consideration and action.

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2. The OC Career Sub-Group is approximately 75 understrength. This understrength condition, bad as it is, does not adequately describe OC's plight. We see an alarming drop in the number of applicants in process for OC. Beginning in FY-84, about 100 more MC positions will be established in response to programmed needs. It takes up to one year to train and process employees, and place them into production positions within the network. We need to act now in order to have any hope of meeting the total amount of support being levied on an expanding Agency communications system. Further sizable increases in staffing are projected for FY-85 to support both conventional and unconventional communications requirements.

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3. OC has maintained an ongoing dialogue with elements of OP to address this issue. Certain actions are underway, such as the distribution of a special vacancy notice. OC has asked its careerists worldwide to help identify prospective candidates. The verbiage used in advertisements is being reviewed and revised where needed. OC careerists continue to make themselves available for assistance in local and field recruiting efforts. At the request of your staff, OC's technical qualifications for EOD are being reviewed, but OC is understandably reluctant to lower its standards when its role is broadening into new technological fields. OC is willing to absorb up to [] in recruitment advertising costs, since your funds for this purpose have been depleted.

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4. The above actions or proposals are not enough. More must be done, and done now. We ask that you:

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SECRETSUBJECT: Office of Communications - Critical Understrength

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a. Activate an intensive, sustained effort to recruit technical employees for OC. Because of the proven success of the "task force" approach, it is suggested that special recruiting teams be formed as soon as practicable and deployed to selected areas. As in the past, OC would provide a knowledgeable officer to assist in this effort. A modification to this approach might include an up-front polygraph at Headquarters for suitable candidates. Along these lines, Attachment A illustrates our past experiences, goals and projections for ET and TCS trainees.

b. Expedite the processing and approval of a sizable number of annuitants to be engaged by OC as Independent Contractors for specific tasks requiring specialized skills and experience in support of CIA, Intelligence Community, and other national projects/priorities. A letter for re-programming funds has been separately sent to the Comptroller in this regard (Attachment B). We recognize the Independent Contractor approach is a "stop gap" at best.

c. Provide relief from Agency EOD quotas that are currently in effect. If the applicant pipeline is increased to the level required, the quotas will restrict the size of classes needed to meet OC's technical responsibilities. It is our understanding that you have an EOD reserve to be used for contingency purposes. In view of OC's critical need, it is suggested that a significant number be released for their use.

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5. I look forward to your early response. Your help is earnestly solicited.

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Harry E. Fitzwater

Attachments:
As Stated

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SUBJECT: Office of Communications - Critical Understrength



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ORIGINATOR:



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William F. Donnelly
Director of Communications

07 APR 1983

Date

Distribution:

- Original - Addressee w/att
- ② - DDA w/att
- 1 - O/Comptroller w/att
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