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DDA 86-0559
21 March 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 21 March 1986

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2. The Office of Logistics (OL) reports that the design and schematic drawings for the renovation of space in 6E and 6F corridors of the Headquarters Building for the Directorate of Intelligence (DI) and Directorate of Operations (DO) components of the Counterterrorist Center (CTC) are scheduled to be delivered to Dicon (A&E Firm) this week. Contract drawings and specifications are due back from Dicon by 27 March. This phase is one of the steps in a multiphased project which is scheduled to be completed 1 August. Another renovation project for the CTC is to take place in the 6E corridor of the Headquarters Building for the DI. This renovation involves minor partition work and associated telephone and electrical installations, which is projected to begin 31 March and scheduled for completion on 13 April.

3. A representative from OL met with Mr. Harold Vogel, a sculptor/artist employed by Wood and Stone, Incorporated, on 14 March to discuss the memorial plaque project. Mr. Vogel was advised that this project, although unclassified, was considered somewhat sensitive. The purpose of the memorial plaque is to honor non-Agency people who have died in the line of duty supporting the Agency's mission. The planned location of the finished project is the main entrance foyer of the existing Headquarters Building. Mr. Vogel was asked to provide design ideas and recommendations concerning the medium to be used, the inscription, size, location and symbology appropriate to the design. Based upon this meeting, the artist will work up some samples and prepare an artistic proposal and an associated cost estimate, which he will present in approximately 30 days for the Agency's consideration.

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7. An OF representative attended the Interagency Travel Management Committee meeting on 12 March for discussions on proposed revisions to the Federal Travel Regulations. The majority of the discussions concerned proposed regulations to provide for a lodging-plus per diem system for travel in CONUS and to remove the statutory limitation of \$75 per day for subsistence. The tenor of the meeting was that the regulations were too complex and would result in greater costs to the agencies, both in terms of increased costs in implementing procedures and increased cost of travel. The General Services Administration (GSA) estimated that the higher lodging-plus per diem rates would result in a 12% increase in travel costs. GSA will accept written comments on these proposed regulations until 20 March; are committed to presenting the final proposal to OMB by 30 April; and the final regulation is expected to be issued by 1 July.

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25X1 8. The Office of Information Technology (OIT) continues to participate in numerous activities in support of the Decision Support and Information System for Terrorism (DESIST) and the new Counterterrorist Center (CTC). During the monthly meeting of the Interagency Intelligence Committee on Terrorism (IICT), the chairman of the meeting, [] expressed his appreciation for the commitment made by OIT to make the DESIST system more "user friendly," and to meet the needs of the Intelligence Community without duplication of efforts among the different agencies.

25X1 10. New AIM (electronic mail) software was delivered last week to the [] Computer Center, to the test AIM system in the Northside Computer Center, and to the unclassified system for SAFE testing. These AIM changes should enhance SAFE performance and availability in all centers. The AIM system for the SAFE Delivery 2 reached a new high this week in the number of users on the system. There were 163 users with 60 concurrently doing work.

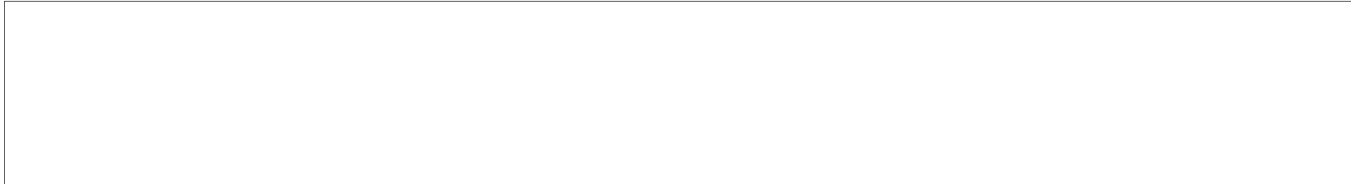
25X1 12. Representatives from the Secretarial Training Branch met with the Executive Director's Secretarial Board on 19 March 1986 to brief them on the Intelligence Issues Course, a part of the Secretarial Initiative. This course, which is being developed, will be offered to executive secretaries for their continuing professional development.

25X1 13. Activities in the Historical Review Program are moving forward with the review of three distinct groups of historical documents: the Strategic Services Unit (SSU), the Office of the Director of Central Intelligence (O/DCI), and the U-2 Program. Some 20 feet of SSU records have been initially reviewed by the Classification Review Division/OIS. The results and the documents have been sent to the DO for coordination. No complications are expected at this first stage. The review of O/DCI records covering 1945 to 1955 is under way. The records of the U-2 Program--previously reported--are being examined to identify any special problems. []

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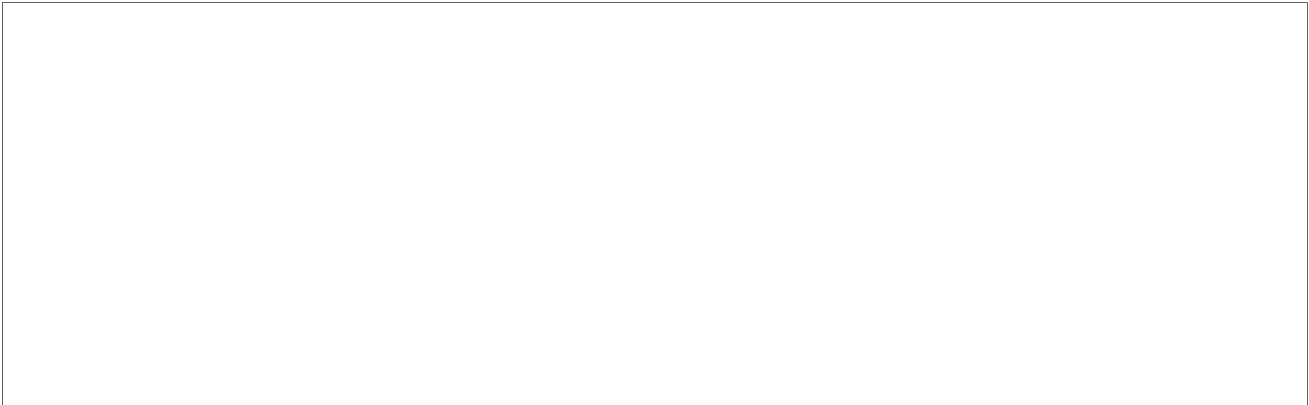
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14. The Agency transferred another 164 cubic feet of OSS records to the National Archives and Records Administration.

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17. Student demonstrations continue with our [redacted] recruiter reporting a very unpleasant experience at Hunter College where he was scheduled to interview 15 DI applicants. Confronted by 25 shouting and screaming demonstrators condemning CIA's Central American involvement, the recruiter was unable to conduct the interviews; although the Placement Directors tried to dissuade the protesters from infringing on the rights of the students who were there to discuss employment. Some of the demonstrators photographed and followed the recruiter for almost a mile on foot, harassing him all the way. The Office of Security was advised of this activity.

18. The first of three occupationally specific ads designed to attract educators/teachers to the Career Training Program and for DO direct hire appeared in the 16 March edition of The Washington Post. Other ads, targeted at the legal profession, will be appearing in the Legal Times of Washington and the American Bar Association Journal in the immediate future.

19. The Chief, Washington Clerical Office, visited the Office of Personnel Management (OPM) to meet with the administrative officer who is coordinating placement efforts for those Federal agencies which are considering a reduction in force. Affected agencies hopefully will be referring clerical employees to the CIA for employment. While at OPM, a review was made of clerical resume forms, and 48 potential candidates were selected to be invited to CIA recruitment presentations.

20. A Washington Clerical Office recruiter visited T. C. Williams High School in Alexandria where a total of 60 students expressed interest in Agency employment.

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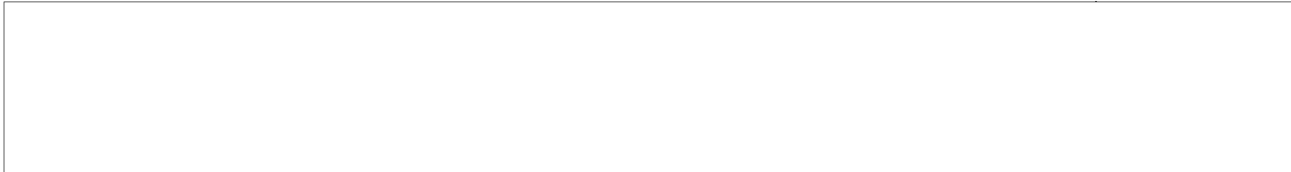
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23. In compiling data in support of analysis of the potential impact on the Agency of pending retirement legislation, some interesting statistics were uncovered on the retirement status of current Agency employees. The reports

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24. The Employee Activities Association (EAA) is "taking the show on the road" by providing store services to outlying buildings. The first trial EAA satellite sale will take place on 28 March from 11:00 a.m. to 2:00 p.m. at the [redacted] Building. At a minimum, seasonal and holiday related sales items will be available. We are optimistic this new venture will be successful and thus plan to offer the EAA store's services to other Agency buildings in the near future.

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25. The annual U.S. Savings Bond Drive will be conducted from 5-30 May 1986. An OP representative attended the 1986 Savings Bond Kickoff Rally on 12 March which was hosted by The Honorable Catherine D. Ortega, Treasurer of the United States, and featured The Honorable Casper W. Weinberger, Secretary of Defense, as keynote speaker. The Agency's kick-off rally is scheduled for 2 May 1986. The selling feature for U.S. Savings Bonds this year is a 7.5% interest floor despite declining interest rates overall.

26. New enrollments in the Voluntary Investment Plan (VIP) are continuing at a rather impressive pace. During the first five pay periods of 1986, a total of 64 employees joined VIP; there were 96 new enrollments during all of 1985. The increase in membership is attributable to increased briefings provided to a variety of groups by the VIP officers during January and February.


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27. Last week the Federal Women's Program of the Office of Equal Employment Opportunity/OP sponsored the celebration of "National Women's History Week." The Honorable Sandra Day O'Connor, Associate Justice of the Supreme Court of the United States, was the special guest speaker for this celebration of women. She spoke to a full capacity audience on women in history who have inspired her career in the legal profession, relating her own experiences as a woman, mother and spouse, and the "ups and downs" on her way to the position of the first woman Supreme Court Justice in the history of America.

28. An analysis of travel activity indicates the efforts to centralize travel services for the Agency are proving to be a success. In FY 1982, OP provided 30 percent of the tickets used by Agency travellers; but currently, Central Travel Services (CTS) provides tickets to about 85% of the Agency personnel assigned to Headquarters who travel by commercial carrier. CTS does

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ORIG:DA/Plans [redacted] 1:21 March 86 [redacted]
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