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82-059

D/OIS

DDA 82-0147

19 January 1982

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Directorate of Administration Focus in 1982 25X1

1. In accordance with your directions, the following provides major problems faced by the Directorate of Administration that must be addressed in 1982, problems that have been addressed and for which objectives have been established, and opportunities and initiatives for increased effectiveness during 1982:

A. Problems Which Must be Addressed in 1982

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- a. State's desire for increased role in communications.
- b. Difficulty in management currently constituted and attendant Congressional concerns. 25X1

2) Inadequate space for an expanding CIA.

3) Project SAFE.

- a. Slippage in schedule.
- b. Cost increases.

4) Lack of Directorate resources to support Agency activities.

- a. Inadequate ADP programmer resources.
- b. Shortage of personnel for computer information security.
- c. Resources for new Agency initiatives for which the DDA has not had the opportunity to program.
- d. Training resources for operations, language, and conference requirements.

5) Security--problem of leaks of classified information.

6) Assistance to the Continuity of Government Program, particularly in the areas of training and communications.

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B. Established Objectives to be Achieved in 1982

- 1) Recapitalization of worldwide communications.
 - a. Initiate 5-year recapitalization plan.
 - b. Organize out-year efforts.
- 2) Complete a strategic plan for the Agency's information handling activities.
- 3) Modernize Finance and Logistics ADP systems.
- 4) Develop a 10-year construction/space plan to provide for Agency needs, including the completion of preliminary phases for the construction of a new building on the compound.
- 5) Ensure that major computer programs such as SAFE and CAMS receive adequate CIA scrutiny and oversight to track scheduling and costs more effectively.
- 6) Reprogram existing support resources to meet changing Agency requirements, particularly in the areas of training, security, and data processing.
- 7) Reconfigure the budget programming procedures in order to ensure that appropriate resources are provided, both funds and positions, in order that the Directorate can render timely, efficient administrative support, on a centralized basis, to new Agency initiatives.
- 8) Develop plan for centralized review process for manuscripts.
- 9) Rebuild the complement of telecommunications specialists and technical personnel through an aggressive recruitment and training program.
- 10) Provide timely and effective support to the Agency's processing of new employees.

C. Opportunities/Initiatives to be Undertaken in 1982 Which Will Increase Effectiveness

- 1) Pursue plan to assume responsibility for handling classified communications abroad which will serve to minimize duplication of effort between [redacted] and which will ensure a more reliable, secure [redacted] service for the U.S. Government.
- 2) Establish an effective working relationship with GSA and GSI to improve operation and maintenance of the Agency's working environment and cafeteria facilities.

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- 3) Continue the Directorate CORE program to enhance communications and to ensure the cost-effective utilization of resources.
- 4) Pursue Directorate 5-year planning system which will provide for the close monitoring of near-term Office objectives and the establishment of coordinated plans.
- 5) Reconstitute resources and expertise to support the Agency's covert action activities.

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2. In the interest of keeping the paper as brief as possible, no details are provided with the above, however, I am prepared to discuss our problems, objectives, and initiatives if you so desire.

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Harry E. Fitzwater

Draft:
EO/DDA: (15 Jan 82)

25X1

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Distribution:

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ROUTING AND TRANSMITTAL SLIP

22 Jan 82

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
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Coordination	Justify	

REMARKS

C/CRD

The centralized review of manuscripts is clearly in our court. Mr. Fitzwater, as Chairman of the IRC, will have to take policy action on this subject. However, our contribution will be to develop procedures for handling manuscript review and tighter guidelines which develop a rationale for non-approval in toto of a autobiographical manuscript.



Att: OIS 82-059

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
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☆ U. S. GPO: 1978-0-261-647/3354

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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Total of about [REDACTED] 25 CU. FT.

Numbered reports already systematically reviewed on which we have already replied to the Library or on which we are still awaiting concurrence from other agencies - 3300 pages.

The balance of some 46,700 pages, consisting of [REDACTED] for the President, [REDACTED] and [REDACTED], NSC files pertaining to [REDACTED] files of the Psychological Strategy Board, will probably have to be reviewed at the Library. We may be able to make a decision on some of this group by reference to our data base after we see their shelf lists.

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McGuire Library

Total of about [REDACTED] pages, CA. 70 CU. FT.

Numbered reports that can probably be handled by reference to the results of our systematic review efforts - 6,000 pages.

The balance of [REDACTED] pages appears to be memoranda, minutes of meetings, cables, etc., that should be looked over by our reviewers, either to make a review decision or to determine CIA interest. It would probably be more efficient to do this at the Library. *This larger group includes about 1200 pages of code word material, some of which has been segregated, and some not.*

Kennedy Library

The Kennedy Library has processed a small portion of its holdings and will let us know in about a week how that breaks down as far as "CIA originated" and "of CIA interest." They have a vault 2 or 3 times the size of [REDACTED] office full of material not yet processed. They will be unable to give us more than a wild guess as to how much of that would be of interest to us.

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Johnson Library

The Johnson Library's holdings are probably larger than the Kennedy Library's, and very little of it is processed or sorted. It would be unproductive at this time to ask them for even a guess as to our material there.

CARTER COLLECTION

ESTIMATE OF 1000 CU. FT. OF NATIONAL SECURITY INFO

	MANUSCRIPTS		REVIEWS		DOCUMENTS		MAN POWER	
	PAGES	MAN-HOURS	PAGES	MAN-HOURS	PAGES	MAN-HOURS	PAGES	MAN-HOURS
5-9 OCTOBER 1981	60	23	0	0	24,672	301	24,732	324
12-16 OCTOBER 1981	131	20	0	0	15,292	242.5	15,423	262
19-23 OCTOBER 1981	585	34	0	0	15,136	279	15,721	313
26-30 OCTOBER 1981	511	43	268	18	28,886	322	29,665	383
TOTALS OCTOBER 1981	1288 (1.5%)	120 (0.4%)	268 (3%)	18 (1.4%)	83,986 (82.2%)	1144.5 (89.2%)	85,511	1288 (89.2%)
2-10 NOVEMBER 1981	407	41.5	0	0	21,559	341	21,966	382
9-13 NOVEMBER 1981	398	32.5	0	0	22,927	279.5	23,325	372
16-20 NOVEMBER 1981	93	13.5	400	27	28,944	355.5	29,437	396
23-27 NOVEMBER 1981	183	16.5	0	0	22,017	254.5	22,200	271
TOTALS NOVEMBER 1981	1081 (1.1%)	104 (7.6%)	400 (4.4%)	27 (2.0%)	95,447 (92.5%)	1230.5 (90.4%)	96,928	1361
30 NOVEMBER - 4 DECEMBER 1981	696	28	0	0	31,193	366	31,889	377
7-11 DECEMBER 1981	1509	120.5	0	0	18,462	301	19,971	421
14-18 DECEMBER 1981	394	71.5	0	0	16,731	234.5	17,125	306
21-25 DECEMBER 1981	260	57	0	0	9,709	133	9,969	190
28 DECEMBER 1981 - 1 JANUARY 1982	453	20.5	0	0	16,228	199.5	16,681	220
TOTALS DECEMBER 1981	3312 (2.5%)	297.5 (11.4%)	0	0	92,323 (66.5%)	1234.5 (80.4%)	95,635	1534.5
TOTALS 1ST QUART. FY 82	5681 (20.9%)	521.5 (12.5%)	668 (2.5%)	45 (1.1%)	271,755 (97.8%)	3609 (86.4%)	278,104	4175.5

XIV 11 2, 216

10-15-81

Days
~~Stan-~~

From my records I would say that at least twenty working days were involved in this go around with Vol. X. Some 129 hours at least were spent reviewing here in CRD ; then we must add 5 meetings with State (at two hours each) and a couple of trips to Hqs to discuss with DO.

This Vol presented several unique problems- illegible copies, problems with different pagination systems, some appeals for reconsideration by the NO, and the time spent in the review does not include the Original review (covering about half of the documents in question) since I had to start from scratch. Nonetheless I would imagine that we could count on about this much time spent on any vol, even if we get gally proofs and a better page numbering system to work with. This Vol. had about 2,500 pages (a full safe drawer) so it comes out to more than 100 pp per day including reading, recording, discussing, coordinating, etc. etc. This may be too fast for some reviewers, especially if we get into some unfamiliar or particularly sensitive areas. I wouldn't be surprised if we didn't average about a full reviewer month per volume, although it would probably be spread out over a three-month period to allow for coordination with State and DO.

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