

24 NOV 1976

MEMORANDUM FOR: Deputy Director for Administration  
 THROUGH : [REDACTED]  
 AC/Information Systems Analysis Staff  
 FROM : [REDACTED]  
 Chief, Micrographics Program Branch  
 SUBJECT : WAE Personnel for File Preparation  
 REFERENCE : Memo for DDA from C/MPB, same subject, dated  
 15 February 1976 (DDA 76/1164)

STATINTL

STATINTL

1. Paragraph four contains a recommendation for your approval.

2. Referent memorandum discussed a problem which existed in the conversion of paper records to microfilm, and made a recommendation that was approved. This recommendation was to hire handicapped people on a WAE contract to prepare files for micro-filming. Unfortunately, the Office of Personnel has been unable to recruit handicapped people to fill these positions, because the individuals with physical handicaps such to enable them to perform the functions were only interested in full-time employment.

3. The problem of file preparation still exists. Hundreds of cubic feet of files approved for microfilming cannot be filmed because manpower is not available for the necessary file preparation. The P&PD/OL has funds available in both FY77 and FY78 Budgets for this purpose.

4. Your approval is requested to waive the handicapped requirement and allow P&PD to hire non-handicapped people on a WAE contract to do the file preparation tasks outlined in referent memorandum. Of course, if handicapped people suitable for these tasks are found, they would still be given top priority.

STATINTL

Attachment: Referent

CONCUR:

[REDACTED]

24 Nov 76

STATINTL

SUBJECT: WAE Personnel for File Preparation

CONCURRENCE:

STATINTL

[Redacted Signature]

Chief, Printing & Photography Division

1/7/77  
Date

APPROVED:

[Redacted Signature]

John F. Blake  
Deputy Director for Administration

STATINTL

1/12/77  
Date

DISAPPROVED:

John F. Blake  
Deputy Director for Administration

Date

Distribution:

- Original - MPB (815 Ames)
- 2 - DDA *subj.*
- 1 - ISAS
- 1 - P&PD

ORIG: ISAS/MPB, [Redacted] BB/2761/24 November 1976

STATINTL

*\* Concern, but will still try to fill with handicapped.  
We have one in process - another project.*

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Approved For Release 2001/07/30 : CIA-RDP79-00498A000500140005-6

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Registry  
File Personnel-15

STATINTL

FROM:

[Redacted]

C/MPB

EXTENSION

[Redacted]

NO.

DDA 77-0174

DATE

STATINTL

17 November 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AC/ISAS  
7C18 Headquarters

11/24

[Initials]

1. For concurrence

2. AI/DDA  
7C18 Headquarters

11/26

[Initials]

3. C/P&PD/OL  
154 P&PD

1/7

[Initials]

3. For concurrence

4. DDA  
7D18 Headquarters

12 Jan

[Initials]

4. For approval

6. C/MPB  
815 Ames Bldg.

4-6 Make sure that the W&S's are aware of the DDA's policy re summer only.

13 JAN 1977

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. [REDACTED]	11 JAN 1977	<i>[Signature]</i>
2			
3	Mr. Malanick		<i>[Signature]</i>
4			
5	Mr. Blake		
6			

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ACTION</b>		<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
<b>APPROVAL</b>		<b>DISPATCH</b>	<b>RECOMMENDATION</b>
<b>COMMENT</b>		<b>FILE</b>	<b>RETURN</b>
<b>CONCURRENCE</b>		<b>INFORMATION</b>	<b>SIGNATURE</b>

DDA 77-0174

**Remarks:**

Wanted handicapped for microfilming job. None available who could function. Ask OK to get non-handicapped on WAE basis.

RFZ

FOLD HERE TO RETURN TO SENDER

<b>FROM: NAME, ADDRESS AND PHONE NO.</b>	<b>DATE</b>

Approved For Release 2001/07/30 : CIA-RDP79-00498A000500140005-6

STATINTL

PERS 76-612

19 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration  
THROUGH : Chief, Information Systems Analysis Staff *exp.*  
SUBJECT : WAE Personnel for File Preparation

1. This memorandum addresses a problem which exists in the conversion of paper records to microfilm and makes a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Background

The preparation of records for microfilming encompasses several time consuming tasks which must be performed by the user. These tasks include:

- Purging extraneous pages and extra copies from each file
- Removing staples
- Mending torn pages
- Prearranging pages into the order in which they are to appear on the microfilm
- Counting pages for each microfiche
- Typing microfiche title cards
- Packaging and mailing the documents to Printing and Photography Division

3. Problem

Every day I am being made more aware that the labor intensive steps involved in preparing files for microfilming are seriously impeding component efforts to convert records to microfilm. File preparation is holding more and more potential micrographics customers back. It is also holding back the customers who are already committed to microfilming but who are unable to move ahead with their conversion plans because they don't have the manpower necessary to do this important front-end work.

4. Alternatives

Three alternatives were considered:

a. Do nothing. The consequences would be to let records destined for microfilming continue to stack up in scarce office space.

b. Allow P&PD to hire and supervise a cadre of When Actually Employed (WAE) file preparers who would move from office to office assisting components in file preparation tasks.

c. Recommend that components with file preparation problems hire their own WAE personnel for this job. This would probably be less efficient than b. The hiring component would have to train and supervise these people and they would be available only to that office. In addition to losing the use of their skills elsewhere, there would be some extra training effort as each office tries to train their own WAE's.

5. Coordination

MPB has discussed with OL/P&PD and the Agency coordinator for employing the handicapped the possibility of hiring handicapped people for this job. All feel that the project has merit and is indeed feasible.

6. Recommendations

Alternative 4b is recommended. Your approval is requested to allow P&PD to hire and supervise a cadre of WAE file preparers who will

move from office to office assisting components in file preparation tasks. Initially, four such people should be hired at approximately \$4.00 per hour for a four and one-half month trial period. Ten thousand dollars can be reprogrammed from ISAS FY-76 funds for this purpose.

STATINTL



Chief, Micrographics Program Branch

STATINTL

CONCUR:



C/ISAS

22 February 1976  
Date

STATINTL



C/P&PD/OL

3/8/76  
Date

*OK [unclear] DL 1*

STATINTL



APPRO

18 April '76  
Date

DISAP

\_\_\_\_\_  
Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Register

FROM:

*RPW*

EXTENSION

NO.

File *Personnel-15*

STATINTL

[Redacted]

C/MPB

[Redacted]

DATE

19 FEB 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/ISAS  
7C18 Hqs.

19 FEB 1976

*ext*

1. For concurrence

2. AI/DDA  
7C18 Hqs.

*3/2/76*

*B*

2. For concurrence

3. C/P&PD/OL  
154 P&PD

*3/8*

*KCC*

3. For concurrence

4. DDA  
7D18 Hqs.

18 MAR 1976

*7*

4. For approval

*10 MAR 1976*

5.

6. C/MPB  
710 Magazine

*3/19/76*

*2 to 344:*

7.

*As I understand it:*

8.

*2. Money is available for this*

9.

*b. The proposal is to have handicapped individuals,*

10.

*with these points in mind,*

11.

*in favor the proposal.*

12.

13.

14.

15.

*AI/DDA*

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610 USE PREVIOUS EDITIONS

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