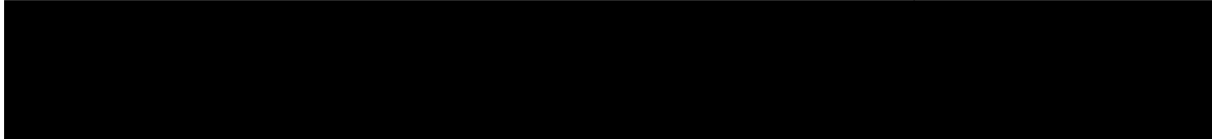


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MINUTES  
DD/S STAFF MEETING  
11 July 1972



2. The Intelligence Museum -- Mr. Wattles.

a. Mr. Wattles read several passages from a memorandum for Mr. Blake from Mr. Colby concerning the acquisition of exhibit panel material. Reading from the memo:

The Ad Hoc Committee on the Intelligence Museum has been studying the question both of a classified intelligence museum and the unclassified exhibition of museum material. It is planning to have its first major exhibit, one on the Cuban Missile Crisis, on the materials having earlier been declassified. It is proposed that this exhibit would be displayed in Corridor 1D during October and November, following an exhibition of materials relating to the 25th anniversary of the establishment of CIA. For the Cuban Missile Crisis exhibit, NPIC is now preparing a sequence of photographic and textual materials along with declassified hardware which would effectively tell the story of the Cuban Missile Crisis in terms of the layman.

Mr. Wattles said, "This does establish clearly that we are going to have an Intelligence Museum." He further noted that consideration is being given to a small classified intelligence museum in the DCI's suite. An unclassified intelligence museum, on a continuing basis, is set for Corridor 1A after Corridor 1D is used for the Cuban Missile Crisis exhibit.

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b. Up until 30 June [redacted] from OC had been the DD/S representative on the Ad Hoc Committee for CIA Intelligence Museum. OC has had some experience in the "museum business" through saving examples of gear used in clandestine communications systems.

SUBJECT TO FEDERAL GOVERNMENT CONTROL  
OF E. O. 11652, INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11 July 1978 BY [redacted]  
(Pres. 11652)

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3. FY 1973 Blanket Travel Orders for Office Directors -- Mr. Wattles.

Mr. Wattles just wanted to remind the Office Directors to get their FY 1973 Blanket Travel Orders in. With regard to travel, Mr. Wattles mentioned a clipping of Jack Anderson's 7 July 1972 column sent by Mr. Colby. The column referred to government employees (cabinet officers) using "travel loopholes" to get around President Nixon's order for everyone in his administration to refrain from first-class travel. Mr. Colby said, "Let's keep pushing for economy."

4. Scheduling of Briefings and Other Overseas Processing Activities -- Mr. Wattles.

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A problem was recently surfaced by [redacted]. The problem or complaint is that "everything" (briefings and overseas processing activities) happens on Wednesday and Thursday. It makes a person's life pretty complicated having to be in two or three places for briefings or overseas processing activities in the same day. For example:

Wednesdays

- Risk of Capture Briefings
- Yellow Fever Shots
- Drug Abuse Seminars
- CCS Briefings [redacted]
- OC Briefing of Returnees

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Thursdays

[redacted]

- Drug Abuse Seminar

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Mr. Wattles asked that the responsible Office Directors coordinate with John [redacted] in seeing if these necessary briefings could be spread more through the week.

5. Selection of Management Advisory Group Members -- Mr. Wattles.

At the Deputies' Meeting last Friday, one of the subjects which came up was a proposal from the MAG to the Executive Director-Comptroller to change the system for appointing people to the MAG. The MAG indicated to

Mr. Colby that in several instances the MAG has had to say to a MAG member, "Go back to your Deputy and ask that you be replaced; you don't have the time to participate in MAG activities." The MAG asks that Staffs and Offices seek out and list by name potential new MAG members who show interest, are available, and who are qualified to participate in the MAG. This recent request for a change in the system for appointment of people to the MAG does not contravene Colonel White's April 1969 memorandum establishing the criteria potential MAG participants should meet.

The MAG provided a draft of a memorandum which they would like sent to Office Heads which would request the Office Heads to solicit nominees for the MAG. The Deputies concurred in the memo. The memo has not been received by the Deputies formally as yet. It should be out shortly for formal distribution.

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6. The Agency Annual Report for FY 1972 -- [REDACTED]

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a [REDACTED] noted that the Agency Annual Report requirement has a short deadline. [REDACTED] said, "I wish I could say that your Office's Weekly Report of Significant Activities could help in preparing this report; but as you are aware, the weekly reports don't fill the bill." We have found some inconsistency in Tab B of the instructions on the Agency Annual Report (e.g., on the list of key documents required by paragraph 11 of Tab B). No criteria for compiling such a list are presented. We have tried to contact [REDACTED]

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[REDACTED] the Special Assistant to the Executive Director for Information Control, for clarification of some points dealing with the Agency Annual Report. Both are on annual leave. Mr. [REDACTED] suggested that the Offices prepare the Agency Annual Report but leave the list of key documents called for in paragraph 11 of Tab B of the report instructions out for the time being.

b. Mr. Blake spoke up on his need for instructions on OMB Circular A-44 (Revised)'s requirement for an Annual Management Report. At least, when is the report due in to O/DDS? Mr. Wattles said further information re the Annual Management Report would be forthcoming shortly. Mr. Wattles noted that Mr. Colby and Mr. Coffey attended a special briefing put on by OMB regarding OMB Circular A-44 (Revised) for the Executive Officers Group on 28 June 1972. "The OMB gave a poor presentation," reported Mr. Coffey.

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7. Comments About Classification, Declassification and Access

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a. [REDACTED] said he has received scores of questions, and so has [REDACTED]. There is one problem that stands out; that is, there are only 20 Top Secret classifiers in the Support Directorate. It is fast becoming apparent that we need more. The need does not arise because of many documents needing to be classified Top Secret; rather, persons with authority to classify Top Secret are the only people allowed to exempt information or material, once classified, from the General Declassification Schedule of E.O. 11652.

b. Mr. Wattles said that, before he left, Mr. Coffey was reluctant to have the list of DDS Top Secret classifiers expanded. Mr. Wattles suggested that the Office Heads submit a list, by position, of those people who need to have Top Secret classifying authority. Try to be selective in preparing this list. We have been more conservative than the other Directorates in the numbers of people being granted Top Secret classifying authority.

c. Mr. Wattles relayed some of Mr. Colby's comments on classification. Mr. Colby said, "It looks like nobody had a Confidential stamp left." Mr. Colby asked that we use the Confidential classification. Don't classify everything Secret. Exercise some controls. If the information isn't secret, don't classify it Secret. We seem to be enraptured with the word SECRET unnecessarily.

8. Items from the Deputies' Meeting -- Mr. Wattles.

a. We've received a draft memorandum for comment on new budgetary procedures. The memo stresses that the Executive Director-Comptroller will be doing a monthly post-audit on the machine runs of obligations.

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b. We've lost the battle on the Senior Seminar. It will be run once a year starting in January. Hope to have 25-30 students versus 20 in past runnings.

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c. [REDACTED] the Agency EEO officer, said that he is having trouble getting EEO goals out of the Directorates. Mr. Wattles said that he would be meeting with [REDACTED] this afternoon.

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d. Youth. The Deputies discussed youth. They concluded that the Agency has no youth problem in terms of "generation gap" problems. They also conclude that the Agency does have some personnel management problems regarding youth in the Agency.

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9. Around the Table.

██████████ noted that classification/declassification poses problems. OC has a lot of work -- correspondence-wise -- with people outside the Agency. Which stamps to use?

Mr. Fisher said that the final figures on retirees are 615 for FY 1972 and 262 in the month of June. The Agency was 202 under FY 1972 ceiling as of 30 June 1972. With the new ceiling for FY 1973, the Agency is now about 125 over the ceiling mark we have to reach by next 30 June. Mr. Fisher reminded people that the talk around is that we are going to get clobbered again in FY 1974 regarding personnel cuts. We are working to get some people into the EOD process. The Agency started FY 1972 with an average GS grade of 10.10 and held the line at 10.12 at the end of FY 1972.

Mr. Fisher reported on a draft notice dealing with voluntary/involuntary retirement, bought by the Deputies, which should be published formally in the next few days. Henceforth, involuntary retirement option will only be used in those areas where there is a true surplus of personnel. Therefore, if your Office has an overage, you may use the involuntary retirement option. "We have," said Mr. Fisher, "approached illegality in the way we use it (involuntary retirement)." Come this January, if we have to take a large personnel cut, we may have to re-write blanket authority to use the involuntary retirement option.

Mr. Fisher made a comment regarding the Voluntary Investment Program (VIP). There is talk about expanding the VIP to include more mutual funds. We (OP) are in a personnel squeeze re VIP. We've taken two slots out of our hide to staff VIP today. If the VIP Board adds more to the program, there will just be too much workload for the people working on VIP. OP and OF are writing issue papers on an expanded VIP now.

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[redacted] spoke up in his role as a trustee of the VIP. [redacted] noted that VIP has employee support. The employees are encouraged that the Agency set up VIP. VIP is an approved retirement fund with the DCI's blessing. Yes, agreed Mr. Fisher; but if you are going to expand VIP, it will cost dollars and people.

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[redacted] noted that some Offices have been using [redacted] to brief their people on [redacted] with some success.

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Dr. Tietjen referred to the recent notice on Drug Abuse briefings for employees and their spouses prior to going overseas. Representatives from OMS will participate in these briefings. Along with the start of the Drug Abuse briefings, OMS, with OL's help, will bring out the award-winning OMS Drug Exhibit for display in the Headquarters main lobby.

Mr. Fisher said that he has had three calls from people asking, "Why can't we give the Drug Abuse briefing to all parents regardless of their going overseas?"

Mr. Wattles suggested that, when the heavy "overseas-bound" workload is over, we might respond to stateside employees' requests. For the moment, we should hold off; maybe beginning in the Fall and continuing through Winter, we can provide drug abuse briefings for Headquarters employees.

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[redacted] said that OTR would be handling the "housekeeping" for the Drug Abuse Seminars (briefings) by taking care of employee registration. There has been a dramatic rise in tuition costs at FSI and other external training courses. OTR is sending two people from the Career Training Staff to Los Angeles and San Francisco to talk with potential CTs recruited by OP. This should save a "great number" of people from coming back to Headquarters for preliminary interviews. [redacted] has been terminated as of 30 June 1972. [redacted] now has the contract.

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[redacted] said that OF is also having troubles with the new classification system. We are having our biggest problems with other government agencies because of all the correspondence we have with them. Most of the other government agencies are using the "exempt from general declassification" in correspondence to us. Their markings are different from ours. Their own in-house regulations implementing E.O. 11652 are different from ours.

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Mr. Wattles noted that Messrs. [REDACTED] from the SIPS Task Force say there are many problems being encountered in classifying computer output.

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[REDACTED] said that T&A cards with the Secret (When Filled In) markings have so many stamps on the IBM-card sized form that "you can't read the damn thing."

cc: Each attendee

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