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DDA 85-0060/15
19 April 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

100-15-

SUBJECT: Weekly Report for Period Ending 19 April 1985

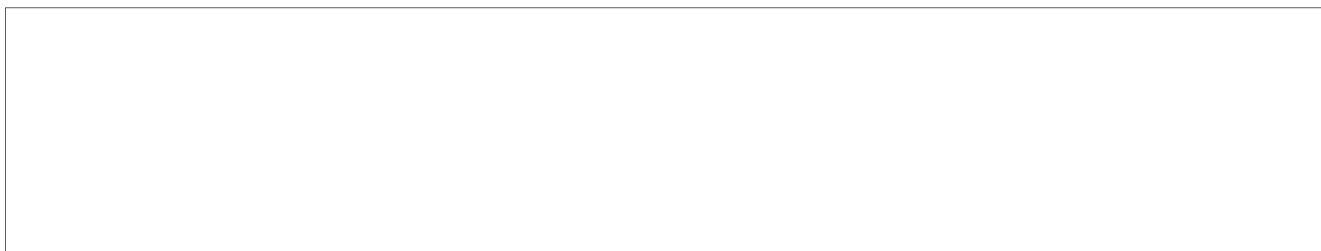
1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

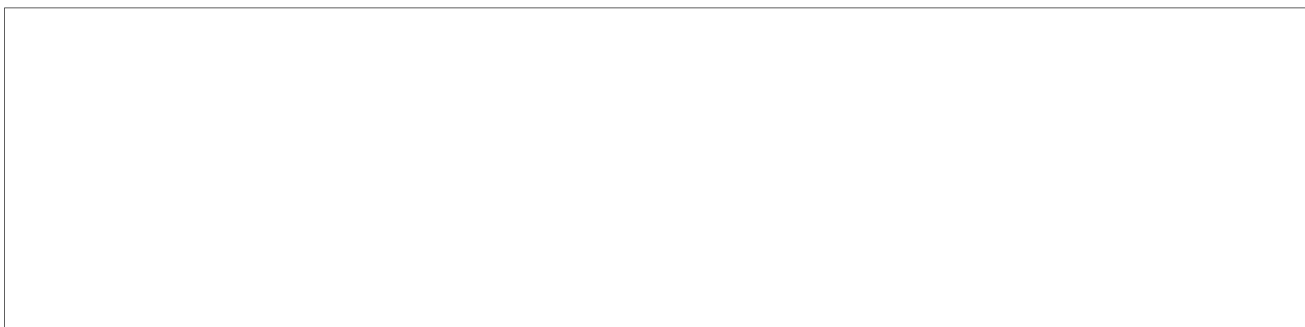
a. Representatives from the Office of Information Services (OIS) assisted the National Archives and Records Administration's (NARA) liaison representative to the Agency and representatives from the Directorate of Operations (DO) in reviewing OSS films at the Agency Archives and Records Center (AARC). After reviewing some of the films, the liaison representative from NARA determined that the National Archives would accept transfer of all of the unclassified and declassified films without requiring scheduling. The only films that will have to be scheduled are the films that retain classification. DO currently is continuing its review of the films. The reviewers were able to identify some footage on General Donovan in advance of a visit by Ed Boughton, a member of an OSS veterans group, to the Agency. Mr. Boughton will be reviewing OSS films at the Agency this week to identify footage on General Donovan that will be used in a movie being made by the OSS veterans group.

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c. A scale model of the new Headquarters building is on display in the F corridor on the first floor of Headquarters. This new model depicts in detail the exterior facade of the new building and the interface with the existing building.

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d. The contractor has completed installing the flashing on the penthouse and 7th floor terrace roofs. The General Services Administration (GSA) has inspected the finished work and developed a punch list of items in need of minor repair, which is expected to be completed approximately 30 April.

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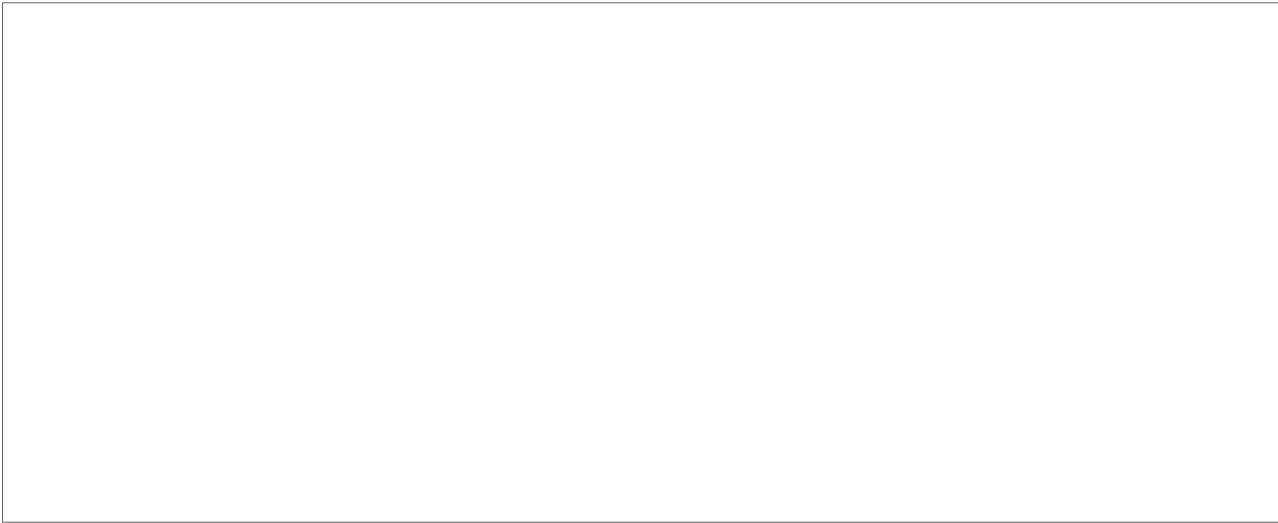
h. The Communications Operations Center (COC) was officially opened on Friday, 12 April. The Director of Information Technology gave a brief history of the conception and development of the COC. The DDA then cut the ribbon, officially opening the facility, and invited those present to enjoy a walk-through. The opening of the curtains created a traffic jam in front of the window that continued throughout the lunch period.


i. Chief, Psychiatric Operations Division, Office of Medical Services, addressed the members of the Army War College and participants of the National War College on the "Psychology of Terrorism."

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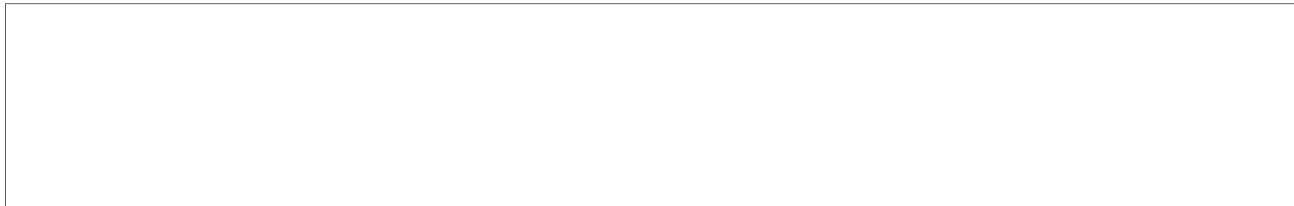
m. A several-week survey of visitors entering through Gate #1 revealed that 65 percent of the visitors to the compound were not on the pre-approved access list. This preponderance of unannounced visitors has created back-ups at the gate. 

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n. The Office of Training and Education is conducting a Testing Workshop for seven Agency annuitants and four Agency employees who, upon certification, will be on call for deployment to overseas stations to administer oral proficiency tests to overseas employees in 11 different languages. Their availability will enable Agency employees to maintain updated testing records.

o. The D/OP administered the oath of office to 36 Career Trainees on 15 April. They will be joined in the Career Trainee Development Course (CTDC) by 11 internal Career Trainees and one from the January 1985 class who had dropped out of the program to finish his master's degree at Johns Hopkins. The total class size for CTDC will be 48.

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q. Representatives of OF and OIT recently briefed the Inspector General/Audit Staff on a procedure to transmit the attendance information electronically to OF. The new proposed system will provide for the recording of time and attendance data by the responsible office into an on-line file and electronic transmission of the data to OF. The system will have automation of validity checks which are now done manually and the approving officer will sign

a listing of premium hours instead of the individual time and attendance card. The system will substantially reduce the number of amended time and attendance cards which in many instances must be manually processed by OP. Testing of the system will begin in July and will involve only 130 pay cases in OIT.

r. OP has received the first of several software enhancements designed to facilitate the applicant processing system. These enhancements will allow Employment/OP and offices throughout the Agency to exchange applicant information quickly and accurately via the Automated Information Management (AIM) system. Training of Employment/OP careerists has been completed, and selected component representatives will attend a demonstration exercise on 18 April and be provided with materials for the training of others within their offices. The target date to be operating on line is 1 May.

s. There has been an increase in frequency and intensity of campus demonstrations against CIA recruitment this academic year. During the week of 8-12 April, there were six demonstrations at the following colleges: University of Colorado, Iowa State University, University of Wisconsin, Fordham University, Syracuse University, and Stonehill College. The demonstrations varied from demonstrators being maced by the police, our recruiter having to be escorted by the police, and a handful of demonstrators at Stonehill College, to a crowd of 200 demonstrators with over 174 arrests at the University of Colorado. There have been common threats in each of these demonstrations: the idea of a citizen's arrest has been pursued by the groups and the same handout materials have appeared at the different demonstrations.

t. In a step which will greatly reduce processing time for computer programmer applicants, OIT has agreed to accept that portion of the PATB test which predicts an applicant's aptitude for programming work in lieu of the Brandon Wolfe test results. Only applicants scoring low will be required to also take the Brandon Wolfe.

u. The Director of Equal Employment Opportunity/OP met with members of GSA to discuss possible ways to donate surplus Agency equipment to Historically Black Colleges and Universities (HBCU). The donation of such equipment is one of the Agency's efforts to respond to President Reagan's Executive Order 12320. As a result of this meeting, we have learned how we can comply with E.O. 12320 and channel some surplus equipment to selected HBCUs. GSA has offered to help us run a seminar that will explain to representatives from selected HBCUs how they can get equipment from several agencies and specifically how the Agency can send equipment to HBCUs. Future meetings with GSA are planned to further develop an action plan.

v. The annual meeting of the Educational Aid Fund Board of Trustees was held on 9 April to consider the Selection Committee's 1985 nominees for educational assistance. The Selection Committee nominated and the Board approved 51 individuals for awards from among the 105 applications which had been received. The total amount of money awarded was \$86,500.

w. The National Security Agency (NSA) hopes to broaden its position classification activities to include position management and staffing. Accordingly, an NSA representative requested and received a briefing on the Agency's program. The representative commented that in its classification activity, NSA currently is where the Agency was prior to 1978 with little emphasis on the survey mechanism and position management techniques. The NSA representative was sufficiently impressed with the Agency program to ask OP to send briefers to address all NSA classifiers on position management.

x. In response to an increase in travel requests, seven additional Apollo ticketing terminals have been installed in Travel Processing Branch. These new units double the inventory of Apollo terminals in the Headquarters Building and will eliminate the current need to share terminals. A substantial increase in productivity is expected.

3. Significant activities anticipated during the coming week:

On Thursday, 25 April, the DDA will host a luncheon for Dwight Ink, Acting Administrator, GSA, in the DCI Dining Room.

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Harry E. Fitzwater

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- 1 - EXDIR

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- 1 - OLL [redacted]
- 1 - Ea. DA OD (via AIM/Wang)
- 1 - SSA/DDA
- 1 - DDA/CMS
- 1 - DDA/MS
- 1 - DDA/EEO
- 1 - DDA Subj
- 1 - HEF Chrono
- 1 - EO Subj

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