CONFIDENTIAL

14 October 1981

Excerpts from ODP Staff Meeting - 9 October 1981 (U)

1.   There was no staff meeting on 2 October 1981. (U)

2.   The House Select Committee on Intelligence will undertake its own investigation of the _____ paralleling that of the Senate. (U)   25X1

3.   The Center for the Study of Intelligence will remain in OTE. (U)

4.   The Agency was at ceiling at the end of the fiscal year. (AIUO)

25X1   5.   [   ] has been named Director of OSO. (C)

6.   The new tax laws will permit employees to establish Independent Retirement Accounts (IRA) accounts but the payroll system at present cannot accommodate payroll deductions for this purpose. (U)

7.   The ODP OMB hearings last week went well, as did the other DDA hearings. (U)

8.   As of 8 October, SE Division had had no security violations for 191 days. ODP had no security violations during the month of July. During August, however, ODP had 3 violations. In September we had 1. Let's use the July model for the future. (U)

9.   Flu shots will start the week of 19 October. (U)

25X1   10. [   ] has replaced [   ] as ODP Personnel Officer. She can be reached on [   ]. (U)   25X1

11. The monthly delinquency of PAR's is as low as it has ever been. The D/ODP expressed his appreciation for the efforts being made by supervisors and urged them to keep up the good work. (U)

12. ODP Staff Meetings will be held each Friday, as usual. The conflict regarding the first Friday of the month staff meetings has been resolved. (U)

25X1

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25X1

25X1

13. The Strategic Planning Group, chaired by [   ] 25X1
will start work the week of 13 October. They will be meeting
Tuesday, Wednesday and Friday of that week. ODP has been asked
to make a presentation. [   ] is a member of the Working 25X1
Group. (U)

[   ]

15. The Agency is focusing on employment of the handicapped
during the week of 19 October as part of International Year of
the Disabled. Various demonstrations will be given in the
Exhibit Hall on 20, 21, and 22 October by representatives of
companies that manufacture products for the handicapped. The
Washington UFO team of the National Wheelchair Sports Association
will be at the North loading dock at 1200 hrs. on 19 October as
well as the Gallaudet Dance Company in the auditorium at 1130
hrs. on 21 October. (U)

16. In our Excerpts from ODP Staff Meeting date 14 Septem-
ber, [   ] was erroneously named Chief of NFAC's Planning,
Management and Evaluation Staff. He is Chief, Analytical Support
Group within Planning, Management and Evaluation Staff, NFAC. (U)

17. Attached are excerpts from the ODP Divisions and Staff,
copies of ODP weekly reports to the DDA, and information on ODP
training. (U)

[   ] 25X1

Att: a/s

CONFIDENTIAL

ODP 81-1310
1 October 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: ODP Report for Week Ending 30 September 1981

* SAFE

Representatives of the Consolidated SAFE Project Office and
Headquarters Engineering Branch, OL, conducted a joint inspection
of the renovation project for the SAFE Computer Center (Phase I).
The condition of the facility was found to be acceptable in
general but with some minor clean-up actions required. The first
piece of SAFE computer equipment was delivered to the SAFE
Computer Center on 29 September 1981. The equipment, a Burroughs
B6900 midicomputer, is expected to be assembled by 5 October in
preparation for acceptance testing.

SAFE

Representatives of the CSPO, OCR/SAS, [   ] met on [   ]   STAT
22 September to discuss various aspects of SAFE training. [   ]   STAT
presented a list of training assumptions which were discussed by
the group and modified where necessary. Some action items were
established and the decision was made that the project had reached
a point where monthly meetings on training issues would be
required. The first regular meeting will be held in November.
OTE representation will be included in these meetings. [   ]   STAT

ACIS (Automated Compensation & Information System)

ACIS Functional Requirements Document was forwarded in draft
to the Office of Finance for their early informal comments. The
final General Functional Requirements Document will be released on
2 October and will undergo formal review on 20 October.

STAT [   ]

Software Maintenance Support

STAT   The [   ] software maintenance
contract personnel reported on 21 September 1981. The contractors
were briefed on their new assignments by B Division personnel and
STAT [   ] Several tasks were given to the contract
manager. During most of the first week the contractors viewed
video tapes of basic and intermediate VM. [   ]   STAT

Water Damaged Tape Update

Following is an update on the water leak problem that occurred in the Special Center Tape Library on 16 September.

o   All wet tapes were dried by hand according to the manufacturers procedures for handling water damaged tapes.

o   Dry tapes that were removed from the library and later found not be have suffered water damage were returned to the library after 24 hours.

o   Wet tape racks were dried and left vacant for 24 hours.

o   Tapes that were in scratch status (no valid data recorded on them) prior to the damage were degaussed and replaced with new tapes.

o   A memorandum was sent to the users along with a list of their tapes, asking that the suspected tapes be categorized according to the users' need for the data on the tapes. Two hundred and fifty tapes were replaced with user assistance.

o   All the remaining tapes suspected of suffering water damage will continue to be isolated from the library. They are stored in numeric order outside the tape library within the Center. These tapes now number less than 400.

o   The list of tapes authorized by users for scratching (reuse) is checked each day. If a suspected tape in hold appears on the list, it is replaced with a new tape, and the new tape is placed in the library.

o   Any tape that a user has identified as being needed has been set aside to be certified. If the tape is found to be without error, the user is notified to authorize copying the tape to a new tape before use.

No major problems have surfaced since the occurrence of the water problems. Operations Division continues to look into safeguards such as tape rack canopies or plastic covers to circumvent problems should another leak occur.

STAT

/s/ Bruce T. Johnson

Bruce T. Johnson

Type of Training Code
G= General, Orientation
C= Communication & Interpersonal
T= Technical
A= Administrative
S= Supervisory
M= Management

M= Mandatory
H= High
A= Average
E= Elective
R= As Required for Skill

Value of Training (See Code)

COURSE * Must be on SODP	DESIGNED FOR	LENGTH *PT	TYPE TRAINING (See Code)	USUAL QUOTA	RUNNINGS PER YEAR (* As Required)	CLERICAL	TECHNICAL	PROFESSIONAL	SUPERVISOR	MANAGER	EXECUTIVE
Survey of Intel. Info Systems	Info. Sys. Users & Designers	3 Wks	G		4			E			
Applied Analytical Techniques	Analysts & Managers	7 Days	T		3			E	E	E	
Basic Statistical Concepts	Analysts & Managers	2 Wks	T		4			E	E	E	
System Dynamics	Analysts & Managers	2 Wks	T		3			E	E	E	
Decision Analysis	Analysts & Managers	2 Wks	T		3			E	E	E	E
Info. Science for Managers	GS-11 & Up Managers/Staff Off.	1 Wk	G,T		4			E	E	E	E
Leadership Styles & Behavior	New & Potential Supervisors	5 Days	C,S		6			E	E	E	E
Performance Appraisal Workshop	Anyone Writing PAR's	1 Day	C,S,A		*				H	A	E
Fundamentals of Supervision	First Year Supervisors	1 Wk	C,S	1	6				H	A	E
Fundamentals of Administration	Follow-on to Fund. of Superv.	1 Wk	S,A	1	6				H	A	E
Counseling Course	Anyone Who Counsels Regularly	5 Days	C,S	1	9				H	A	
Human Relations & Management	Supervisors & Managers	3 Days	C,S,M	5	6				H	A	A
Midcareer*	GS-13 w/5-15 Yrs in Agency	5 Wks	G	3	4			A	H	E	
DDS&T Career Develop. Course	Midcareer for Math/Science/Engr.	12 Wks	G	2	2			A	H	E	
Advanced Intelligence Seminar*	GS-14-15 Intrntl & Dom. Issues	2 Wks	G	3	4			E	A	E	
Management Seminar*	GS-13-15 Mgrs. & Supervisors	2 Wks	M	3	6				A	A	A
Prog. on Creative Management*	GS-13-15 Mgrs. for 1 Yr or More	5½ Days	C,M	6	6					H	A
Sr. Officer Develop. Course*	GS-15 Managers	12 Wks	G,M	2	2					H	A
Leadership Seminar*	Supergrades	5½ Days	C,M	2	2					E	H

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R= As Required for Skill

Value of
Training
(See Code)

COURSE	DESIGNED FOR	LENGTH *PT	TYPE TRAINING (See Code)	USUAL QUOTA	RUNNINGS PER YEAR	CLERICAL	TECHNICAL	PROFESSIONAL	SUPERVISOR	MANAGER	EXECUT. E
Orientation for New Employees	New Clericals & Technicals	4 Days	G		6	M	M				
Introduction to CIA	New Professionals	2 Wks	G		7			M			
Shorthand Refresher	Stenos	10 Wks*	C		AH	R					
Secretarial Administration	GS-06, GS-06 Secretaries	3 Days	C,A,S		4	H					
Office Management Seminar	GS-08 & Up Secretaries	4 Days	C,A,S		2	H					
Effective Employee	Early in Career	4 Days	C		8	H	H	A			
Effective Written English	Anyone Who Writes	2 Wks*	C		21	R	R	A	R		
Writing for CIA	GS-07 & Up Report Writers	2 Wks*	C		15	R	R	R			
Reading Improvement	Anyone	3 Wks*	C		4	R	R	R			
Proofreading	Typists, Stenos, Etc.	4 Dys*	C		6	H		E	E		
Briefing Techniques Course	GS-07 & Up Briefers	1 Wk	C		9	R		R	R		
Basic Safety & Health Course	Equipment Operators, Etc.	5 Days	G		4	E		A	E		
CIA Financial Systems	Anyone Working w/Finance Data	3 Days	G,A		4	R		R	R		
CIA Program & Budget Process	GS-12 & Up	2 Days	G,A		2	R		R	R		
Introduction to Micrographics	Info Handlers & Sys Analysts	2 Days	G,A		3	R		R	R		
DDA Trends & Highlights	GS-08 & Up Every 5 Tears	4 Days	G		4	E		E	E		
Records for Clerical Personnel	Anyone Filing Records	1 Day	G,A		6	A		A			
Records for the Manager	Anyone Making Records	2 Days	G,A		4			E	E	R	R
Proj. Officer in Contract Cycle	Current or Potential COTR's	1 Wk	G,A		4			R	R		
Instructor Training	Instructors	1 Wk	T		3			R			
CIA Today & Tomorrow	Anyone Every 5 Years	3 Days	G		2	E	E	E			

6 October 1981

Excerpts of ODP Div/Staff Reports for Week Ending 29 September 1981

Management

Outstanding Advances. As of 30 September, 50 advances remained outstanding. None are delinquent. (AIUO)   STAT

Security Violations. There were two reports of possible security violations on 29 September in the ODP Headquarters area. One was not charged to a CSS/ODP employee although it involved a CFC Fund card that was completed. The cards are stamped CONFIDENTIAL (when filled in). A security violation was charged in the other incident to two employees in SPD. Confidential information was left unsecured by the custodian of the document and was not detected by the secondary security check. (AIUO)   STAT

Processing

MPS. We met with OC and Applications personnel to review system integrity problems. Several actions are underway, including an end-to-end check from CDS, to get a handle on our problems.   STAT

STAT   TP/ED installed and tested a new switching device on the CAMS (VM backup) printer in   on 23 September. This switching device allows the CAMS printer to be used as a hardware backup to the existing VM printer.   STAT

OD has received approval from OS for the installation of Secure Access Control System (SACS) terminal in the SAFE computer center. In addition, necessary modifications have been made to accommodate the addition of an "S" indicator to the badge. An authorized access list for indicators will be furnished to OS.   STAT

Applications

Support to ODP. GRAPHICS   STAT
STAT   from ODP and   from OGSR, traveled to Syracuse, N.Y. to meet with G.E. to discuss the Genigraphics to VM Inter-face. There was also some discussion on using the Genigraphics machine as one of the output devices for the Extendable Charting   STAT
STAT   Option.

STAT

Administrative

STAT

The Director, OMS, advises all employees that in case of medical emergency, dial ext. [   ] and provide the following information: name and extension of caller, location, patient's name and badge number, problem and/or condition of patient.

OMS will administer flu immunizations from 19-23 October. They will be given in the Headquarters building between the hours of 1300-1600 during this period in room 1D4061.

STAT

All employees are reminded that CFC Pledge Cards must be returned to their respective keypersons in order that they may be turned in to OP. If you have any questions, contact [   ]

STAT [   ]

As of 22 September, ODP had 21 delinquent Performance Appraisal reports. They break down as follows: O/DD/P-1, CSS-3, OPSD-1, SPD-11, ED-4, and PROD-1.

ODP 81-1333
8 October 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: ODP Report for Week Ending 7 October 1981 (U)

Support to National Intelligence Emergency Planning Staff (NIEPS) (S)

25X1 [   ] attended a meeting of the National Intelligence Committee for Emergency Planning (NICEP) on 2 October. The meeting, chaired by Admiral Inman, heard reports by the various
25X1 NICEP subcommittees. [   ] gave the data handling portion of the Communications and Data Handling Subcommittee report. (S)

25X1 [   ]

25X1

Support to DDA (U)

Airline-Ticketing. A meeting was held on 30 September at the United Airlines Reservation Center in McLean. Attending were [   ] STAT [   ] A demonstration of the Apollo Ticketing System was given which made it apparent that the system did not perform all the work for the user, but that it did greatly reduce the workload for a knowledge-able user and make it much easier to retrieve information about flights. Following the demonstration, discussions with computer operations personnel were held to answer questions on downtime, security, and terminal identification. (U) [   ] STAT

Support to Office of Personnel (U)

CAPER/OP (Case Processing System) A three ton air-conditioning system and humidifier were installed in room 533 Ames to alleviate the air handling problems in that room. Also, a power upgrade was completed to permit future installation of a power disconnect
25X1 switch. (U) [   ]

Support to Office of Development & Engineering (U)

In response to a special request for support to a Meritorious
25X1 Unit Citation for DDS&T [   ] ODP provided programming and SCRIPT MACRO SUPPORT for the preparation of 461 invitations to

25X1

25X1 DDS&T[   ]participants. The Meritorious Unit Citation Award
will be presented by Admiral Inman on 14 October in the Auditorium.
We extracted and converted personality data from OD&E VM data files
and merged the extracted names into a standard memorandum. We met
an OD&E-desired deadline of two days. (U) [   ]   25X1

Tape Disposal (U)

    The Building Services Branch, Office of Logistics (BSB/OL), has
agreed to incinerate ODP's magnetic tapes as a method of
destruction. Currently, tapes that are no longer useable are
degaussed and taken to the Fairfax County Landfill. BSB/OL will
provide Operations Division with a prearranged weekly schedule for
tape pickup and destruction. Operations Division procedures will
be revised to reflect this new arrangement. (U) [   ]   25X1

SAFE (U)

    On 5 October, the contractor responsible for developing the
SAFE cryptographic key generator (KG-48) began the teaching of a
five week course on the maintenance of this device. Attending the
course are three Office of Communications technicians. A
representative of the CSPO visited the contractor's facility for
the initial session of the course. (U) [   ]   25X1

/s/ Bruce T. Johnson

Bruce T. Johnson

14 October 1981

Excerpts of ODP Div/Staff Reports for Week Ending 7 October 1981

Management

Outstanding Advances. As of 7 October, there was $12,500 outstanding in 41 non-delinquent advances. (AIUO) [   ]   STAT

STAT   OS/ISSG is conducting the ISSG Information System Security Course this week. There are about 30 participants and in addition to Agency employees, there are personnel from Army, Navy, Air Force, FBI, and State. [   ] Operations Division, gave a briefing on the Ruffing Center and with assistance of [   ] provided   STAT
a tour of the Center.

In a pilot program to provide ISSG personnel with detailed knowledge about the operation of a computer center, Operations Division, ODP, conducted an overview of the Operator's Training Course for a newly assigned employee of ISSG. The course included a description of the equipment and its function and included "hands-on" operation by the student. The student and the Chief, ISSG, were pleased with the program and have asked the DD/P/ODP to have the same course conducted for other ISSG employees. (AIUO) [   ]   STAT

Processing

The IBM 3276 unit for the STAR project has arrived. Initial installation and testing is proceeding. New sysgens were implemented on Comtens 1 and 2. These changed 4800 baud terminals back to 2400 baud. This was necessary to allow a full backup capability. Comtens 4, 5, and 9 were IPL'ed with a CNS fix. No problems were encountered. Fifty Delta Data terminals were
STAT   delivered to the [   ] pending installation. [   ]   STAT

A version of the VM/NBI software has been installed on VM for testing. This version provides conversion of NBI files for ETECS and allows unconverted NBI files to be sent to VM. In addition, Mag Card input may be sent to the NBI. [   ]   STAT

Effective 5 October, we plan to start testing the warm start capability of GIMS. Warm start will prevent the loss of user's output (to a printer or another user), after a system abend. Initially this will be tested on GIMDEV for 3 months. If no spillage nor other problems arise, we will migrate warm start to
STAT   other GIM systems. [   ]

Applications

Support to OSO. The OSO Megatek Color Graphics Terminal was received and installed. Source code for the Wand 7200 support software was received and is being converted for use on the VM system. The computer-dependent routines in the package were written for a VAX machine, so they must be rewritten. Along with the Wand software, several sample programs were delivered which will be used to test the package when it is converted. STAT

FETTLE. A review of the draft documentation and review standards for Applications continued with a third meeting of the Division Chiefs and Productivity Working Group on 5 October. The review has covered requirements and design documentation, and is now addressing manuals and test documentation. STAT

SAFE

Four representatives of the CSPO and 5 representatives of TRW are attending Cooperative Users of Burroughs Equipment (CUBE) conference in New Orleans on 5-8 October. CUBE is a group of Burroughs users who meet semi-annually to discuss common problems and unique uses of Burroughs hardware and software. STAT
STAT

Administrative

STAT

On 6 October
attended a demonstration of OER's Information Stoarage and Retrieval
System for Job Applicants. Upon completion of the demonstration,
the determination was made to proceed with the implementation of a
similar system for ODP/Personnel. This system will be utilized in
maintaining pertinent information on applicants desiring employment
within the office.

As of 6 October, ODP employees had given or pledged $3,093.00 to
the Combined Federal Campaign. We need an additional $7,565.00 to
meet our goal of $10,658. The campaign closes on 30 October.