

CONFIDENTIAL

12 MAY 1982

Excerpts from ODP Staff Meeting - 07 May 1982

1. Admiral Inman will be leaving the Agency on 4 June. Mr. McMahon's confirmation hearings have not been scheduled yet, but he has been spending a lot of time on the Hill. (Hearings were subsequently scheduled for 26 and 27 May.)
2. At a Comptroller's meeting held on 26 April, \$450,000 for terminal maintenance, \$200,000 for CAMS, and \$500,000 for the Credit Union Building move were released to ODP. The DDA has ruled that we cannot afford a screen room in the basement of the Credit Union Building. Alternative plans are being prepared. The lease has been signed and interior construction work has begun.
3. The DDA was briefed by NPIC on Xerox's support to imagery analysis. It was reported that the DDI is to receive a Xerox "Dolphin" terminal.
4. The DD/OL reported on the meeting held with a local citizen group regarding the parking problem at [REDACTED] 25X1
The group is complaining that commuter cars are blocking their mail boxes and hindering mail delivery.
5. C/AS reported that the [REDACTED] landlord is 25X1
considering building another parking lot to house an extra 150 cars. The cost of parking for the Credit Union Building is now included in the lease.
6. Commo reported that new memory was installed in the CDS the weekend of 1 May. This has caused a network problem with linking between CDS and DATEX that has built up queues.
7. On 5 May it was announced that Wang had been selected as the contractor for the Agency's standard word processor. An office in ODP's Engineering Division, staffed by four officers, will be established to be the focal point for this new subset of the office automation effort. A memorandum is to be sent to the office directors from the DDA advising them of the selection and giving them cost information. Delivery should start mid to late June.
8. The Audit of ODP has begun with [REDACTED] as the 25X1
senior officer in charge. The auditors will spend most of their time in Management Staff, Administrative Staff, and Applications. The Audit should be completed by early July.

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9. The DDA has directed the collocation of the ODP and OTE ADP-related training program in the Chamber of Commerce Building using OTE classrooms. Discussions on the effects of existing schedules have begun.

10. The month of May is open season for health insurance and there has been some misunderstanding by personnel that there will be increases in health costs because of this open season. This is not true.

11. The first draft of the Records Control Schedule is ready and will be sent to ODP managers. It is requested that the draft be reviewed and any changes or additions be received by the RMO within one week.

25X1 12. [] reported that the 1D16-1A10 swap with OSWR for 4C is off. The swap is too expensive and will take too long to meet 4C IOC.

25X1 13. [] expressed his appreciation to C/AS for arranging accommodations for the SAFE conference held 27, 28 and 29 April at Skyland near Luray, Virginia.

14. Attached is a copy of ODP's weekly report to the DDA, excerpts from the Division/Staff weekly reports, and the ODP Personnel Report.



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Attachment:
As Stated

ODP-82-621
06 May 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: ODP Report for Week Ending 05 May 1982

SAFE

On 27, 28, and 29 April, members of the Consolidated SAFE Project Office attended an off-site conference at Skyland Lodge on Skyline Drive near Luray, Virginia. The unclassified conference was basically an organizational development sensitivity session and was considered necessary and successful to encourage teamwork for future activities.

STAT are visiting TRW on 4, 5, and 6 May in Torrance, California, to assess TRW's activities in evaluating four alternatives for future direction of the project.

Management

Federal Information Processing Standards (FIPS). Management Staff provided comments to the CIA Office of General Counsel (OGC) on a proposed amendment to the Brooks Act which would transfer FIPS authority to the General Services Administration from the Department of Commerce. Since it was difficult to predict the effect of the proposed amendment (S.2306) on Agency FIPS activities, we recommended that the Agency remain neutral or adopt a position that would be designed to support our overall legislative program. We specifically reminded OGC of our primary legislative goal: CIA exemption from the Brooks Act. If this goal is achieved, it appears that the proposed transfer of FIPS authority would have a minimal effect on Agency ADP programs.

(U/AIUO)

Applications

Support to OIS. TRIS (The Records Information System). A meeting was held on Tuesday, 27 April 1982, to discuss the Mission and Need Document for Project TRIS. The paper will be produced in final form for approval by OIS and ODP. Two questions were raised, one concerning OIS's authority to impose registry standards and the other concerning the location of OIS personnel during the development of TRIS. [redacted] Chief, Records Management Division, will take action on resolving these questions. [redacted]

STAT

[redacted]
Bruce T. Johnson

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10 May 1982

Excerpts of ODP Div/Staff Reports for Week Ending 05 May 1982

Management

As of 5 May, \$25,751 was outstanding in 48 advances to ODP travelers. None were delinquent. (U/AIUO) [redacted]

STAT

Processing

Several MPS datasets were erased by the STOR-CLEAN procedure in the Special Center. The Duty Officer and CSS responded and restored the datasets and recovered the system. SPD is trying to figure out why STOR-CLEAN failed to process correctly. [redacted]

STAT

The new IBM 3081-2 (SY-D) Processor began running in the test/production mode supporting the VMI production system on Monday, 26 April. The IBM 3033-MP will be in the idle state to provide a ready backup processor. Problems forced VM to the backup system on Tuesday, 27 April. IBM installed several microcode patches and returned VM to the 3081 during non prime hours, Tuesday, 27 April. No further problems have been encountered. [redacted]

STAT

Hardware changes are planned by CEMB/ED to move the VM2 System Support from the IBM 370/168-3 to the IBM 3033-MP on Saturday, 8 May. [redacted]

STAT

Applications

Training During the Past Week. There were two one-day Delta Data 7260T Operator's courses presented with 21 students completing the course. [redacted]

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Support to OS. AAMS/SARS (Automated Alarm Monitoring System/Security Access. A meeting was held between [redacted] Office of Security (OS), and [redacted] Office of Data Processing, on 30 April to discuss problem areas in the OS AAMS and SARS. A general overview was presented by [redacted] followed by a discussion of proposed resolution. It was agreed that ODP should immediately modify AAMS MON/ON-OFF procedures, and develop and install a facility procedure to monitor/track equipment within designated secured areas. It was further agreed that SARS procedures monitoring visitor and badged personnel access to Agency buildings be modified/upgraded to include more rigid data validation. [redacted]

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Support to ODP. Applications Documentation Standards and Work Flow. We completed major revisions in Applications Documentation Standards. Copies of draft Standards are now available for distribution to Applications personnel. We began work on the Applications' work flow package. [redacted] and [redacted] will be working with us in this effort. We met with ADD/A to get this input. [redacted]

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Administrative

Arrivals and Departures: [redacted] EOD'd in Applications B Division on 5 May 1982.

STAT

A 3 May Washington Post Federal Diary article concerning the Health Insurance Open Season, which began 3 May, mentioned the Washington Consumer's Checkbook Magazine Guide to Health Insurance plans. The Guide is available for \$2.95 plus 70 cents postage and handling from: CHECKBOOK - Health Insurance, 1518 K. Street N.W., Suite 406, Washington, D.C. 20005.

It is also on sale at some branches of the following:

Walden Book Stores
Crown Books
Trover Books
Dart Drug
Drug Fair
Peoples Drug
Safeway

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30 April 1982

Excerpts from ODP Div/Staff Reports for Week Ending 28 April 1982

Management

As of 28 April, there were 43 outstanding advances totaling \$23,546. One of these in the amount of \$43 was delinquent. (AIUO) [redacted]

In connection with B&F's RAMIS program, [redacted] modified the segment factor in the data base, thereby speeding up the report execution time from 15 minutes to 18 seconds. (AIUO)

FADPUG. [redacted] attended a general meeting of the Federal ADP Users' Group (FADPUG) on 21 April. A panel consisting of representatives from GAO, GSA, NBS, and OMB discussed the future of the Federal Information Processing Standards (FIPS) program in the current climate of constrained budgets. The FIPS program is anticipating a budget reduction of over 50% and is currently in the process of prioritizing the FIPS workload in order to accommodate the reduced budget level. The OMB representative stated that ADP standards had not been singled out, but is part of the overall government reduction planned by the current administration. Also discussed was an amendment to the Brooks Bill now under consideration that would move the responsibility for ADP standards from NBS to GSA. (AIUO) [redacted]

Administrative

[redacted] resigning from Operations Division as of 30 EOD'd in Operations Division on 26 April. [redacted] s in Management Staff/Security Office on 26 April.

The following note was passed to us by the Coordinator for Student Trainee Program:

"With the coming of the summer season, the need arises for short-term, affordable housing for our Student Trainees and Graduate Fellows. This year the shortage of such housing is especially acute, and as a result we are asking your assistance in alleviating this severe problem.

"For your information, most of our new Student Trainees EOD with us at either the GS-04 or GS-05 level, while our Graduate Fellows EOD in the GS-07 - GS-09 range. Based on their salaries, we believe the students will require housing in the \$150 to \$225 per month range, depending of course upon the location and various amenities available.

"As a member of a participating office employing these students you are aware of the valuable contribution these students make to the Agency. However, should housing become

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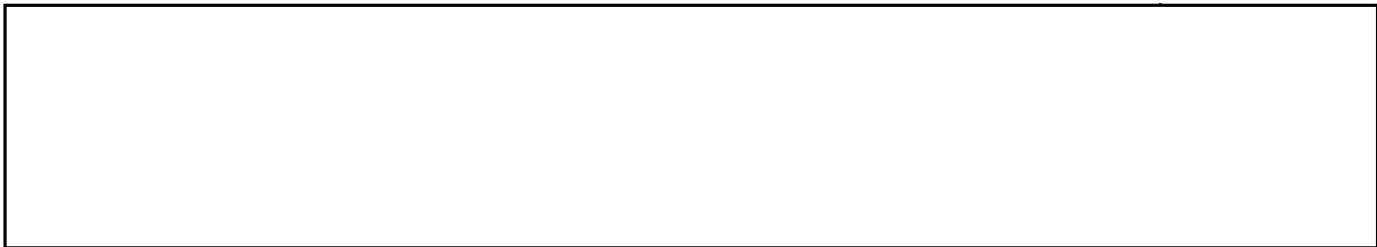
unaffordable or otherwise unavailable, we will find it increasingly more difficult to attract these people. Therefore, if there are individuals in your office who might wish to provide accommodations for one or more of our students, we would appreciate you calling us on [redacted] as soon as possible so that we can match our students with the accommodations. These students will be arriving in the area as early as mid-May and be with us until mid-August. We appreciate your cooperation in this matter."

STAT

Applications

ACIS (Automated Compensation and Information System). At the second quarter DDA MBO session with the Office of Finance on 22 April, Mr. Fitzwater again expressed interest in our search for existing software and methods. Mr. Fitzwater indicated that he had reviewed our plan for researching government and industry systems and was reassured. [redacted]

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Processing

We have moved the Delta Data repair shop and the Delta Data contractors, plus one ODP staffer, to the new ODP [redacted] Test and Inspection area [redacted]

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The Marcon Mechanical Asbestos Removal Company will begin removing asbestos insulation from ducts and pipes in the ceiling located in the back of the Ruffing Center on 26 April. The asbestos removal meets all NIOSH/OSHA E.P.A. regulations and Marcon will conduct environmental monitoring while working in the area. [redacted]

STAT

Processing switched VM1 operations to a 3081D processor on 23 April. Operations continued there through Monday. On Tuesday VM1 returned to the 3033MP to resolve various hardware and software problems found. These problems are expected to be resolved this week, so that VM1 should be permanently on the 3081D by the weekend. [redacted]

STAT

To improve the scratch tape situation in the Ruffing Center, Output Services has undertaken the task of retiring some 5,000 tapes to an off-site storage facility. These tapes have not been used in the last six months. This will be an ongoing process with about 500 tapes a week being retired. [redacted]

STAT

ODP 82-586
29 April 1982

MEMORANDUM FOR: Deputy Director for Administration
FROM: Bruce T. Johnson
Director of Data Processing
SUBJECT: ODP Report for Week Ending 28 April 1982

SAFE

Members of the Consolidated SAFE Project Office (CSPO) are attending an off-site conference to discuss SAFE program issues. The conference is being held 27-29 April at the Skyland Lodge on Skyline Drive. [redacted]

STAT

ADSTAR

For the last two weeks the major activity has been centered on the system's performance. The first test when all user stations were manned caused the system to crash. As of 27 April all functions were running at acceptable speeds except the camera workstations. [redacted]

STAT

Support to Office of Personnel

At the request of System Support Division, the Office of Personnel (OP) has prioritized 42 outstanding Computer Request Forms (Form 930) requesting modifications and enhancements to on-going OP computer applications. Approximately 7,000 ODP man-hours will be required to complete or close out the referenced requests.

STAT

Support to NPIC

ASAPS (Agency Standard Accountable Property System) We completed installation of the ASAPS software on an NPIC minidisk. After a two week familiarization period for NPIC users, we will return to demonstrate the various reporting capabilities of the system, and provide consultation on any problems that may have arisen. [redacted]

STAT

Support to DDI

STAT

[redacted]

Support to Secret Service

STAT GRAPHICS (Graphics Support Group). [] presented a TACK GRAPHICS demonstration to David Schenken of the Secret Service. Mr. Schenken was quite pleased with the capabilities of TACK GRAPHICS and its possible applications to Secret Service requirements. [] STAT

Agency Standard Word Processor

STAT The Agency Contract Review Board for the Standard Word Processor procurement met and agreed to the recommendation for offerors in the competitive range. We are still on schedule for contract award. [] STAT

Significant Events During the Coming Week

STAT CSPO managers and [] DD/ODP, will be visiting the TRW SAFE Development Facility in Torrance, California, during the week of 3 May. [] STAT

/s/ Bruce T. Johnson

Bruce T. Johnson

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