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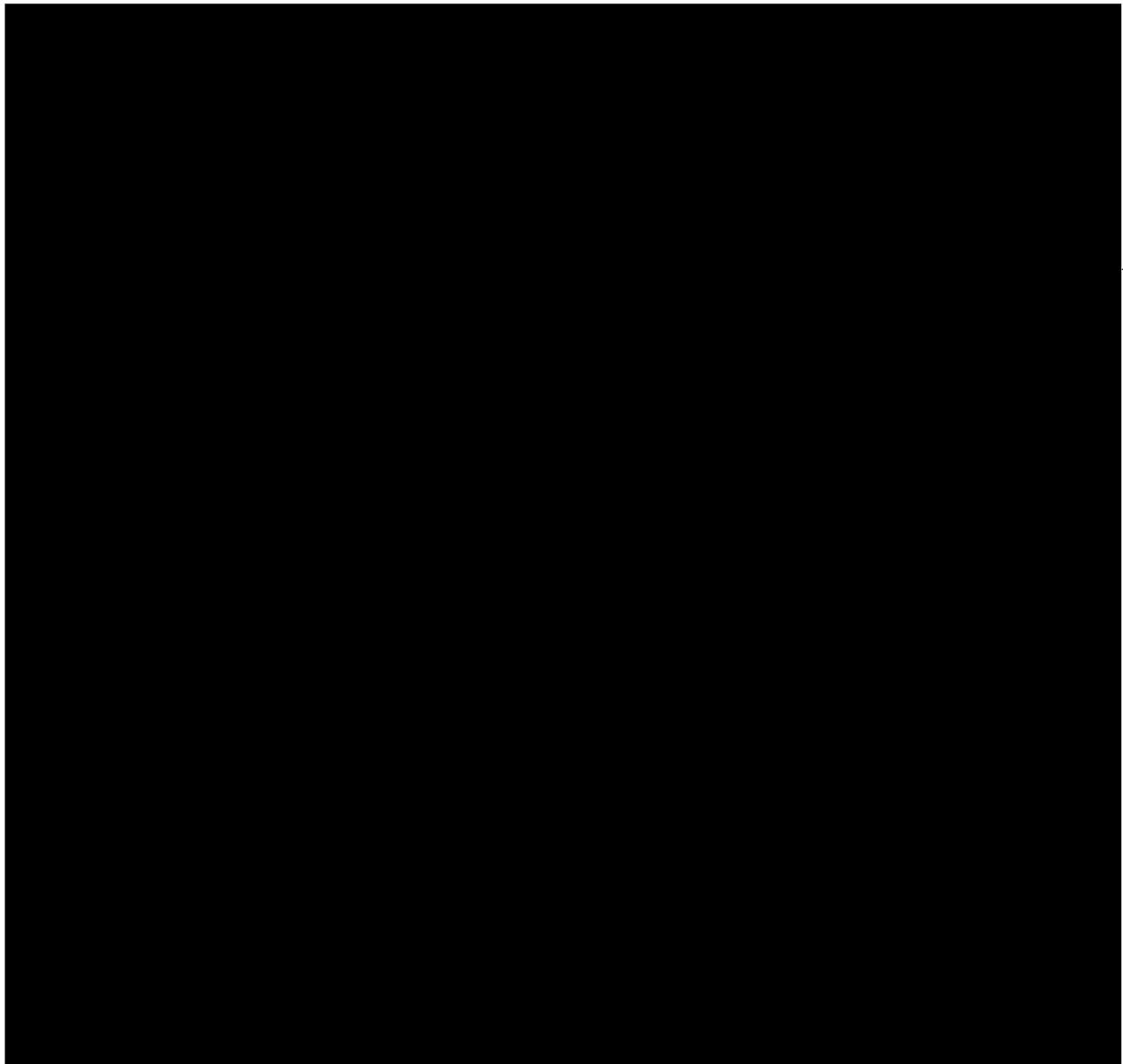
OFFICE OF SECURITY WEEKLY STAFF MEETING

ROOM 4E-64

25 March 1977

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1. Quality Step Increase



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4. The DDA Office Chiefs Conference

The Director of Security commented on several topics that were considered during the 18-20 March conference

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(a) Letter of Instruction - Some Office Chiefs believed that the device is best used as a job description. Others felt it should be used only to point out special objectives under application of the MBO Program as it applies to the individual employee. LOIs are "here to stay" as a DDA management tool. A DDA policy paper is being prepared to give the Directorate precise direction on how LOIs should be used.

(b) Positive Indicators - Although this concept has been difficult to apply, especially within the Office of Security, the DDA believes that it has meaning and application within the Directorate. The Office of Security will examine its progress to date. Up to now, we have been concentrating on qualitative indicators. We should also determine if the concept can be better used if we develop Office level indicators that can be applied and followed quantitatively.

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(c) DDA Personnel Panel - The Directorate is considering the use of developing a DDA Career Training Program. If adopted, trainees would be selected from personnel already having served several years with the Directorate for Administration.

(d) Division Chiefs Conference - Mr. Blake advised that a conference with the DDA Division Chiefs from all Offices was very productive and that the attendees would soon be given his feedback on their comments and suggestions.

(e) The DDA Exchange Magazine - A questionnaire is to be prepared for the magazine readers and their answers will help the DDA Management and Assessment Staff determine if the magazine has been effective as a communication device within the Directorate.

(f) DDA Reporting Procedures - Mr. Blake uses items taken from his morning meeting with Office heads, as well as items from the weekly events logs to keep the DCI advised of significant Directorate matters. Furthermore, the DDA is very much interested in all such items and he believes that such reports can be used to keep Office Chiefs aware of significant happenings within the Directorate.

(g) Summer-Only Employees - Some Offices within the Directorate would be forced to periodically hire short term employees if they could not depend upon assistance every summer under the Summer-Only Employees Program. Therefore, the program will continue to be used by the Directorate.

#### 5. DCI Meeting with CIA Personnel

On 28 March, Admiral Turner will be meeting with a group of CIA personnel in the Agency auditorium. It is anticipated that he will use the meeting to outline some of his preferences relative to the management of the Agency.

#### 6. Edwin G. Moore II Case

The Director of Security will be called to testify in this case. He will be expected to testify on Office of Security practices as well as on the functions and practices of other Offices within the Agency. A trial date has been set for 11 April.

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7. Special Task Force

The Deputy Director of Security advised that the Security Task Force formed to make recommendations on how best to prevent recurrences of such incidents as the Edwin Moore case has interviewed many people from both the U. S. Government and from the contracting world. The group feels that their efforts have been productive and the recommendations and comments received from both government and industry will be used to produce guidelines to help prevent such occurrences in the future.

8. Office Relocations

25X1A The DD/PSI advised that both the [REDACTED] must relocate. GSA is searching for new office space and has been directed to find locations within the same [REDACTED] area as the present locations. 25X

9. Executive Training

25X1A [REDACTED] Chief, Technical Security Division, will be attending the Executive Leadership and Management Course at the Federal Executive Institute, Charlottesville, Va. from 28 March to 14 April.

10. New OS Employees

The OS Professional Applicant Review Committee has selected its first candidate for the fall 1977 class.

11. Citation

25X1A [REDACTED] has been commended by the DDCI for special security support provided.