

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: Executive Assistant to the DDCI

Evan,

You might want to see if any of your people would be interested in the attached.

Thanks,



Att:

Ltr from Don Latham dtd
12 Oct 84

Date 17 October 1984

STAT

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Executive Assistant to the DDCI

Bob,

You might want to see if any of your OSWR people
or others would be interested in the attached.

Thanks,



STAT

Attachment:

Ltr from Don Latham dtd
12 Oct 84

Date 17 October 1984



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301 3040

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

12 OCT 1984

Mr. John McMahon
Deputy Director
Central Intelligence Agency
7E12
Washington, DC 20505

Dear Mr. McMahon: *JOHN*

I am sending the attached Senior Executive Service Vacancy Announcement to you with a request that you give it wide dissemination within your organization. The individual we are seeking to fill this position will assume major responsibilities within DoD and I want to ensure any and all eligible candidates are made aware of this vacancy.

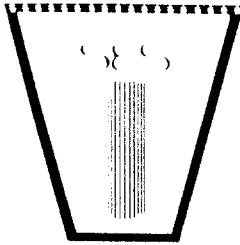
Sincerely,

A handwritten signature in cursive script that reads "Don".

Donald C. Latham

Attachment a/s

ANNOUNCEMENT NO: SES-38-84



Senior Executive Service Vacancy Announcement

OPENING DATE: October 8, 1984

CLOSING DATE: November 8, 1984

DIRECTOR, SPECIAL WARFARE SYSTEMS
ES-801, Career Reserved

\$59,223 - \$69,900 per annum (payable rate)

Persons newly selected for appointment to an SES position must have their managerial qualifications approved by the Office of Personnel Management, and they will be required to serve a one-year probationary period. In addition to base salary, career appointees in the SES are also eligible for performance awards, plus special rank designations with corresponding payment.

LOCATION: DoD, OSD, Office of the Under Secretary of Defense for Research and Engineering, Office of the Director, Special Warfare Systems, Pentagon, Washington, D.C.

AREA OF CONSIDERATION: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, sex, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or nondisqualifying physical handicap.

HOW TO APPLY: In order to receive FULL consideration, the following documentation must be received or postmarked by the closing date indicated above. Material will not be returned. (1) Completed SF-171 (Personal Qualifications Statement); (2) Supplemental statement which gives specific examples of your experience, education, and accomplishments which are applicable to the qualification factors listed in paragraphs A, B, and C on the following page; and (3) Supervisory Appraisal (attached). In addition, please complete the attached Background Survey Questionnaire and submit with the above documents. This form will not be a part of your application, and will be used for statistical purposes only. Submit all documents to the Directorate for Personnel and Security, Washington Headquarters Services, SES Division, ATTN: GM Room 3B347, The Pentagon, Washington, D.C. 20301-1155. Applicants submitting applications in postage paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 5 C.F.R. 735.205, 39 U.S.C., and 18 U.S.C. Copies of this announcement are available in Room 3B347, The Pentagon, or may be obtained by calling (202) 697-8304/3305.

PHYSICAL REQUIREMENTS: In addition to possessing emotional and mental stability, applicants must be physically able to perform duties efficiently without being a hazard to themselves or others.

SECURITY CLEARANCE: Applicant selected will occupy a position which requires access to classified DoD information and will be subject to a background investigation leading to the granting of a security clearance.

DUTIES: Serves as the Director, Special Warfare Systems with responsibility for coordinating OUSDR&E activities with special warfare to include passive and active; lethal and non-lethal; countermeasures to threat command, control and communications; and weapons systems which depend upon electronics technology. Broad responsibilities include: (1) monitoring the program plans submitted by the Military Departments and agencies related to systems for special warfare applications; (2) evaluating and analyzing program plans in light of the current and projected threat; (3) developing workable alternatives and recommending remedial actions when program deficiencies relate to cost effectiveness, funding and schedules; (4) advising the ADUSD(Intelligence) on major program decisions regarding special operations, electronic combat and counter-terrorism; (5) providing guidance and support to Service and agency counterparts regarding joint or cooperative development and acquisition programs leading to common-purpose equipments; and (6) representing and conducting briefings to the highest civilian and military authorities in OSD, OJCS and the Services.

QUALIFICATIONS: Eligibility for this position will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best qualified candidates will be distinguished from other applicants by an evaluation panel of subject-matter experts referencing the below-listed technical and managerial qualification factors. Failure to meet all Essential qualifications automatically disqualifies an applicant.

An undergraduate degree in engineering or the physical sciences is required. An advanced degree in one of these areas is highly desirable.

A. TECHNICAL QUALIFICATIONS - ESSENTIAL

1. Knowledge of the electronic combat and special operations technical field to include microelectronics technology and their application to military operations support systems; current capabilities and limitations of Electronic Countermeasures state-of-the-art; unique technology requirements in support of special operations forces; special warfare system technologies applied in support of tactical operations; and the methods and means to combat terrorism.
2. Knowledge of weapons systems technology to include small-bore weapons and ammunition design; military computer and software capabilities; and navigation and communications subsystem designs for force positioning and control.
3. Knowledge of the intersection of special warfare and intelligence technologies and their mutual impacts.
4. Knowledge and understanding of the Defense decisionmaking processes.
5. Knowledge of Defense program management techniques and procedures.

B. TECHNICAL QUALIFICATIONS - DESIRABLE

1. Knowledge of all elements of special warfare systems, including threat recognizers, threat processors, jammers, anti-radiation weapons, special communications and navigation devices, force insertion/extraction methods, special vehicle and weapons design, night vision equipment, and system control elements.
2. Knowledge of the major mission critical weapons systems and special warfare requirements of those systems.
3. Knowledge of the legislative environment and processes related to special warfare activities.
4. Knowledge of the acquisition processes for weapon and support systems in DoD, including those governing mission-critical unconventional applications.

C. Managerial Qualifications - ESSENTIAL

1. **Integration of Internal and External Program/Policy Issues** - This area involves seeing that key national and agency-wide goals, priorities, values, and other issues are taken into account in carrying out the responsibilities of the immediate work unit including:
 - Responsiveness to the general public and clientele groups.
 - Keeping up-to-date with relevant social, political, economic and technical developments.
 - Coordinating with other parts of the agency and other agencies as relevant.
 - Understanding the role of political leadership in the Administration and Congress.
2. **Organizational Representation and Liaison** - This area covers functions related to establishing and maintaining relationships with key individuals and groups outside the immediate work unit and serving as spokesperson for one's unit and organization. Types of actions generally required to carry out these functions include:
 - Briefings, speeches, congressional testimony, inter-unit staff meetings, professional society presentations, question-and-answer sessions, etc., involving information giving and receiving, recommendations, persuasion, selling, negotiation, and program defense.
3. **Direction and Guidance of Programs, Projects or Policy Development** - This area involves activities related to establishing goals and the structure and processes necessary to carry them out. These include:
 - Long-term and short-term planning needs, forecasts, objectives, priorities, feasibility, and options.
 - Productivity and other effectiveness/efficiency standards.
 - Information gathering and analysis.
 - Research and development.
 - Work organization structure and operational procedures.
 - Scheduling and work assignment.
4. **Resource Acquisition and Administration** - This area concerns procedures and activities related to obtaining and allocating the resources necessary to support program or policy implementations. These include:
 - Staffing: work force planning, recruitment and selection, including affirmative action and EEO.
 - Budgeting: organization and congressional procedures and processes.
 - Procurement.
 - Contracting.
5. **Utilization of Human Resources** - This area involves processes and activities for seeing that people are appropriately employed and dealt with fairly and equitably. These include:
 - Assessment of individual capabilities and needs.
 - Delegation of work.
 - Provision for career development opportunities.
 - Performance standards and appraisals.
 - EEO and other government-wide personnel utilization programs.
6. **Review of Implementation and results** - This area involves activities and procedures for seeing that plans are being implemented and/or adjusted as necessary and that appropriate results are being achieved. These include:
 - Periodic monitoring and review.
 - Program evaluation.

ANNOUNCEMENT NO. SES-38-84

SES APPLICANT EVALUATION

NAME OF APPLICANT: _____

POSITION TITLE: Director, Special Warfare
Systems

Your frank appraisal of the capabilities of the individual applying for this position will assist in identifying highly qualified individuals. Brief statements in the "Remarks" section in support of the rating would be most helpful to our evaluation panels. In accordance with the Privacy Act of 1974, we are required to show applicants, upon their request, any record of production and/or any supervisory appraisal of past performance which was used or which may be used in considering them for appointment.

FACTORS	Superior	Very Good	Acceptable	Not acceptable	REMARKS
Ability to see that key national and agency-wide goals, priorities, values, and other issues are taken into account in carrying out the responsibilities of the immediate work unit.					
Ability to establish and maintain relationships with key individuals and groups outside the immediate work unit and to serve as spokesperson for the unit or organization.					
Ability to establish goals and the structure and processes necessary to carry them out.					
Knowledge of procedures and activities related to obtaining and allocating the resources necessary to support program or policy implementation.					
Ability to see that people are appropriately employed and dealt with fairly and equitably.					
Ability to see that plans are being implemented - and/or adjusted as necessary and that appropriate results are being achieved.					

(over)

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FACTORS	Superior	Very Good	Acceptable	Unacceptable	REMARKS
Knowledge of the legislative environment and processes related to special warfare activities.					
Knowledge of the acquisition processes for weapon and support systems in DoD, including those governing mission-critical unconventional applications.					

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FACTORS	<div style="text-align: center;"> Superior Very Good Acceptable Unacceptable </div>				REMARKS
Knowledge of the electronic combat and special operations technical field to include microelectronics technology and their application to military operations support systems; current capabilities and limitations of Electronic Countermeasures state-of-the-art; unique technology requirements in support of special operations forces; special warfare system technologies applied in support of tactical operations; and the methods and means to combat terrorism.					
Knowledge of weapons systems technology to include small-bore weapons and ammunition design; military computer and software capabilities; and navigation and communications subsystem designs for force positioning and control.					
Knowledge of the intersection of special warfare and intelligence technologies and their mutual impacts.					
Knowledge and understanding of the Defense decision-making processes.					
Knowledge of Defense program management techniques and procedures.					
Knowledge of all elements of special warfare systems, including threat recognizers, threat processors, jammers, anti-radiation weapons, special communications and navigation devices, force insertion/extraction methods, special vehicle and weapons design, night vision equipment, and system control elements.					
Knowledge of the major mission critical weapons systems and special warfare requirements of those systems.					
Please explain why you would or would not recommend the applicant for this position.					
_____ NAME AND TITLE OF APPRAISER	INDICATE YOUR RELATIONSHIP TO THE APPLICANT <input type="checkbox"/> First level supervisor <input type="checkbox"/> Second level supervisor <input type="checkbox"/> Other management official <input type="checkbox"/> Other (please specify)				

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT

Form Approved
OMB No 50-RO-816

BACKGROUND SURVEY QUESTIONNAIRE 79-2

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Name (Last, First, MI)

Position for which you are applying

Date (Month, Day, Year)

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PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code

PURPOSE AND ROUTINE USES

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, D.C. 20415.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.

1. Social Security Number

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(CC 1-9)

2. Year of Birth

1	9		
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(CC 10-11)

3. Do you have any Physical Disability?

	1 - Yes
	2 - No

(CC 12)

4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

- 01 — Private Information Service
- 02 — Magazine
- 03 — Newspaper
- 04 — Radio
- 05 — TV
- 06 — Poster
- 07 — Private Employment Office
- 08 — State Employment Office (Unemployment Office)
- 09 — Agency Personnel Dept. (Bulletin Board or Other Announcement)

- 10 — Agency or other Federal Government Recruitment at School or College
- 11 — Federal, State or Local Job Information Center
- 12 — Religious organization
- 13 — School or College Counselor or other official
- 14 — Friend or Relative Working for Agency
- 15 — Friend or Relative not Working for Agency
- 16 — Other (Specify) _____

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(CC 13-14)

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(CC 15-16)

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(CC 17-18)

5. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race

- 1—American Indian or Alaskan native
- 2—Asian or Pacific Islander
- 3—Black 4—White 5—Other

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(CC 19)

(Specify)

B. Sex

- 1 - Male
- 2 - Female

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(CC 20)

C. Ethnicity

- 1 - Hispanic Origin
- 2 - Not of Hispanic Origin

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(CC 21)

FOR AGENCY USE ONLY

Date Received (Mo., Day, Yr.)

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(CC 22-27)

Occupational Supplement Code

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(CC 28-31)

Occupation Series Code

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(CC 32-36)

Agency Code

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(CC 37-40)

Location

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(CC 41-44)

To Be Reproduced Locally

OPM Form 1388 (10/79)