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DDA 85-0060/13
5 April 1985

MEMORANDUM FOR: Director of Central Intelligence
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 5 April 1985

100-15

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

None.

2. Items/events of interest:

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d. The number of officer and technical applicants in process for Agency employment has doubled in the past six months from 540 to over 1,000. This represents an increase of over 400 for the same period last year.

e. The Office of Personnel (OP) has determined that certain ADP positions requiring specialized degrees in computer science could be included on the Physical Science Pay Schedule. Position Management and Compensation Division (PMCD) will be working with the Directorates to determine the specific positions to be placed on this schedule. This action was initiated as a result of PMCD's study on Agency ADP occupations, and is intended to help management attract and retain the types of people needed for the Agency ADP programs.

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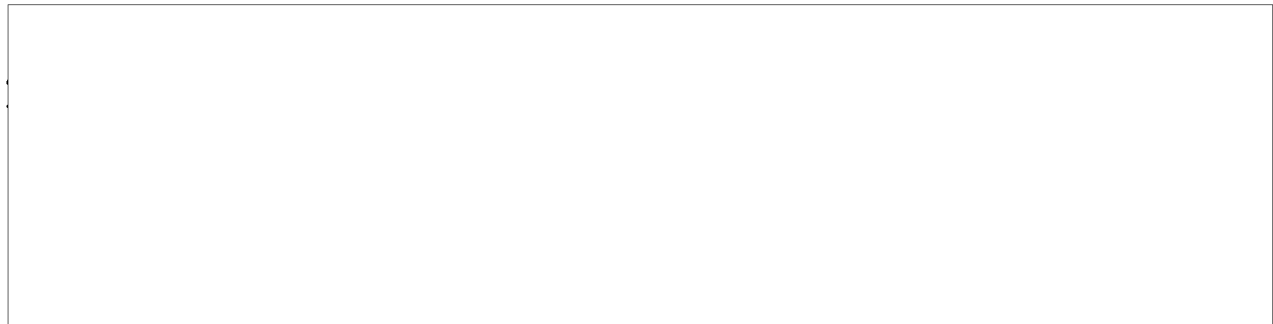
S E C R E T

f. The annual U. S. Savings Bond Campaign began with a kickoff rally on 28 March in the Headquarters Auditorium. An enthusiastic group of over 100 "keypersons" attended the rally to hear the kickoff addresses by the DD/OP and a Treasury Department spokesperson. The campaign will run through 26 April. Although no specific dollar goal is involved in this campaign, 30 percent on-duty-strength participation is encouraged.

g. Exit processing was unceremoniously cut to the bare minimum this past week for a pregnant employee. While explaining the various processing procedures, the woman announced that she would not have time to check out through all the offices. She declared that her doctor had confirmed by telephone that she was in labor and should report immediately to the hospital. The woman was exit-processed expeditiously and was on her way to the hospital within minutes.

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h. OP recently received two very complimentary letters from applicants who wanted to express their appreciation for the extremely professional manner in which [redacted] handled their employment application. Both applicants pointed out that if [redacted] represents the type of people the Agency employs, they would welcome an opportunity to serve with such a fine organization.

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i. On 2 April, the Office of Logistics (OL) delivered Treasury checks totaling \$110,000,000 to GSA to provide initial funding for their contract with the Centex Construction Company for the construction of the new building.



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k. During the reporting period, statistics computed by the Office of Security (OS) reflected that applicant processing time dropped from an average of 95.1 days in January and 91.8 days in February, to 84.6 days in March. One thousand, two hundred and one industrial cases were closed in March, an all-time record. Average processing time for Security Access Approval industrial cases in March was 133.3 days, a reduction of 20 days over the previous months.



S E C R E T

m. The Information Resources Management Division, Office of Information Services (IRMD/OIS), is making final arrangements for the scheduling and declassification of the remaining 62 cubic feet of the Office of Strategic Services (OSS) motion picture films in preparation for transfer to the National Archives and Records Administration (NARA). This action is being taken in accordance with the Memorandum of Understanding signed by the DDA and the Archivist of the United States. With the transfer to NARA, a more expeditious release to the public can be made. The films will be reviewed for classification by DO personnel and will be appraised by a NARA officer during the next two weeks in preparation for this transfer. There continues to be a great deal of interest in the OSS films.

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p. On 1 April, representatives from the Office of Training and Education (OTE) briefed the Career Management Staff/DO on a proposed Secretarial Training Package. The DO sees a critical need for the training of its secretaries and support assistants, not only at Headquarters but especially in the field. The Administrative Systems Branch/OTE has been requested to design a training package, and OTE expects to be able to conduct this training in the field by October.

q. The first running of the Agency's Seminar on World-Wide Science and Technology Forecasting was successfully completed on 29 March. The 24 seminar members were about equally divided between CIA and the rest of the Intelligence Community. One-third of the members were supervisors. There was a total of 49 speakers for the two-week seminar: 14 leading scientists from the Government and industry, 11 experts from the Intelligence Community, and the rest from the Agency. The seminar included a four-day briefing and workshop session on forecasting methods under the direction of a private contractor. All found the seminar worthwhile and strongly concluded that it should be repeated at least yearly, if not bi-yearly.

S E C R E T

3. Significant activities anticipated during the coming week:

None.



Harry E. Fitzwater

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