

YOU NEED TO KNOW

INFORMATION FOR ALL EMPLOYEES
PUBLISHED BY THE SUPPORT DIRECTORATE

SECRET

2561

SUPPORT BULLETIN

MORI/CDE

GROUP 1
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PURPOSE

The YOU NEED TO KNOW Support Bulletin is published by the Support Directorate of the Central Intelligence Agency.

This Bulletin is not directive in nature but attempts to present items which are of broad interest to all personnel. It is for information only and in no case is authority for action nor a substitute for regulatory issuances.

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Use of UNCLASSIFIED information should be done in such a manner so as not to reveal any connection between the information and this Agency or this publication.

CONTRIBUTIONS

Articles of wide, general interest are solicited from ALL employees of the CIA. This includes not only original manuscripts but extracts, digests, and resumes from other publications which may have wide, general interest among employees.

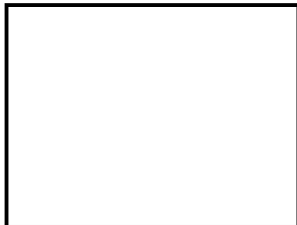
Articles should be typed double spaced on bond paper. Articles may be classified through SECRET.

Address all submissions to:

YOU NEED TO KNOW, Room 7D10 Headquarters Building. Include your name, organization, and phone number for contact purposes.

Published Under the Direction of The Deputy Director for Support

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YOU NEED TO KNOW

WINTER 1970 SUPPORT BULLETIN SB-40

of paper pollution and—
THE SPACE RACE (ADMINISTRATIVE – 3
 by [redacted], DDS/OL/PSD INTERNAL USE ONLY) 25X1

how it works—
THE DEFENSE SATELLITE COMMUNICATIONS SYSTEM (UNCLASSIFIED) 5

the answer to—
WHAT KIND OF EQUIPMENT WILL YOUR SECRETARY HAVE IN 1975? (CONFIDENTIAL) 7

what is—
SIPS (CONFIDENTIAL) 8
 25X1 by [redacted] DDS/SSS 25X1



that there is a—
VOCATIONAL GUIDANCE SERVICE FOR PROSPECTIVE RETIREES (CONFIDENTIAL) 10

what really happened—
THE DAY THE COOLER "BLEW ITS COOL" (ADMINISTRATIVE – 12
 by [redacted] DDS/OL/LSD INTERNAL USE ONLY) 25X1

the details of the—
EXTENDED PAYMENT EDUCATION LOAN PLAN (UNCLASSIFIED) 15

the translation of—
PU NAELC NOITAREPO (UNCLASSIFIED) 18
 by [redacted] DDS/OL/LSD 25X1

(Continued on following page)

DEPARTMENTS

A Look At Legislation 32 • Trends And Highlights 36 • Cartoon Page 30
 Letters To The Editor 2 • The Pay Window 28 • EAA Activities 6
 The Credit Union 17

SECRET

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SECRET

**YOU
NEED
TO
KNOW**

SUPPORT BULLETIN SB - 40

(Continued)

how to—
PROTECT YOUR HOME
AGAINST BURGLARS

(ADMINISTRATIVE – 19
INTERNAL USE ONLY)

25X1

of you—
AND SUDDEN DEATH
by J. C. Furnas
(Reprinted from the Reader's Digest, October 1966)

(ADMINISTRATIVE – 22
INTERNAL USE ONLY)

and to—
UNDERSTAND THE HAZARDS
OF NUCLEAR ATTACK

(UNCLASSIFIED) 25

the answers to—
EVERYTHING YOU ALWAYS WANTED
TO KNOW ABOUT FOOTBALL
(but were afraid to ask)

(ADMINISTRATIVE – 27
INTERNAL USE ONLY)

(condensed from the New York Times 12/15/68)

25X1

the facts about the—
PINTO, GREMLIN, VW, AND VEGA (UNCLASSIFIED) 33

LETTERS TO THE EDITOR

Do you want to know something more about a particular subject or maybe why things are done this way rather than that? Maybe you don't have time to investigate the subject fully or maybe you don't have access to the information needed to make a judgment or time to learn more about the subject.

Now, because of the formation of a new committee, subjects can be discussed, questions answered, and problems resolved. The DD/S, in a memorandum dated 12 August 1970, created a committee for the publication of the NEW Support Bulletin. We say new because it's not strictly a Support Bulletin any more. YOU NEED TO KNOW is the new lead, the cover is new and we hope the articles herein are new and contain some of everyone's "thing."

The committee, composed of representatives from the seven Offices of the DD/S and the Chief, Support Services Staff, is charged with having direct participation and appropriate responsibility in the publication of lively and interesting material.

If you have a subject you would like to know more about, a problem that you don't know where to turn for the answer, an article that you think should be published or a simple question that needs answering, jot it down and send it to Editor, YOU NEED TO KNOW, Room 7D10, Headquarters. Please mark it "Eyes Only" and classified, if appropriate. Letters may be signed or unsigned and all letters will be kept in the committee's confidence. No Dear Abby letters please!!!!

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of paper pollution and—

THE SPACE RACE

by DDS/OL/PSD

25X1

The technology of the 70's permits the generation of hard copy* information at mind-boggling rates hitherto undreamed of. How will man cope with these torrents of paper unleashed upon him by the hordes of eager graphic communicators armed with automated typewriters, copying machines, computer printers, duplicating machines, and printing presses? Will man become an unwitting victim of his own hard-nosed insistence on hard copy—or will he find his salvation and survival in a centrally serviced soft display? Do we have a real problem or merely a "Paper Tiger"? Witness below the goings-on in our own organization and judge for yourself.

Let us first examine some staggering statistics on this problem of perpetual proliferation of paper pollution. In the parlance of a Records Management Officer, 2,000 pages of documents equal one cubic foot. Eight cubic feet of active files requires one four-drawer safe (costing \$700) which occupies 8 square feet of floor space (\$40 per year). One cubic foot of inactive documents also requires one linear foot of shelf space when stored at the Records Center.

To help illustrate the enormity of the problem, let us add three more units of measure: (1) an "OW" is 75 cubic feet—this is the volume of files which, when stored in safes, would displace one Office Worker; (2) a "WM" equals 555 cubic feet—this is the volume of documents required to make a stack as high as the Washington Monument; (3) a "DM" is 5,280 cubic feet—this is a document mile. Thus, in our Headquarters we have holdings in hard copy that are in excess of 42 DM's or enough to completely fill a conveyor belt from here to the Records Center. About half are in 12,000 safes with a current replacement value of \$8.4 million. The annual net growth from 1960-1969 averaged 1.4 DM's and this required an additional 900 safes each year.

*Typed or printed on paper.

**Images produced without paper, such as on TV-type or microfilm reader screens.

At the same time, the bulging Records Center contains over 20 DM's and, if the records stored at the Center were stacked on the front lawn, we would have 187 WM's. Although the Records Center disposes of 2 DM's each year they receive another three DM's and have since 1960 averaged a net increase of 1 DM per year.

In addition, our army of analysts and authors with a formidable array of highly sophisticated recording, reproducing, and printing devices at their command, annually contributes some 271 million pieces of paper to the information explosion. This is an amount equivalent to 1,805 OW (office worker space) which if filed in safes could easily become a major cause of personnel attrition. Most of it, fortunately, is not filed—at least not by us—it is rapidly mailed out at hourly intervals for others to read, annotate, and file—or destroy. But retaliation by the recipients is swift and relentless. Fleets of planes, trains, and trucks bring to us each day, tons of new material proudly collected or produced by other organizations in a never-ending paper cycle. Our trucks shuttle twice daily to the Records Center with paper files that are to be retired, and surplus copies of publications, bringing back files that must be reexamined and documents for supplemental distribution.

Periodic purge campaigns are waged and our

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are in constant use. But, in spite of all attempts at file discipline and corrective action the net growth of hard copy continues at an alarming rate at Headquarters, at the Records Center, and in the field. Unfortunately, the combined total space available for office workers and office files is limited.

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Can man be rescued from his self-imposed papyrus prison? Is there a solution to paper pollution? Obviously, all conventional approaches to this problem have proven inadequate. Our management, long aware of the problem, has for many years sponsored research and development of advanced information systems design and many have been successfully implemented. Long-range systems now being developed attack this problem at the source, by capturing the data in digital form, in lieu of paper at the time of its creation, using remote terminals, magnetic tape typewriters, and optical scanners. This, in turn, opens the door to high-

SECRET

3

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speed electronic transmission, indexing, filing, editing, sorting, processing, manipulating, and retrieval. Last, but not least, the user, sits in an upholstered chair, before a desk-top TV-type soft display and the information he requests (by keyboard) is presented to him without the benefit (?) of hard copy.

Unfortunately, while we are awaiting the new systems—and our escape from inundation—the arrival of new and faster apparatus for producing hard copy is undermining, still further, our efforts to reduce our paper holdings. For example, the Xerox 3600, a recent addition in the highspeed copying and collating field, is so efficient and easy to operate that whole new paper systems are being built around it—causing copying requirements to emerge which never existed before. Few will deny that it adds a new dimension to rapid information dissemination. [redacted] of these machines have been acquired in the Headquarters area in the last 16 months. In two months each machine is now producing 80 cu. ft. of paper—enough to fill \$7,000 worth of safes or to displace one office worker (OW). Thus, whatever part of this volume does actually end up in a safe, becomes a matter of serious concern. In one year each of these [redacted] new machines produces a stack of paper as high as the Washington Monument—one WM per Xerox 3600 per year.

What is needed, then, is an interim battle plan to retard the growth of paper holdings until help (through new systems) arrives at hand. Such a plan must:

- (a) Provide a means for at least *stabilizing the net volume* of files.
- (b) Be *cost-effective*.
- (c) Be capable of *quick implementation*.
- (d) Be *compatible* with systems of the present and future with a minimum of equipment obsolescence.

One plan now being given serious consideration to stabilize the net growth at the Records Center appears to meet all of these requirements. This plan would utilize roll microfilm for files that become inactive in order to save storage space. Microfilm is, of course, already being applied extensively to our information systems. We and our predecessor organizations were pioneers in this field. Millions of dollars have been invested by our organization in the development of large microfilm storage and retrieval systems. [redacted]



In spite of many advertised claims, microfilm is not a panacea for all records and document-handling problems. For example, no efficient means has yet been devised for the rapid updating or interfiling of microfilm images, which is a basic requirement of a typical active hard copy file. The one application for which microfilm has proven itself ideally suited is the use of 16mm roll film for files which do not require interfiling of new material, such as sequential chronological or inactive files, and which are added to but never updated. Virtually all of the material being sent to the Records Center falls into this category.

For many years the GSA has maintained that the microfilming of Federal records for the purpose of saving space was economical only if the records were to be retained for 35 years or more—simply because the filming cost normally exceeded the hard copy storage costs.

This criteria is not applicable to the current operations of our organization. Because we can utilize existing equipment and personnel we have a more favorable cost ratio that will permit filming of inactive records that are scheduled for storage as little as eight years. For an active file at Headquarters which does not require interfiling, the minimum retention criteria may be as short as 2 years.

Thus, there is hope for arresting the flow of paper to the Records Center and for rescuing our Office workers whose working area is now being rapidly usurped by mountains of paper—provided, of course, that we can learn to live with the soft display, i.e., the microfilm reader, for part of his work. Plans are now underway to select appropriate

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files for microfilming and to initiate a pilot program and feasibility study to determine to what extent microfilm may be cost-effectively applied for space-saving purposes. Procedures for standardized indexing and formatting will be developed as well as for the continuity of the systems. More seminars are planned to familiarize users with the variety and sophistication now available in microfilm readers. If the pilot program proves successful, other files will be examined by the Records Management Officers to determine their suitability for this program. From this examination, requirements can be developed with which to establish a mutually acceptable overall program to finally regain control of the paper problem. To the expression "Publish or Perish," we might now add "Microfilm or Move." (Note: This article will be available on microfilm for those who wish to destroy the hard copy.) (ADMINISTRATIVE - INTERNAL USE ONLY)

how it works—

THE DEFENSE SATELLITE COMMUNICATIONS SYSTEM

CPYRGHT



THE OXYGEN GIVER

A blade of grass.

It is quiet. It has no moving parts. Yet in its growth process, it takes polluting gases from the air and returns pure oxygen.

In a season of active growth, the grass in a well-maintained lawn, 50 by 50 feet, liberates enough oxygen to meet the needs of a family of four day after day.

As it performs this miracle, grass also provides the basic food supply for animals and man.

It does this by photosynthesis, using the energy of the sun to turn carbon dioxide, water and minerals into green growth.

The idea of using a satellite as a relay point for communications between widely separated points on earth was conceived long before any nation possessed the capability to orbit one. For years, as an alternative, microwave relay towers—based on the same principle but limited to distances of about 30 miles between towers—have been used to interconnect our nation's cities. These towers which dot our land, in conjunction with a maze of cables and wires, enable nationwide coverage of such events as a Presidential telecast or a World Series playoff. Effective and reliable as the system is, it has at least one very severe limitation—it is utterly useless over ocean expanses due to its short range constraint. Even the use of aircraft to provide trans-oceanic links at the desirable microwave frequencies is impossible since they cannot reach an altitude necessary to "see" the American and European continents simultaneously. However, satellites can. In fact, at an altitude of 22,300 nautical miles, satellites can provide line-of-sight contact between points on earth separated by as much as 10,000 miles!

The Communications Satellite Act of 1962 charged the Defense Communications Agency (DCA) with establishing a satellite communications system to service the needs of the U.S. Government; civilian and military.

SECRET

5

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Military satellites must satisfy a number of characteristics that are not essential to other government agencies. Military systems must possess flexibility for rapid extension of service to any area. They must have an extremely high degree of reliability for support of military operations. They must be secure from enemy monitoring or jamming. The list goes on.

On the premise that a military oriented system will automatically meet other governmental requirements, the DCA designed a two-phase program. The satellites of the Initial Defense Satellite Communications System (IDSCS), Phase I, were designed for maximum simplicity, one of the classic approaches to high reliability. Each satellite is 36 inches in diameter and weighs approximately 100 pounds. Eight thousand solar cells ensure a continuing power supply during sunlit periods. There are no moving parts.

Twenty-six satellites have been launched into an orbit of approximately 21,074 nautical miles—slightly below synchronous altitude—and form a belt around the earth's equator. They drift, relative to earth, at about 30 degrees per day. Simply stated, this means that a single satellite stays in view of an equatorial ground station for about 4½ days.

The malfunctioning of a given satellite does not impair the capabilities of a particular link for any extended length of time because new satellites are constantly drifting into position. Designed primarily as experimental, with only limited operational capability, these satellites are programmed to shut off after 6 years of service. Because of a 2 year launch schedule, this will occur between 1972 and 1974.

EAA ACTIVITIES

The newest service in the EAA area of activities is a computerized sales facility, TICKETRON. This unit was installed at our Ticket Sales Facility in the EAA Office, North Cafeteria Concourse, in October. Tickets for over 100 shows, sports, and special events may be purchased by EAA members for events in Washington, Baltimore, Philadelphia, New York, and Montreal.

The EAA clubs are very active at this time. The Photo Club has announced a new and impressive capability for their members—processing of color film.

The Phase II satellites, larger than the Phase I "birds," are 9 feet in diameter, 10 feet high and weigh 900 pounds and can be used by more than one pair of ground stations simultaneously. Also, they will have transmitter power outputs hundreds of times greater than the Phase I satellites. Each one will have an earth coverage antenna and two narrow-beam antennas. The earth coverage antenna will radiate power in a wide angle beam that will cover the entire portion of the earth visible to it, whereas each narrow-beam antenna can be used to "spotlight" certain areas on the earth's surface. Within these intensified coverage areas, which receive even more power, small terminals (trucks, jeeps, boats) can be used in place of more costly and less flexible large ground stations. The narrow beams can be steered in a matter of minutes to different locations on the earth's surface, and the satellites themselves can be moved, within a few days, to new synchronous orbital positions.

This Phase II system will thus possess a completely new order of flexibility for meeting contingency communications needs anywhere in the world. Many details of the system are still undergoing final definition at this writing. These include exact launching dates, the actual number of satellites that will be required (probably 2 to 4), the extent to which ground terminals can be reduced in size, etc. This ambitious undertaking, however, is progressing at a rapid pace and hopefully will produce a launch in mid-1971. (UNCLASSIFIED)

EAA instruction programs are likewise active again this fall with the adult education field continuing to be very popular. Newest of the EAA programs is SLIMNASTICS for women.

On the sports scene, teams are now forming for basketball and "co-ed" volleyball.

This year our EAA store had Christmas cards, candy, fruit cakes, and pecans for the Christmas season. In other departments the new 1971 models of radios, televisions, luggage, watches, cameras, home tools, and many other items are on display for your shopping pleasure. The store's Special Order Department offers many other items for your convenience.

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the answer to—

WHAT KIND OF EQUIPMENT WILL YOUR SECRETARY HAVE IN 1975? (!)

That got your attention didn't it! This article could really be titled "The Ideal Secretarial Composing Machine" or "The Impact of Modern Technology on Typewriter Selection." A study leading to the decision to standardize on the IBM Selectric attempted to analyze the various items of equipment available and their present or potential application within the Agency. It seems that for once the preference of secretaries and the demands of modern technology are compatible. The versatility of the Selectric with its 60 different golf ball typing elements may help to solve some of the frustrating problems of the workday plus satisfy the requirements of the various information processing systems in use.

General Correspondence

Many of you have been faced with the situation particularly at Office/Directorate level where correspondence reaches your desk needing minor corrections and you are not able to accomplish it because your typewriter doesn't match that used in the originating office. Well, you either have to retype the whole document and then find the originator to sign again or, worse, mail the uncorrected copy back to the originator, etc. The result is often considerable loss of time. (Your leader loves that, I'll bet!) It is for this reason that the Selectrics will be issued with one typing element, the Delegate 70, which is intended for general correspondence and microfilming needs.

Data Processing

When choosing a "secretarial composing machine," managers must also consider the various data processing systems either in use or under development. There are two prominent systems within the Office of Communications and Office of Computer Services which utilize optical scanners as the primary means of input. An optical scanner, also known as page reader, optical character recognition OCR, "reads" words typed on paper directly into a computer without further coding or key punching.

The Automated Communication Terminal (ACT) is designed to automate a major portion of the cable handling procedures now performed manually within the Cable Secretariat and Signal Center. The use of an optical scanner will eliminate the need for a person to retype outgoing cables on paper tape which is a major bottleneck in the "originating" cable process today.

In the Office of Computer Services an optical scanner (CDC 915) is utilized in production. It processes 10-50,000 documents per week for Central Reference Service plus projects for the Office of Personnel and other components.

ACT plus other systems using OCR will require "cleaner" copies of correspondence since strikeovers, erasures, etc., may cause the scanner to reject the copy.

Why Choose IBM?

The acceptable type styles are limited to distinctive fonts which are generally termed "OCR" type styles and which, with few exceptions, are limited to upper case characters. Manufacturers other than IBM make typewriters with OCR type styles, however, such machines can be used only in the single type style installed at time of manufacture. Thus, IBM's Selectric, thanks to its interchangeable golf ball, is the only machine capable of performing in a dual role. Ideally, all components in the Agency should be able to use a single OCR type style. As of this writing, however, it appears that because of differences between OCS's CDC 915 scanner and the [redacted] ordered by Office of Communications for the ACT program, two different type style [redacted] will be required initially.

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Implementation

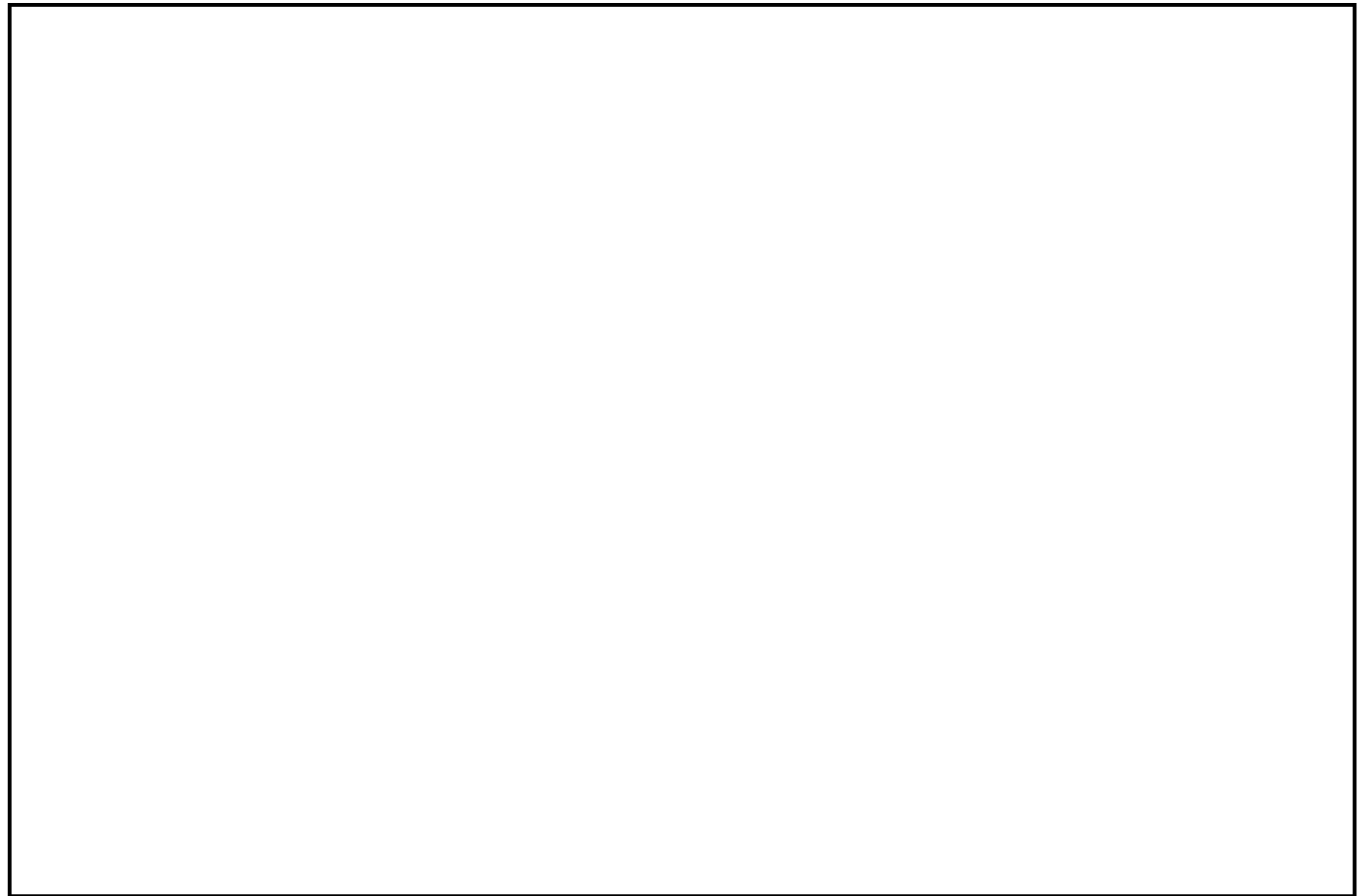
The Office of Logistics has taken steps to prepare the increased use of OCR equipment throughout the Agency. An initial supply of IBM Selectrics has been procured and placed in stock. As a matter of fact, the IBM Selectric will be the only standard typewriter stocked. Notices are being prepared which will outline the standardization program and which will reinstate electric typewriters as a regulated item of supply. (CONFIDENTIAL)

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what is—

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 DDS/SSS

A Task Force was created in November 1968 to round out the skills necessary to conduct the design and manage the implementation of the Support Information Processing Systems (SIPS). The Task Force is an inter-Directorate effort combining personnel from the Management Support Division from the Office of Computer Services, DDS&T, and from the Information Processing Branch, Support Services Staff, DDS. All of the Support Career Services are represented. There are three major systems, Materiel, Financial and Human Resources, under concurrent development in SIPS. Part of the effort is directed toward upgrading existing computer systems and part is aimed at adding new functions to the Directorate data processing capability.

The Materiel System consists of Requisitioning, Supply Management, Procurement, Warehousing and Transportation functions. As in the other two systems, the goal for Materiel Resources is to tie these closely related functions more securely together. A requisitioner, for example, could know the disposition of his requisition within 72 hours after submission. Automated stock control, automated procurement history and automated receiving reports are also goals for the Materiel System.

The Financial Resources System effort includes a major overhaul of the Agency Payroll System, upgrading of support to the Accounting function and the recently completed development of automated support for budget processes. The Automated Budget Control System represents a significant step forward by providing meaningful support to Agency Offices during budget preparation, adjustment and submission.

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The Manpower Control System (MCS) is the first priority objective for the Human Resources System. The MCS covers 14 functions which require integrated action or reaction on the part of the Offices of Personnel, Medical Services, Security, Finance, Training and other components. These functions include, for example, Personnel Assignment, Central and Emergency Locator, Central Cover, Medical Assignability and Security Case Control.

25X1 The computer and software systems required for
25X1 support of the functions described above are currently being specified. The General Information Management System (GIMS) developed by [redacted] is being considered as a central software "supervisor" for SIPS. GIMS will accept input, edit and validate records, see that each record is properly stored and recall records and/or data items required for reports. It will also handle queries from remote terminals.

A significant portion of daily Directorate business will be conducted via remote terminals. Part of the SIPS plan calls for establishing Data Management Centers. These Centers have a planned capability to conduct queries, to provide on-line file maintenance, to package and distribute reports and to provide a microfilm viewing service. It is felt that centralizing these functions will provide improved security protection, improved access to data and information and, in general, a better data processing service. (CONFIDENTIAL)

* * *

The "Monday Holiday Law," Public Law 90-363, goes into effect next January 1. Federal holidays will be observed on the following dates:

New Year's Day, January 1; Washington's Birthday, third Monday in February; Memorial Day, last Monday in May; Independence Day, July 4; Labor Day, first Monday in September; Columbus Day (new), second Monday in October; Veterans Day, fourth Monday in October; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; Inauguration Day; Inauguration Day (Washington, D. C. area only), January 20 (observed every fourth year after 1965).

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that there is a—

VOCATIONAL GUIDANCE SERVICE FOR PROSPECTIVE RETIREES

Over the past two years the Psychological Services Staff, OMS (formerly, the Assessment and Evaluation Staff, OMS), has been offering testing, and follow-up discussion sessions, to Agency employees who are thinking of retiring, and who wish to explore more fully their vocational aptitudes and interests.

Many of those who request this service are Agency careerists in their late forties or early fifties who are planning to go right on working after retirement from the Agency but who find it hard to translate their Agency experience into non-Agency jobs. If they believe that psychological testing could help, they are invited to phone the Psychological Services Staff. There is no fixed procedure, but typically the psychologist then invites the retiree to visit him (in the Washington area) for an exploratory discussion. This introductory discussion, quite informal and arranged at a time mutually convenient, gives the retiree a chance to explain what he hopes to get from the service, and gives the psychologist a chance to explain the kinds of service he can offer. Usually the retiree and psychologist also go over any testing already on file and decide together on any additional testing. Occasionally no further testing is considered useful. But more typically a battery of tests is agreed upon and dates

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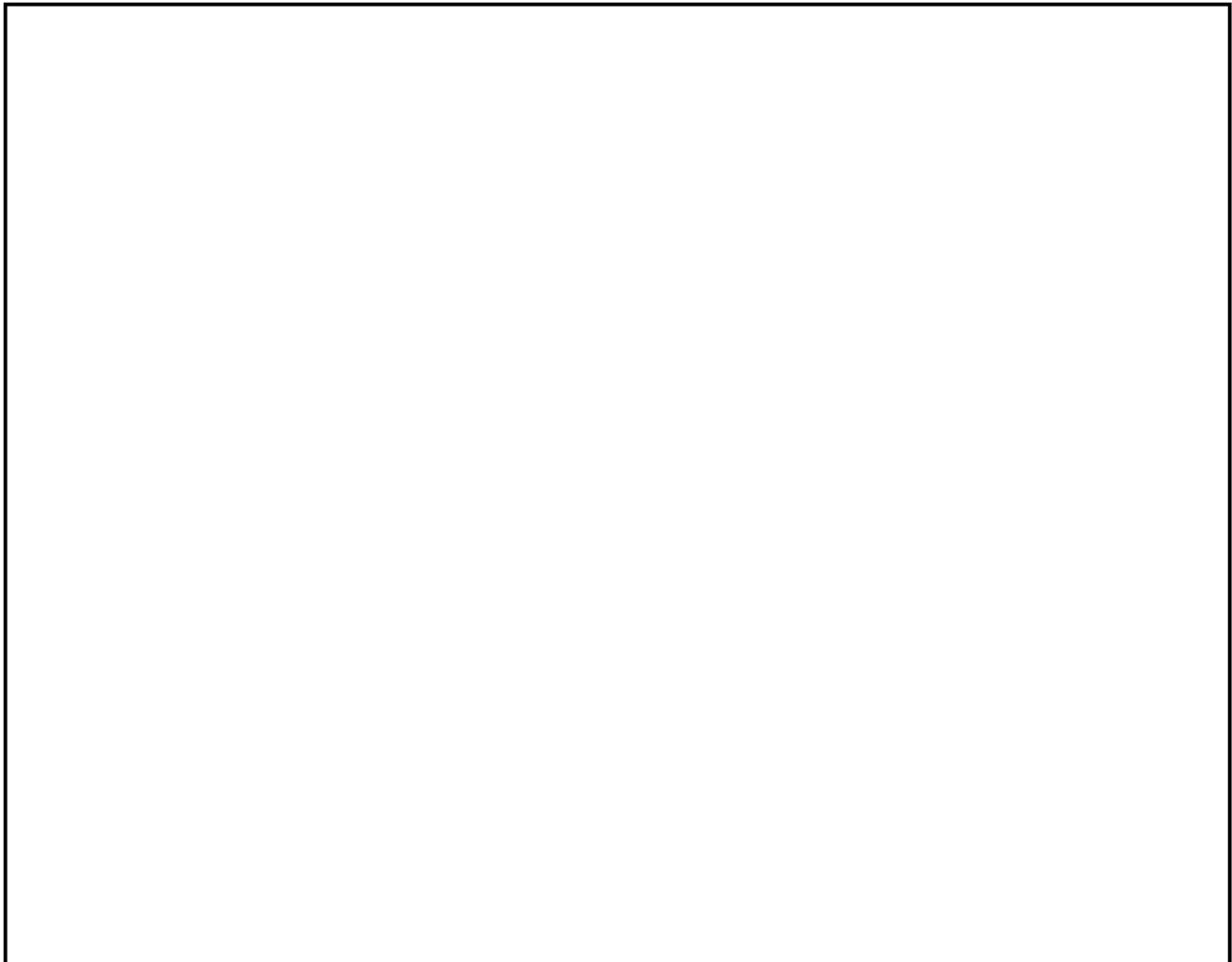
set for taking it. After the tests have been taken, and the scoring completed, the psychologist invites the retiree back for a review of the results and discussion of their implications. Typically, the process involves two or three discussions each lasting anywhere from one to three hours.

The tests available include a wide range of ability, interest, and personality tests. Interest tests are of particular value, and are included in the battery in almost every case. Another set of tests that is frequently used is a special set of check lists developed by the United States Employment Service. It is designed to help the retiree focus on the most suitable among the thousands of different jobs available outside the Agency. The choice of number and type of test is left up to the retiree.

Because the purpose of the vocational counseling service is to help the retiree to find suitable post-Agency work, no reports of results go to Agency management, unless with the knowledge and approval of the retiree. If he believes it would be helpful to him in finding employment, he may ask for an informal summary of test results for his own use. If he can get an official release for this purpose, the report can be prepared on Agency letterhead.

This service is available to anyone in the Agency, whether clerical or professional. A practical restriction, however, is that such a service requires consultation with a PSS psychologist. This has meant that the service is limited to the headquarters area. Inquiries may be made by calling the Psychological Services Staff. (CONFIDENTIAL)

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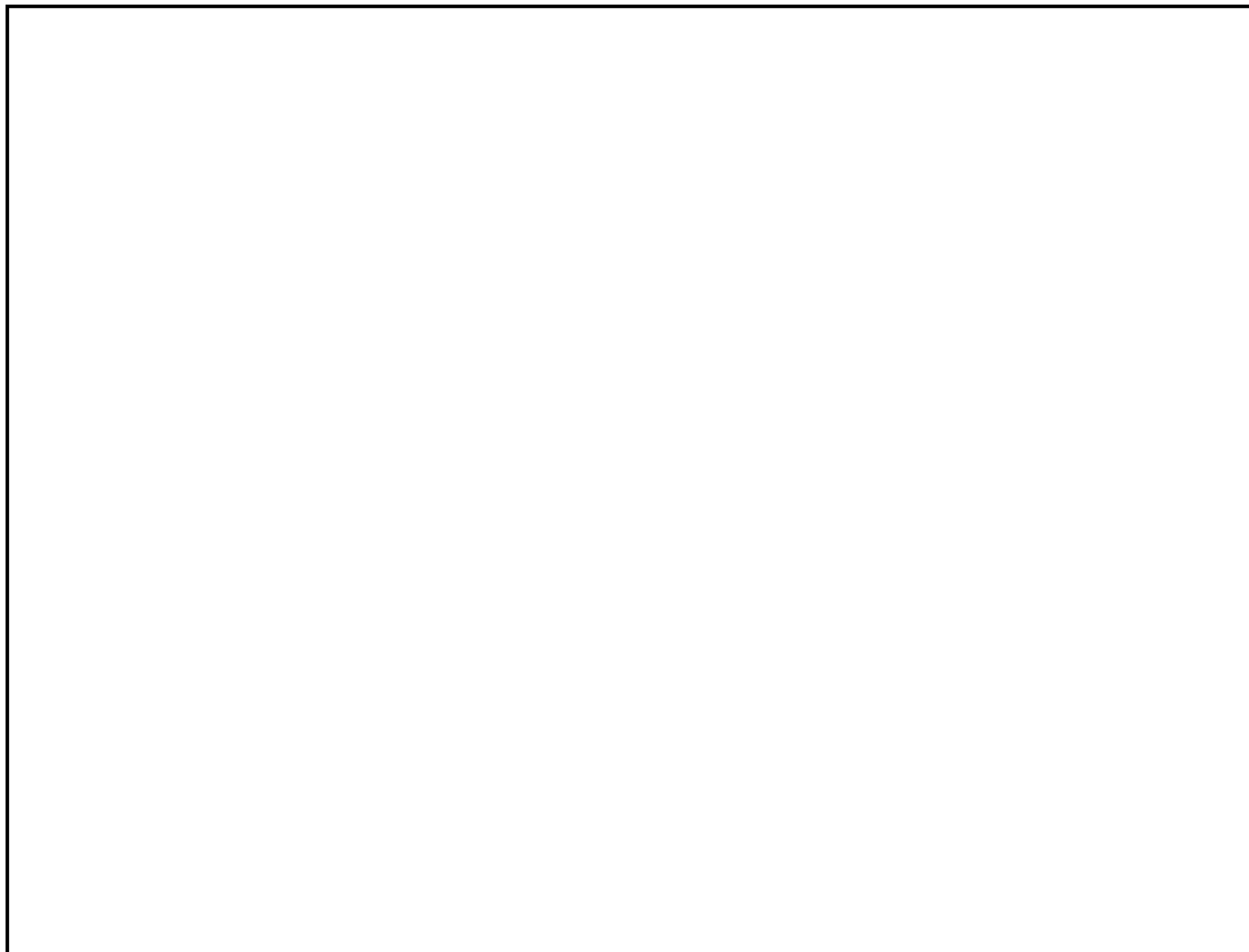


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what really happened—

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**THE DAY THE COOLER
"BLEW ITS COOL"**b1 DDS/OL/LSD

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At 12:24 on the morning of Monday, 27 July 1970, the Public Building Services (PBS) Control Center located in the Headquarters Building received an alarm indicating that the fire prevention system in one of the cooling tower cells was badly damaged. Prompt investigation revealed that one of the propeller blades in the number 3 cell had sheared off at the hub. The resulting imbalance and vibration caused the five remaining blades to break off and destroy the top-most part of the cell framing. In addition, the steel framework supporting

the propeller hub, gear box, and motor was torn loose from the redwood structure. The extent of the damage cannot be properly described but a preliminary assessment indicated that the fans and the supporting structures in the remaining three cells had been weakened and the tower was unsafe to operate. Within a relatively short period of time, the roads leading to the tower had been blocked, the debris in the surrounding area cleared by the guard personnel, and a service crane ordered in to remove the wrecked fan and other equipment from the site. At approximately 4:30 in the morning the damaged equipment was removed from the tower and the rehabilitation begun.

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Large central air-conditioning systems depend upon two basic ingredients—chilled water, which circulating through coils within a building's distribution system, provides the coolant, and air handlers (fans of varying sizes) which force air over the chilled coils and thence through ducts and diffusers into the areas to be cooled. Central air-conditioning units require enormous quantities of water and to realize maximum economy, recirculating water systems are employed. To illustrate the principle of the recirculating system, machines appropriately called "chillers" use a refrigerant to chill the water which, in turn, is pumped into the coils as the coolant. Having accomplished its mission, the water, as it travels the return lines back to the chillers, tends to pick up heat from the building. This excess heat must be removed from the water before it can be recharged.

The device used to dissipate the heat is the cooling tower. The Headquarters Building cooling tower, located between the power plant and the wooded hill immediately to the west of the cafeteria is a 4-cell unit containing four large fans. The tower framing and supporting timbers are fabricated of redwood. Each fan unit has six heavy cast metal blades measuring approximately seven feet from hub to tip, plus related universal joints, drive shaft, motor and gear box. Each fan unit is supported by a steel framework bolted to the redwood timbers.

For most people toiling in office buildings, air conditioning is a taken-for-granted part of the routine working conditions. It exists, but unlike the decor and the office furnishings, its qualities are intangible; its effects unobtrusive. Air conditioning, with its ethereal qualities providing a productive and welcome shield against heat and humidity, is not generally discussed or even thought about until, as the saying goes "it becomes conspicuous by its absence."

By 8:00 on the morning of 27 July thermometers registered a temperature of 80°; the humidity was an ominous 75%. At this time the Headquarters Building was still cool and personnel reporting for duty unaware of the problem. Air conditioning, by its absence, was about to become conspicuous. By noon on 27 July the temperature had reached 89°, the humidity within the building was rising, and air conditioning, or the lack of it, was a much discussed subject.

Meanwhile, Office of Logistics (OL) personnel and PBS were feverishly engaged in making a detailed engineering survey and assessing possible courses of action to effect the repairs required to place the tower back into operating condition. Before noon on the 27th, an engineering firm had crews and equipment on site and were X-raying the three remaining fan units to determine if there were any flaws caused by metal fatigue or any cracks which could have developed as a result of the number 3 unit malfunctioning. Shortly thereafter, another engineering firm had crews in process of welding and strengthening the blades and propeller hubs of the three remaining units. A replacement hub and fan blades were located in Kansas City, Missouri, and arrangements were made to have these shipped on an expedite basis to Laurel, Maryland, for pick up by an Agency vehicle. A source for redwood timbers was found in Baltimore, Maryland, and an order placed for the missing framing and structural material. An Agency truck was scheduled to pick up the redwood timbers from the vendor's warehouse, and the required timbers were delivered to the Headquarters power plant by 7:30 p.m. that day. PBS carpenters began an around-the-clock effort to clear out the damaged timbers and to reconstruct the wood beams in cell number 3. Simultaneously, carpenters reinforced the supporting structures in the other three cells. The entire project was constantly monitored by Logistics and PBS engineers.

Lack of air conditioning would be a relatively simple matter if the inconvenience were limited solely to the question of personal discomfort. Temperatures might rise along with the temperature but windows can be opened to trap an errant breeze, and people generally find a way of "making do" and joking about the hardships in any given situation. However, the Headquarters Building is oriented towards housing both people and things. The things being computers and associated equipment, communication equipment and other sophisticated machines which require precise environmental conditions in order to function properly. Certain large and elaborate computer and communications areas within the building are provided with supplementary air-conditioning systems, and can function under emergency conditions when the main air-conditioning system malfunctions. There are, however, a number of smaller computer rooms which

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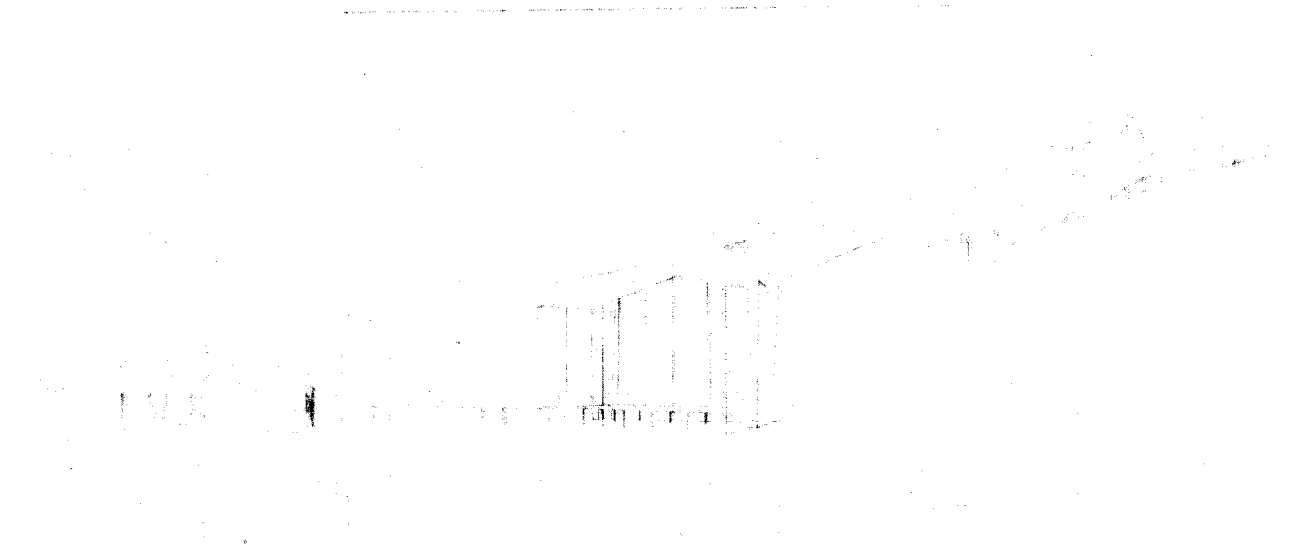
are not afforded this backup redundancy, and there are vault and stack areas which are intolerable to work in without proper air circulation. Recognizing that rooms containing heat producing equipment and the vault and stack areas would require some degree of supplementary air circulation, OL personnel made arrangements to lease and/or buy all large electric fans available on short notice. Thirty-five rental fans were delivered to Headquarters by a commercial vendor at 11:00 a.m. on 27 July. A second load of 50 fans was purchased from the GSA, and still another Agency truck was dispatched to Baltimore to pick up these fans and deliver them to Headquarters. An additional 35 rental fans were delivered to Headquarters on the morning of 28 July. Priorities were quickly established to govern the issue of the fans on a temporary loan basis. The first priority was concerned with areas containing computer or other heat producing equipment; the second priority for the personnel working in vault or stack areas; and the third, for personal comfort reasons. By 2:00 on the afternoon of the 28th, all fans had been received, checked, oiled, and issued.

During this air-conditioning emergency, the weather was uncooperative. The high temperature for Tuesday, 28 July was 90° at 4:00 in the after-

noon, the humidity index was 56%. High temperatures for 29 through 31 July ranged from 89° to 91°, with the humidity averaging 60%.

The all-out effort by Logistics personnel and the PBS in-house work forces, the dove-tailing of work performed by contractors, and the cooperation of the various vendors involved enabled the engineers to place one of the cooling tower fans back on-line at 11:25 on the morning of 28 July, and by 1:30 in the afternoon on this date, two additional fans were on-line. The effect was not felt immediately as the temperatures and the humidity had been rising within the building for 37 hours. By the morning of 29 July, the temperature had been reduced to a comfortable level and equipment could function properly within the restored environmental conditions. The new fan unit was installed by the contractors' work crews and was in operating condition by 3:15 p.m. on Saturday, 1 August. Project "Cooling Tower" had been completed.

Every story merits an epilogue and this tale cannot be ended without tribute to the patience and understanding of the Agency employees working within the Headquarters Building. Their cooperation and their willingness to "bear with" a trying situation did much to encourage those working on the project. (ADMINISTRATIVE - INTERNAL USE ONLY)



You'll be more comfortable while awaiting the bus this winter. The Office of Logistics is installing glass wind baffles, overhead lighting and radiant heating at the bus stop to counter the elements.

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the details of the—

EXTENDED PAYMENT EDUCATIONAL LOAN PLAN

A Credit Plan tailored to assist our MEMBERS with a PROGRAM of Higher education at an approved educational institution for their sons, daughters or wards . . .

College costs are increasing at a rapid rate, faster even than the cost of living. The average student pays almost \$2,000 a year in fees and living costs. The importance of higher education is becoming more apparent each day and is being stressed constantly by government and education leaders.

For these reasons your Credit Union has developed the Extended Payment Educational Loan Plan described herein which we hope will assist our members with credit they might need for the most provident of purposes—higher education.

The following questions and answers described most features of the extended payment educational loan plan:

Who is eligible for this Plan?

Any member accepting financial responsibility for the education of a son, daughter or ward.

What do you mean by education?

An undergraduate course of study pursued in any recognized educational institutions.

What charges and costs may be included in an educational loan?

Tuition, books, transportation, meals, room rent, clothing, and all other incidental and miscellaneous costs, *solely related to education*. Loans for automobiles may not be included as a part of educational loans.

What is the limit on funds I may borrow?

The plan described herein lists up to \$1,000 per semester or \$8,000 for a 4 year total. It is felt that this will cover the average situation but higher amounts will be considered by the credit committee where needed. Where there are two or more students in the same family the credit committee will also work with the member to try to cover the needs.

What collateral will be required?

Usually the signatures of both parents, or guardians, and the student will be sufficient. Under certain circumstances, the credit committee may require additional collateral where deemed necessary. A letter or some other documentary evidence of the student's acceptance and attendance at college will be required within thirty (30) days after the start of the school semester.

What is the interest rate?

½ of 1% per month on the unpaid balance. This is a true annual rate of 6%.

Are there any charges besides the monthly payment?

No. Monthly payments include interest and principal.

Is prepayment permitted?

Yes. As with any credit union loan, the interest is charged against the unpaid balance, so it is to your advantage to repay as soon as possible. Terms shown herein are the minimum terms and members are urged to repay faster wherever possible.

When are funds disbursed?

Funds are disbursed to meet the tuition payment schedule as agreed upon at the time the loan is approved.

When are payments due?

Each month, including the months of disbursements.

What happens if the student leaves school for any reason?

The regular payments continue as before until all funds previously disbursed are fully repaid.

May I have an educational loan while I also have a regular loan from the credit union?

Yes, provided the credit committee determines that you are able to repay all of your obligations.

How do I apply?

Use the regular loan application as on all other credit union loans. Each six months you will also complete an abbreviated form to report current information, at the time you receive the next disbursement of funds. The abbreviated form and a new signed note is required each six months following the original application (or each semester change in case of tri-semester quarterly semester plans).

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15

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In the extended payment plan, loans are renewed and disbursed each six months, after six payments have been remitted. It will be necessary to make a loan payment each month, including that month in which the loan is renewed for another semester's tuition.

To show you exactly how this Plan works, we

have selected the \$300 per semester or \$2,400—4 year total plan and show in the following chart the detailed workings of such a loan. If at any point during the period of schooling, the student leaves school you would continue with regular payments until the full unpaid balance at that time was repaid.

LOAN PROGRESSION CHART

\$300 per semester, \$2,400 - 4 year total, \$28 per month

BEGIN COLLEGE

\$300 disbursement	\$300.00
1.50 26.50	273.50
1.37 26.63	246.87
1.23 26.77	220.10
1.10 26.90	193.23
.97 27.03	166.16
.83 27.17	139.00
\$300 disbursement	439.00
2.20 25.80	413.20
2.07 25.93	387.27
1.94 26.06	361.21
1.81 26.19	335.02
1.67 26.33	308.69
1.55 26.45	282.24

3RD YEAR

AUG	\$300 disbursement	\$ 881.87
SEP	4.41 23.50	858.28
OCT	4.29 23.71	834.57
NOV	4.17 23.83	810.74
DEC	4.05 23.95	786.79
JAN	3.93 24.07	762.72
FEB	3.81 24.19	738.53
FEB	\$300 disbursement	1,038.53
MAR	5.19 22.81	1,015.72
APR	5.08 22.92	992.80
MAY	4.96 23.04	969.76
JUNE	4.85 23.15	946.61
JULY	4.73 23.27	923.34
AUG	4.62 23.38	899.96

2ND YEAR

\$300 disbursement	\$582.24
2.91 25.09	557.15
2.79 25.21	531.94
2.66 25.34	506.60
2.53 25.47	481.13
2.41 25.59	455.54
2.28 25.72	429.82
\$300 disbursement	729.82
3.65 24.35	705.47
3.53 24.47	681.00
3.40 24.60	656.40
3.28 24.72	631.68
3.16 24.84	606.84
3.03 24.97	581.87

4TH YEAR

AUG	\$300 disbursement	\$1,199.96
SEP	6.00 22.00	1,177.96
OCT	5.89 22.11	1,155.85
NOV	5.78 22.22	1,133.63
DEC	5.67 22.33	1,111.30
JAN	5.56 22.44	1,088.86
FEB	5.44 22.56	1,066.30
FEB	\$300 disbursement (Final)	1,366.30*
MAR		
APR		
MAY		
JUNE		
JULY		
AUG		

(Total cost in interest of plan as scheduled is \$343.78)

* 58 payments @ \$28 continued for a regular 5 year loan of \$1,366.30. Last payment will be less. High balance used in determining minimum monthly payment under this plan will be attained when final disbursement is made.

Following are sample plans. If you need more or less than amounts shown here, an appropriate plan can probably be worked out for your case:

EXTENDED PAYMENT PLAN

Amount Per Semester	Amount Per Year	4 Year Total	Minimum Payments* 8½ Yrs. 100 Payments
\$ 300.00	\$ 600.00	\$2,400.00	\$28 per month
\$ 400.00	\$ 800.00	\$3,200.00	\$37 per month
\$ 500.00	\$1,000.00	\$4,000.00	\$46 per month
\$ 600.00	\$1,200.00	\$4,800.00	\$55 per month
\$ 700.00	\$1,400.00	\$5,600.00	\$65 per month
\$ 800.00	\$1,600.00	\$6,400.00	\$74 per month
\$ 900.00	\$1,800.00	\$7,200.00	\$83 per month
\$1,000.00	\$2,000.00	\$8,000.00	\$92 per month

*Payments of even dollars for your convenience, last payment will be less. For further information, visit or write to the Credit Union. (UNCLASSIFIED)

CREDIT UNION

RETIREEES CAN NOW CONTINUE MEMBERSHIP

At this year's annual meeting, a member suggested that the Board of Directors take the necessary action to permit retirees to continue membership in the Credit Union. Other expressions of interest on this were received from other Credit Union members. As a result, the Board of Directors reviewed its policy and adopted a resolution permitting retirees to continue their membership, subject to the following provisions and limitations:

Retiree members will be permitted to participate fully in the purchase of shares and in the distribution of income.

They will be permitted to borrow from the Credit Union, but only to the extent that the loan request is fully secured by shares on deposit.

As in the case of employee members, loans made to retiree members will be covered by insurance within the current provisions of the Credit Union's loan insurance policy, i.e., up to \$5,000 for deaths occurring at or prior to age 65.

Retiree members must maintain a minimum share balance of \$100.

The Credit Union management welcomes all suggestions from members that will improve or extend its services to all Credit Union members.

DINING INN — THE AGENCY

In an effort to scoop Don Rosson before he writes his critique for the Evening Star, we would like to make a few comments of our own concerning the latest Agency dining in establishment.

The "Rendezvous Room" located on the first floor of the Headquarters Building was reopened without advance fanfare on Monday, 19 October 1970, for the benefit of Agency personnel, their guests, and, of course, properly escorted visitors. The room's posh new mode featuring a brick red carpet with warm fabric and paint tones is designed to provide a warm and hospitable atmosphere for casual dining in elegant surroundings.

A luncheon buffet service featuring a zestful selection of gourmet viands such as beef burgundy, shrimp newburg, and veal morengo, coupled with a host of appealing salads and desserts make the all-you-can-eat \$1.65 tariff the bargain of the year. The soup de jour, fresh breads and rolls, and the iced and hot coffee and tea beverages round out a menu which is varied on a daily basis, with different selections from the steaming chafing dishes sufficient to tempt the most wary of dieters. Why not make a date for the Rendezvous Room. . . Bon Appetit!

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PU NAELC NOITAREPO¹by DDS/OL/LSD

Each year, with much heraldic pomp and circumstance involved with notices, posters and other similar propaganda devices, Logistics representatives launch a campaign designed to recover surplus and/or unused Government property which employees tend to "accumulate" in the ordinary course of business. Some of this accumulation is a result of over-enthusiastic requisitioning from the supply room, but most accumulations pile up simply because of the failure to turn in those items that are no longer required. Let's face it—a great many people are pack rats. And the desire to do right is often overcome by the desire to covet, even if the target of this covetousness happens to be a heap of well-chewed-on pencil stubs.

With respect to the clean-up operation, this year has again provided Sundry Supply Officers with a resounding success story in that hoards of surplus paper clips have been added to stockpiles, and a goodly number of desks, chairs, typewriters, and other costly items of equipment have been turned in, thus affording a fair measure of economy for Uncle Sam. Seriously, congratulations are due all participants in this yearly program. So much for blood, sweat, and PRA.

Metaphorically, "Operation Clean Up" can be expanded to embrace the subject of Ecology, which has been described as, ". . . the study of human populations and of their reciprocal relations in terms of physical environment, spatial distribution, and cultural characteristics. . . ." ² The term "Ecology" has been given an enormous amount of coverage by the news media these past several years in terms of the world's population problems coupled with the tremendous advances in technology during recent decades. Ecology has indeed become one of the more important topics of this era. The Louie Allens of the meteorological world (I refuse to refer to them as "weathermen") regularly furnish air pollution counts as a statistic on weather reports; poli-

ticians (in and out of office) are constantly considering new laws to prevent industry from creating those interesting collages of foamy greens, reds, purples, blues, and yellows in our rivers; and the dumping or spilling of oil in our harbors or offshore waters is no longer the "in" thing to do. However, all of these major environmental problems are gigantic in scope, and their solution will require the expenditure of time as well as vast sums of money, plus the whole-hearted support of our people as a nation.

More to the point of this article, we have ecological problems right within the Headquarters Buildings that we, as employees of this Agency, can do something about. Friends, the horrible truth is, our House is littered. And this litter is caused by our own thoughtlessness and disregard for ". . . the aggregate of all external and internal conditions effecting the existence, growth, and welfare of . . ." ³ our fellow human beings.

The problem of litter as created by those known as "litterbugs" is a classic example of the type of ecological problem we can solve simply by being careful. And who was the sweet person who so thoughtfully deposited an empty coca cola can, three paper plates and a wad of napkins under a holly bush near the North Parking Lot one bright sunny day about three weeks ago? It must have been an interesting place to eat lunch since the lowest branch of the holly bush is only eight inches above ground level. In any event, the management provides numerous trash receptacles and the amount of physical labor required to convoy such litter to the nearest receptacle is minimal.

Another charming example of the ecological mores of the American male is one we shall entitle "The Corridor Conference." This situation requires three or more males standing in any corridor which has been freshly painted speaking in hushed conspiratorial tones. An alert passer-by can overhear phrases such as "miniskirt," "Redskins and seven points," or "what's your handicap?". At least one of these characters will be indolently taking his ease and supporting his bad back by planting the sole and heel of one shoe squarely against the freshly painted wall. This has two favorable results. First,

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it will guarantee that the wall which was painted last week will soon look as though it were painted four years ago. Secondly, it keeps painters employed even if it is at the expense of overrunning the maintenance budget.

This could go on and on as there are countless examples which could be cited to graphically underscore the general thoughtlessness of people in connection with their relationship with their environment and fellow human beings. Oddly enough, many of those who are extremely vocal about our major ecology problems today generously contribute their own brand of dirt and litter to the general confusion. As we are in an age where this massive social problem has caused fundamental changes in our understanding and our outlook as to our environment, we must consider that philosophically, this problem of ecology has an important bearing upon the fate, and in a sense, the freedom of all mankind. Let us each in our own small way make it "our thing" to be thoughtful, be kind, and be clean. (UNCLASSIFIED)

¹ Decoded from an ancient diorite stele found in the lower [redacted] The literal translation is "Operation Clean Up."

² Standard Dictionary, International Edition, Volume I, Funk and Wagnalls, New York, 1967, p. 400.

³ *Ibid*, p. 425.

* * *

The best time to look for work is *after* you've been hired for the job.

* * *

Frustration — Finding out that you have an ulcer and you're not even a success.

how to—

PROTECT YOUR HOME AGAINST BURGLARS

Can you really make your house or apartment burglar-proof? Not completely. There is a widespread myth that all burglars are sophisticated professionals—they're not. Almost 50% are under the age of 20—teenagers. Burglars are human—anything that significantly slows them down, creates noise, exposes them to observation by passing police or neighbors and thereby increases their risk of apprehension will deter all but the most determined thief.

What simple steps can the home or apartment dweller take to best protect himself from burglars? For those who are pet lovers, dogs have been found to be an excellent deterrent to burglars. High-quality, pin-tumbler locks with flush or recessed rings properly installed cost very little more than inadequate locks. Cylinder locks (dead bolts with an interior turn knob) prevent a door from being forced. Double cylinder locks (activated with a key from inside or outside) are the best choice if the door or adjacent area has glass panels. Chain latches are useful for doors not equipped with peepholes to permit identifying the visitor prior to admission to the dwelling. Your local hardware dealer can usually recommend the best lock or related hardware to suit your own particular needs.

Inexpensive locks or stops are available which allow a window to remain open a few inches for ventilation but prevent entry.

Sliding glass doors to your home or apartment, particularly if accessible from ground level, may be your residence's weakest point. Doors that slide on an exterior track can be secured by installing a sliding bolt on the interior bottom track. (Drill a hole in the frame of the door to receive the bolt.) Other types of sliding doors will be impossible to open if a stick or broom handle is cut to length and placed in the lower track. Special locks are also available for these doors (again, check with your local hardware dealer or locksmith).

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Vacations and holidays, or even long weekends, are times of special vulnerability. An article in your local paper—"Mr. and Mrs. Jones are embarking for an extended tour of exotic . . ." complete with pictures of the going away party is an engraved invitation for a burglar to invade your home. An announcement of your return will serve as well.

Cancel all home deliveries of newspapers, milk, etc. Don't leave notes! Arrange for the Post Office to hold or forward your mail. Other material such as throw away newspapers and circulars should be removed daily by a neighbor or apartment management. If you're in a home, arrange to have your lawn and shrubs trimmed and watered during your absence. Closed blinds or drawn drapes present an unoccupied appearance. Leave them in different positions. For nighttime security near points of entry, inexpensive low-voltage exterior lights with timers are available. Timers may also be used to control interior lights and radios. Turn your telephone bell down to its lowest level. Ask your neighbors not to inform visitors that you are away.

Notify the police of your vacation plans—dates of absence, where and how you may be reached, the condition of the lighting and locking arrangements you have made, and the name and address of a trusted neighbor or friend with whom you have left a key.

Another dimension to this entire problem is what to do in the event you are present at the time of a robbery, whether in your own home or the local Seven-Eleven Store. First, —cooperate with the armed robber; do not try to be a hero. Do not use or encourage the use of firearms. No amount of money is worth the personal safety of yourself, your family or friends. Secondly, —attempt to keep your family or friends as calm as possible and make no move to aggravate the burglar. Thirdly, —observe the criminal(s) carefully, and make mental notes of the number of thieves, their appearance, clothing, voice, nicknames used, personal items, identifying marks, peculiarities, and weapons. Fourthly, —if the opportunity presents itself, note (as the armed robbers leave), the make, color, and type of vehicle used. Attempt to get the license number and state of registration. **AFTER THE ROBBERY**, you should call the police immediately and then write down your descriptions and other pertinent data, and collate the information with any others present.

Then ascertain and record exactly what was stolen. Do *NOT* touch anything the robber(s) may have touched. Except for notifying the Security Duty Officer (x6161), refer all questions to the police and do not discuss the crime with outsiders until the police give permission to do so.

The main door, the one normally used to enter and exit the apartment, should be equipped with a heavy duty deadlock such as the Yale Model 197. This lock should be auxiliary to the spring latch lock on the door. If the door has glass panels in it or at the sides or overhead, the deadlock should be a Yale Model 197-¼, which has a keyway on both sides. Also, a door chain should be installed. This chain should be of the type that defies tampering such as the LOXEM No. 1850, the IDEAL SECURITY Model SK28, or the Yale Model MC22-L114.

The idea is that all windows and secondary doors are locked from the inside. Departure from the main door would then mean that two different locks would be used to secure the apartment. The lock supplied with the apartment door and the deadlock Yale 197 (197-¼) added by the tenant. Often the tenant has no knowledge of how many keys exist to the apartment door, but by installing an auxiliary lock key control can be established.

Secondary doors should be secured with a sliding deadlatch type of lock. Secondary doors having glass inserts should be secured with deadlatches that can be key locked, such as the LOXEM No. 1100 safety lock—the key, of course, must not be left in the lock. If the secondary door is a sliding door, the LOXEM No. 1201 lock can be used or a CHARLEY-BAR safety lock is also suitable.

Windows may be locked with any number of different locks, depending on the type of window design. However, all good, secure window locks are the type which lock with a key and the key must not be left in the lock. Some locks for window security: LOXEM Sash-Loc No. 1400, IDEAL SECURITY Window Lock SK150, WINLOC, or SECURITY HARDWARE MANUFACTURING CORPORATION Window Lock BWL 444. It must be remembered that window locks only keep the window from being opened; they do not stop the glass from being removed or broken and entry gained in this manner. A securely mounted grillwork or

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bars would be required to really protect windows or large glass doors. Apartments located above second story level, however, make window entry difficult in that access to the window is more difficult.

Burglariious attack is most often made at the point of least resistance and when the attacker is least apt to be seen, unlocked doors and windows being the main target, particularly in unlighted, or unoccupied areas. Always keep all doors and windows locked when not in use. Also, it is wise to have lights located at or near doorways making it necessary for any attacker to be exposed when attempting to enter.

Key control is also important. Never leave keys unattended. When leaving your car for repair, leave only the ignition key, not your whole key ring containing apartment keys, etc. Don't loan your keys. Very few burglars can pick locks, rather entry is gained with stolen keys or through unlocked doors.
(ADMINISTRATIVE - INTERNAL USE ONLY)

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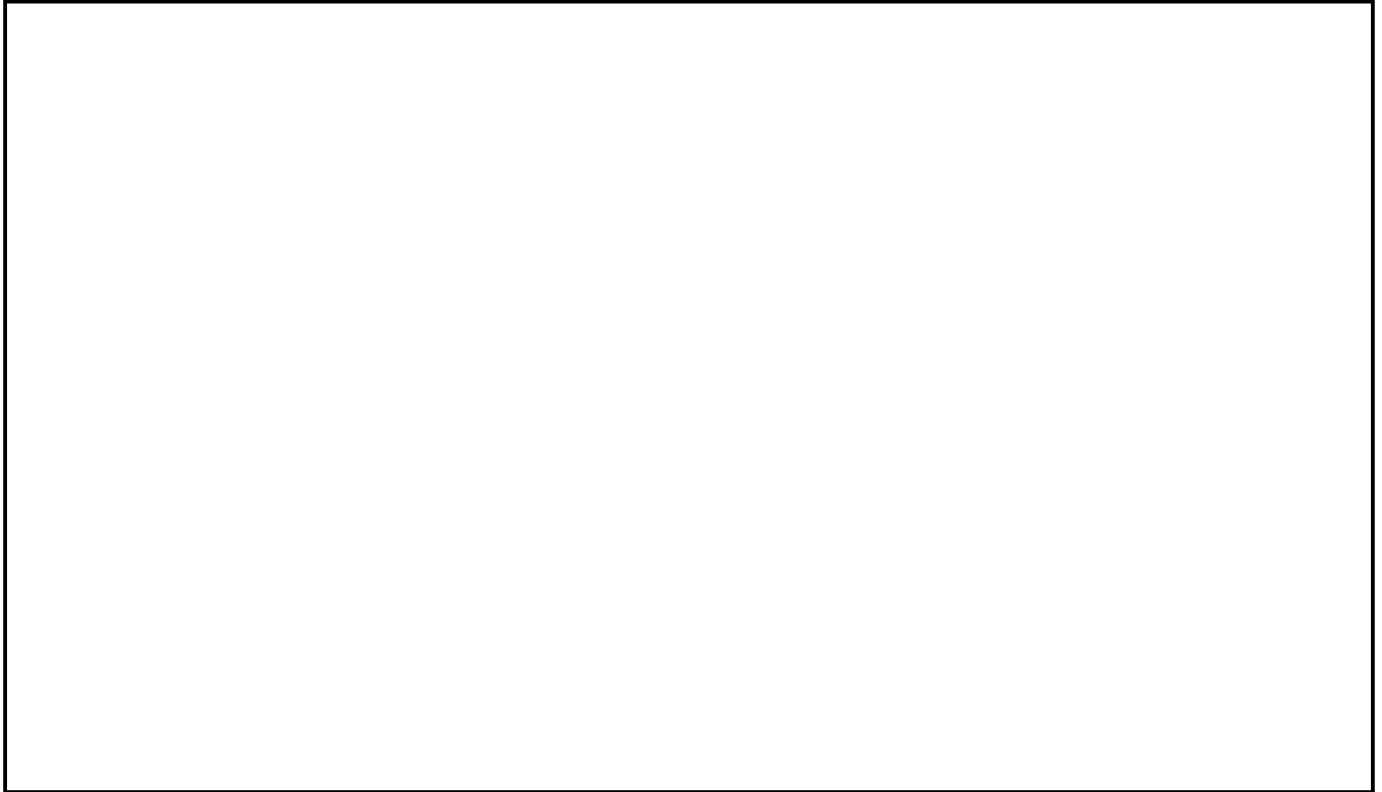
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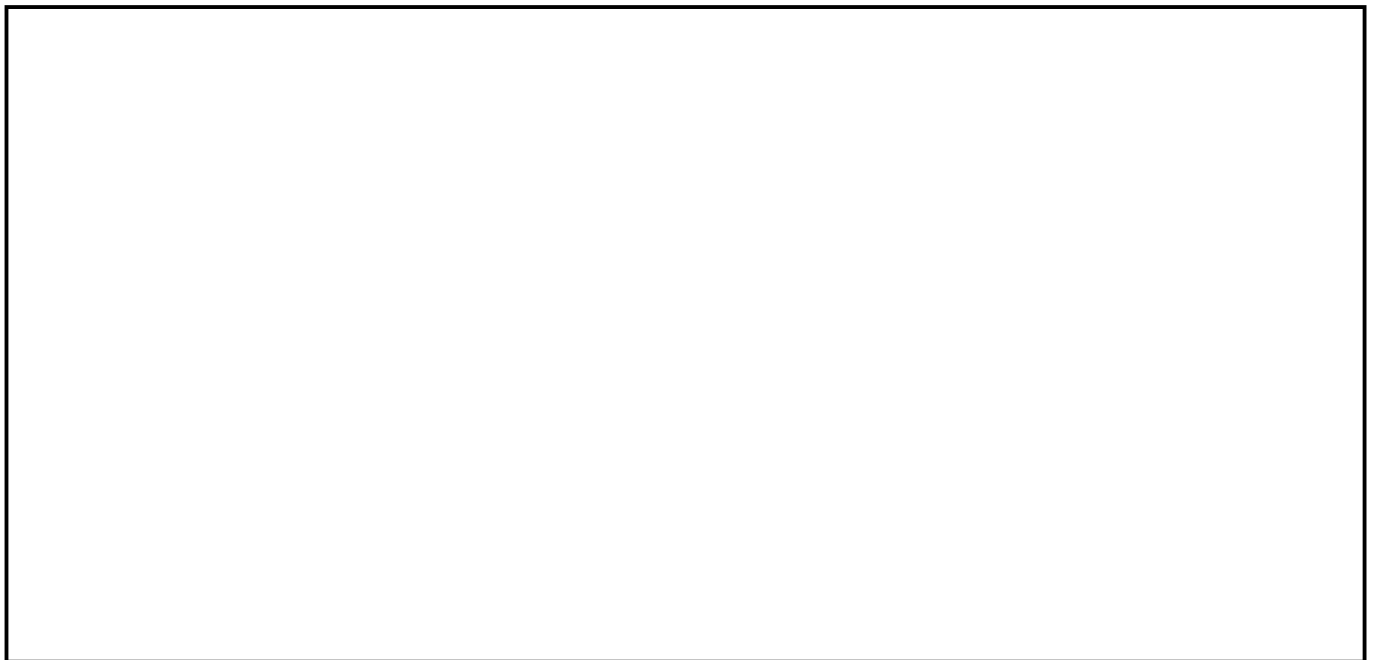


AND SUDDEN DEATH

CPYRGHT

by J. C. Furnas

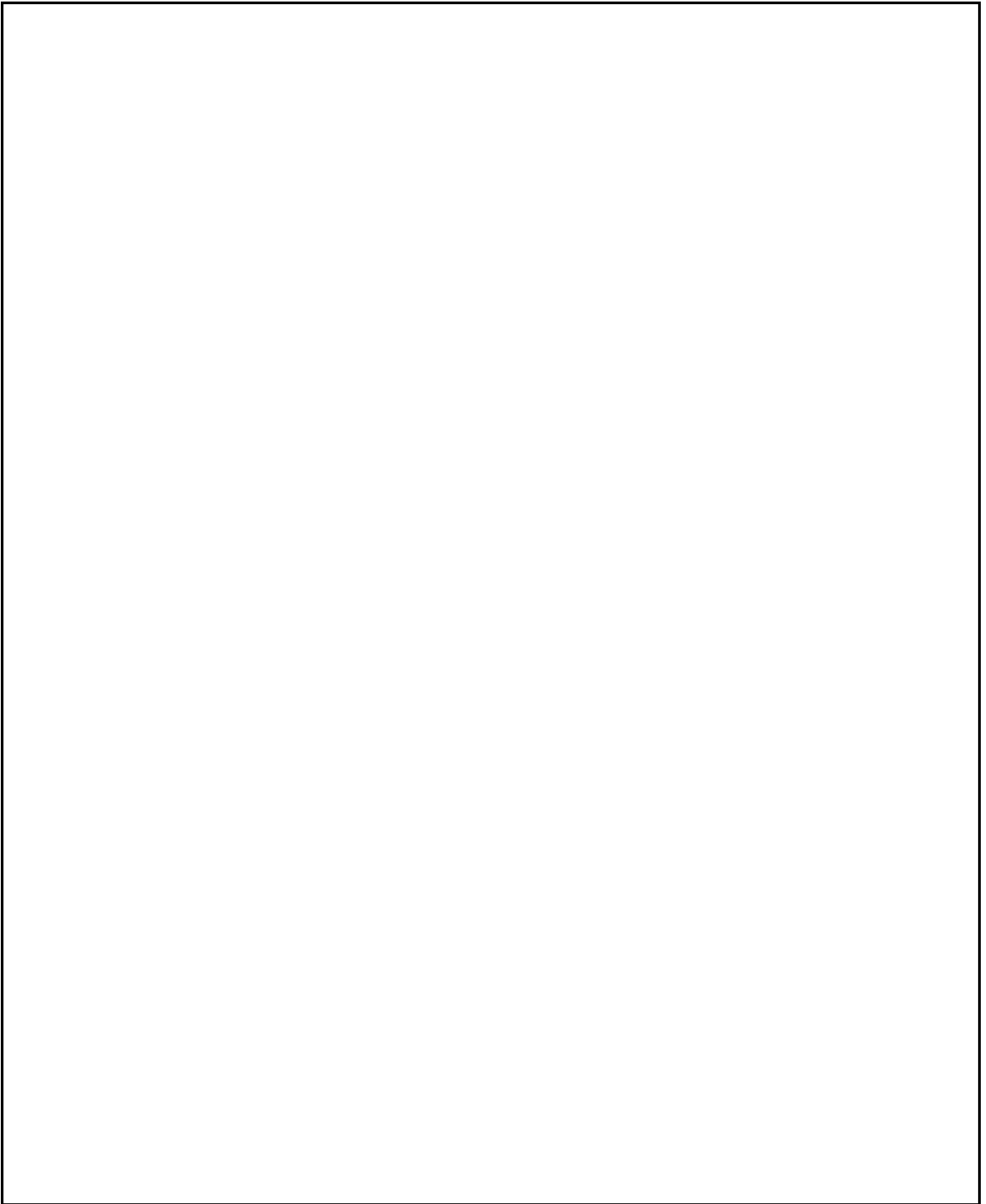
(Reprinted from the Reader's Digest, October 1966)



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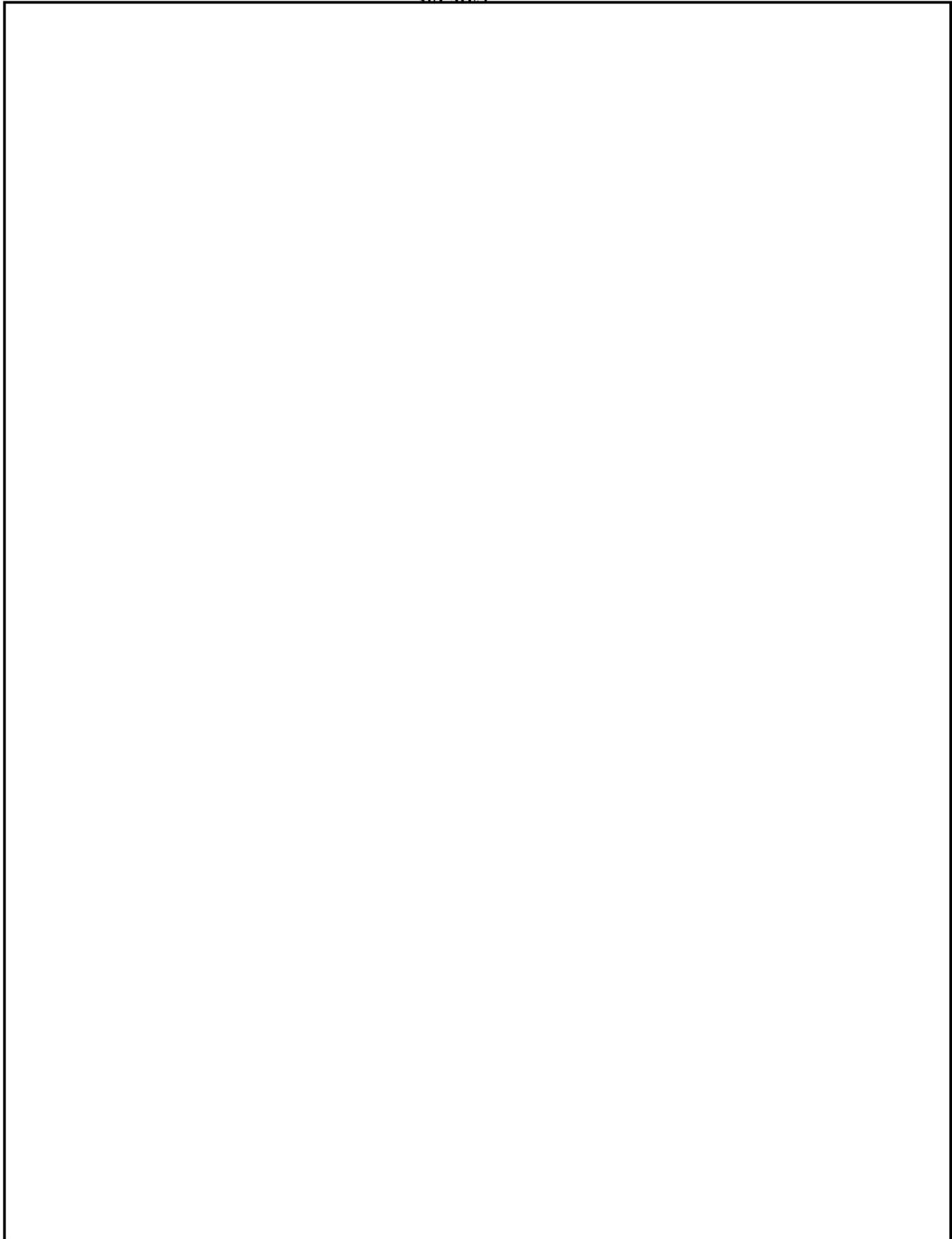
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Editor's Note

According to Readers Digest Assn., this article, originally printed in 1936, has probably been reprinted and quoted more than any other Readers Digest article ever published. Though 35 years old, the points made are still valid. To update the warnings about speed, passing, and judgment, add to your checklist of hazards, the other driver, alcohol, lack of seat belts, road conditions, weather conditions, heavy traffic, and fatigue.

So—if we have not frightened you into staying home, please remember courtesy of the road is like the golden rule; rephrased. 'Do not expose others to hazards you would not wish to be exposed to.'

Alcohol

Any discussion relating to highway traffic hazards would be incomplete if we failed to mention that about half of all traffic fatalities involve persons under varying degrees of alcoholic intoxication. It is the largest single cause of traffic deaths in the United States. Nearly two years ago Secretary of Transportation Volpe told the Congress that "the use of alcohol by drivers and pedestrians leads to some 25,000 deaths and a total of at least 800,000 crashes in the United States each year. Especially tragic is the fact that much of the loss of life, limb, and property damage involves completely innocent parties." (ADMINISTRATIVE - INTERNAL USE ONLY)

and to—

**UNDERSTAND THE HAZARDS
OF NUCLEAR ATTACK**

When a nuclear bomb explodes, the main immediate effects produced are intense light, heat, blast, and radiation. The severity of these effects depends upon the size and type of the weapon, how far away the explosion is, the weather conditions (sunny or cloudy, windy or still), the terrain (flat or hilly), and the height of the explosion (high in the atmosphere or near the ground).

In the event of attack, the people who happened to be close to a nuclear explosion—in the area of heavy destruction—would probably be killed or seriously injured by the blast, or by the heat of the nuclear fireball. People a few miles away—in the "fringe area"—would be endangered by the blast and heat, and by fires that would ensue. However, it is likely that most of the people in the fringe area would survive these hazards. People outside the fringe area would not be affected at all by the blast, heat or fire. Department of Defense studies show that in a nuclear attack, tens of millions of Americans would be outside the fringe areas. To them, radioactive fallout would be the main danger.

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What Is Fallout?

When a nuclear weapon explodes near the ground, great quantities of pulverized earth and other debris are sucked up into the nuclear cloud. There the radioactive gases produced by the explosion contaminate the debris, producing radioactive fallout particles. Within a short time, these particles fall back to earth—the larger ones first, the smaller ones later. On the way down, and after they reach the ground, these particles give off invisible gamma rays—like X-rays—too much of which can kill or injure people. These particles give off much of their radiation quickly; therefore, the first few hours or days after an attack would be the most dangerous period.

Explosions high in the air would create small radioactive particles which would not have any real effect on humans until many months or years later, if at all, because these minute particles would drift to earth more slowly, losing much of their radioactivity before they reached the ground, and would be spread by the upper winds over vast areas of the world.

In dangerously affected areas the particles would be much larger; probably on the order of grains of salt, or sand. However, the rays they would give off could not be seen, tasted, smelled, or felt. Special instruments would be required to detect these rays and to measure their intensity.

Fallout Causes Radiation Sickness

The invisible gamma rays given off by fallout particles can cause radiation sickness—that is, illness caused by physical and chemical changes in the cells of the body. If a person receives a large dose of radiation, he will die. But if he receives only a small or medium dose, his body will repair itself and he will recuperate. The same dose received over a short period of time is more damaging than if it is received over a longer period.

No special clothing can protect people against gamma radiation, and no special drugs or chemicals can prevent radiation from causing damage to the cells. However, antibiotics and other medicines are helpful in treating infections that sometimes follow excessive exposure to radiation.

Almost all of the radiation that people would absorb from fallout would come from particles *outside* their own bodies. Only simple precautions would be necessary to avoid swallowing the particles, and because of their size, it would be practically impossible to inhale them.

Protection Is Possible

People can protect themselves against fallout radiation by staying inside a fallout shelter. In most cases, the fallout radiation level would decrease rapidly enough to permit people to leave the shelter within a few days. Even in communities that received heavy accumulations of fallout particles, people soon might be able to leave the shelter for a few minutes or even a few hours at a time in order to perform emergency tasks. In fact, in most cases it is unlikely that shelter occupancy would be required for more than a week or two.

Many Kinds of Fallout Shelters

The farther away you are from the fallout particles, the less radiation you will receive. Also, the building materials (concrete, brick, lumber, etc.) that are between you and the fallout particles serve to absorb many of the gamma rays and keep them from reaching you.

A fallout shelter, therefore, does not need to be a special type of building or an underground bunker. It can be *any space*, provided the walls and roof are thick or heavy enough to absorb many of the rays given off by the fallout particles outside, and thus keep dangerous amounts of radiation from reaching the people inside the structure.

A shelter can be the basement or inner corridor or any large building, the basement of a private home, a subway or tunnel, or even a backyard trench with some kind of shielding material (heavy lumber, earth, bricks, etc.) serving as a roof.

In addition to protecting people from fallout radiation, most fallout shelters would provide some protection against the blast and heat effects of nuclear explosions that were not too close.

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Food and Water Would Be Available and Usable

From many studies, the Federal Government has determined that enough food and water would be available after an attack to sustain our surviving citizens. However, temporary food shortages might occur in some areas, until food was shipped there from other areas.

Most of the Nation's remaining food supplies would be usable after an attack because radiation passes through food and does not contaminate it. The only danger would be the actual swallowing of fallout particles that happened to be on the food itself (or on the can or package containing the food), and these could be wiped or washed off.

Water systems might be affected somewhat by radioactive fallout but the risk would be small, especially if a few simple precautions were taken. Water stored in covered containers and water in covered wells would not be contaminated after an attack because the fallout particles could not get into the water. In fact, it is highly unlikely that fallout particles could get into *uncovered* containers that are kept indoors (sinks, bathtubs, buckets, etc.).

Practically all of the particles that dropped into open reservoirs, lakes and streams (or into open containers or wells) would settle to the bottom. Any that did not would be removed when the water was filtered before being pumped to consumers. A small amount of radioactive material might dissolve in the water, but at most this would be of concern for only a few weeks.

Milk contamination from fallout is not expected to be a serious problem. If cows swallow fallout particles, their milk might be harmful to the thyroid glands of infants and small children but not to others. If possible, small children and infants should be given canned or powdered milk for a few weeks.

People suffering from extreme hunger or thirst should not be denied food or water, even if the only available supplies might be contaminated.

Summary

While there are real and severe hazards concomitant with a nuclear attack, recent studies indicate that the majority of our population could survive through understanding the "nature of the beast" and by applying an abundance of common sense. (UNCLASSIFIED)

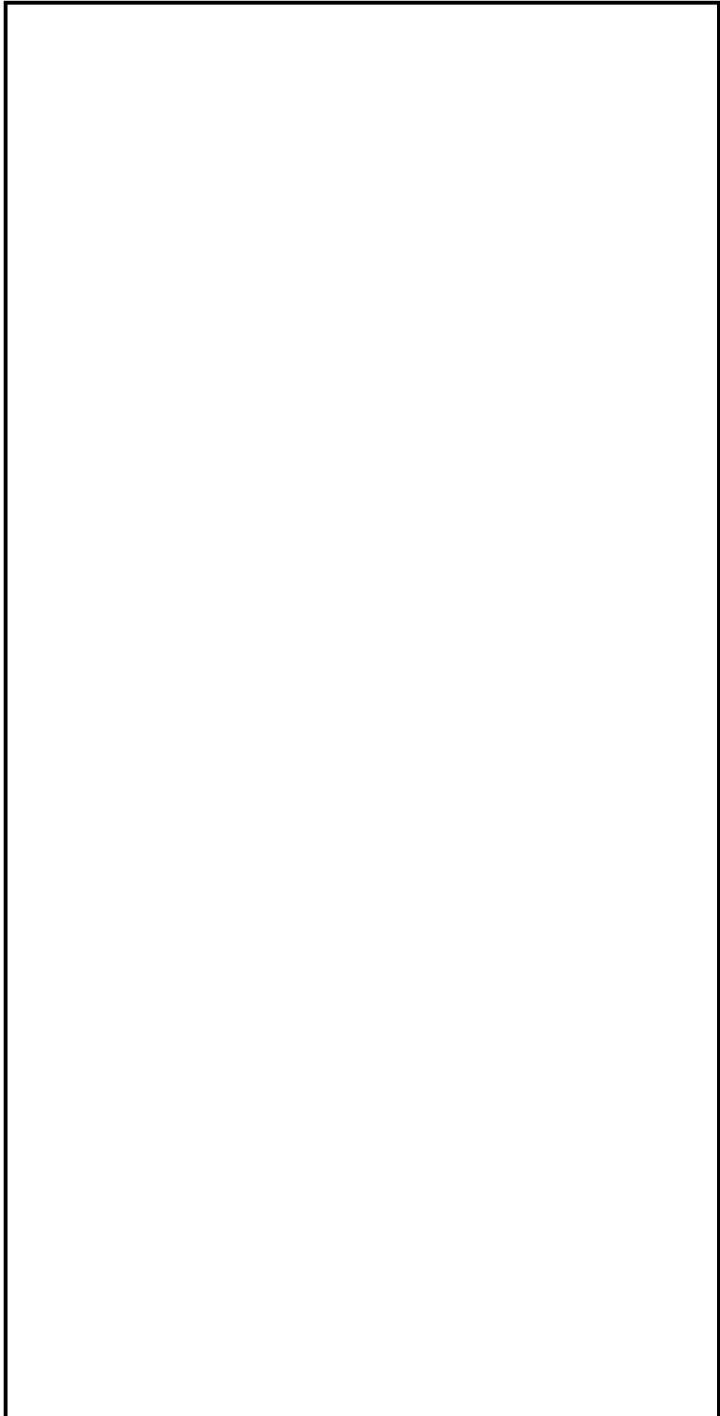
the answers to—

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT FOOTBALL

(but were afraid to ask)

(condensed from the New York Times 12/15/68)

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SECRET

27

CPYRGHT

SECRET



THE PAY WINDOW

what to do if—

YOU HAVE BEEN OVERPAID

Public Law 90-616, approved 21 October 1968, provides authority for waiver of claim against Federal employees for erroneous overpayments of pay. The law is applicable to overpayments of pay which occurred on or after 1 July 1960.

Within the Agency this law is implemented by an Overpayment Review Committee which has representation from the Office of Finance, the Audit Staff, the Office of General Counsel and the Office of Personnel. After thorough review and investigation the recommendations of the Committee are forwarded for approval of the Director of Finance or the Deputy Director for Support, depending upon the amount of the claim.

In deciding whether to grant or deny a waiver of claim, the Committee has to first determine that the overpayment was caused by an administrative error. If there is no administrative error, there is no basis for waiving a claim.

If it is determined that there was an administrative error, an additional factor for consideration

is whether the employee knew about the error within a reasonable time. If an employee *was aware* of the error within a reasonable time, the request for waiver of the claim must be denied. However, if an employee denies knowledge of overpayment, there is still a further consideration, and that is whether the employee *could reasonably have been expected to be aware* that he was being overpaid. This is most often a subjective judgment which is difficult to determine and the materiality of the error tends to be a deciding factor. If an employee is overpaid in an amount that would be difficult for a reasonable person to overlook, his request for waiver of claim must be denied. If, on the other hand, the amount of overpayment per pay period is insignificant (even though it may extend over a long period of time and amount to a substantial figure in total) the employee may be granted a waiver of the claim against him.

The Comptroller General of the United States, by the opinions which he has written in similar cases, has established the criteria which the Committee follows. In addition to the criteria previously mentioned, one of the most important is that an employee who receives a detailed earnings slip is

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responsible for a thorough examination of that earnings slip to determine that he is being paid correctly. Many employees do not fulfill their responsibility in this regard.

It is suggested that an employee who has been asked to refund an overpayment of pay apply the criteria cited above to the circumstances of his overpayment prior to submission of his request for a waiver of claim. (SECRET)

Retirement Credit for Unused Sick Leave

Public Law 91-93, 20 October 1969, provided for the granting of credit for employees' unused sick leave at the time of retirement or death toward the calculation of retirement or survivor annuities. (The days of unused sick leave are used only in counting the number of years and months of service for annuity compensation purposes; they cannot be used in computing the high-3 average salary or for the purpose of meeting the minimum length of service required for retirement eligibility.) In this connection, any employee may, if he wishes, elect to have annual leave charged in lieu of sick leave for periods of absence due to sickness.

An approved absence otherwise chargeable to sick leave may be charged to annual leave if requested by the employee *prior* to the time he initials his T&A report for sick leave or would otherwise sign an SF 71, as applicable. Annual leave *may not* be substituted retroactively for sick leave previously signed for by the employee except for the liquidation of advanced sick leave, and even then only when the substitution is made prior to the time the annual leave would otherwise have been forfeited.

Keep Your Home State Taxes in Order!

In addition to the previous agreements established between the Internal Revenue Service and the various states, the Federal Government has established a supplemental procedure whereby Internal Revenue Service can provide computerized tax data to state and local tax authorities on about six (6) million Federal employees—**THAT'S YOU!** Basic data passed will consist of employee's name, address, and taxable earnings.

Another area being reviewed is ways to increase the reciprocal flow of information about audits conducted by the states. Right now New York, Wisconsin, and Oregon provide I.R.S. with the greatest amount of information.

Federal Income Tax — 1970

Personal exemption from \$600 to \$625 . . . The tax surcharge is gone, as a withholding anyway. But, don't forget to add an additional .025 tax on your 1970 Form 1040 . . . Income Averaging: A taxpayer can avail himself of the income averaging provisions if his excess income in the current year—the computation year—is over \$3,000 more than 120% of his average income for the four prior years. Capital gains, gambling income, and income from gifts, bequests, devises or inheritances are now included in your computation of taxable income . . . The rate an individual can, generally, deduct from his adjusted gross income for gifts of money and ordinary income property to "public charities" has been increased from 30% to 50%.

Looking Ahead — 1971

Social Security withholdings are going up. The rate will be 5.2% of the first \$7,800, and it could go higher. Congress is working on it . . . Federal Income Tax changes—Standard deduction from 10% to 13% but not more than \$1,500—Exemption from \$600 to \$650—Capital losses may be deducted at the rate of only 50% rather than 100% as was the case in prior years—Capital gains and losses may be used in the computation of income averaging. Please consult I.R.S. publications for their exact and entire interpretations.

Cartoonists! Would you like to see your efforts in print? Do you have a "message" you'd like to convey to your fellow employees? Would you like to "needle" the management graphically?

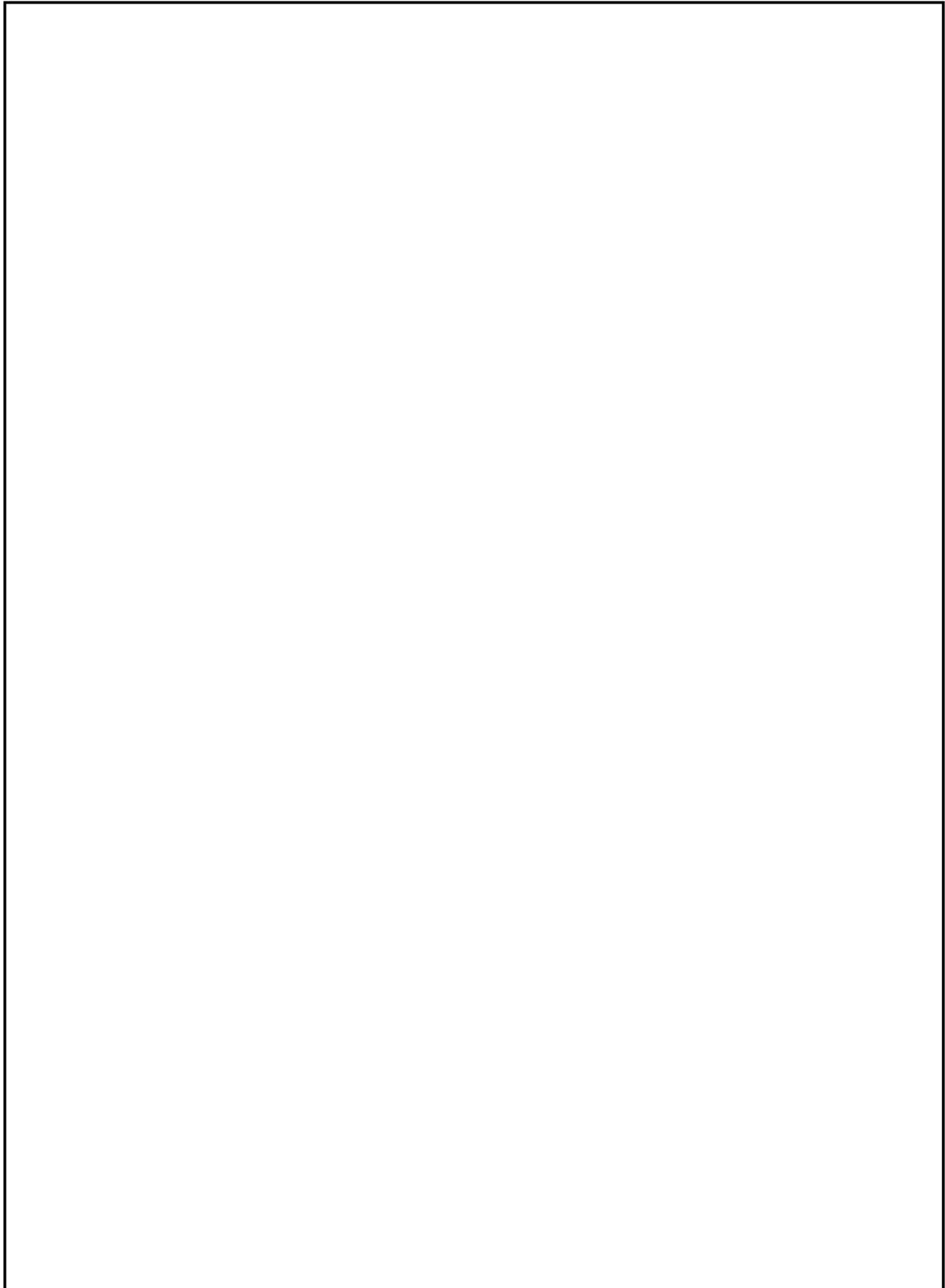
If so, submit your efforts to **YOU NEED TO KNOW**, Room 7D10, Headquarters. Cartoons should be in black ink on white bond paper. Please provide your name and phone number for contact purposes. Original drawings will be returned upon request.

Content is more important than art work (after all, "Peanuts" and "Andy Capp" aren't exactly works of art) and any pertinent subject within the bounds of good taste is acceptable.

SECRET

29

SECRET



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Do YOU NEED TO KNOW something contained in your military service records?
 If so, you may find the information below of considerable help.
 NOTE—All veterans, except as specified, should write to the National Personnel
 Records Center (see bottom entry). (UNCLASSIFIED)

LOCATION OF MILITARY PERSONNEL RECORDS		
<i>IMPORTANT: If the individual has two or more periods of service within the same branch of service, send your request to the office having the records for the latest period.</i>		
BRANCH OF SERVICE—CATEGORY OF MILITARY PERSONNEL RECORDS		WHERE TO WRITE
AIR FORCE	All reserve members not on extended active duty All retired reservists in a non-pay status	Air Reserve Personnel Center 3800 York Street Denver, Colorado 80205
	All active duty personnel All personnel on the temporary disability retired list (TDRL) General officers in a retired (pay) status	USAF, Military Personnel Center Military Personnel Records Division Randolph AFB, Texas 78148
AIR NATIONAL GUARD	Current officer members	National Guard Bureau (AFPM) Washington, D.C. 20310
	Current airmen (enlisted) members	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
ARMY	Officers separated before July 1, 1917 Enlisted personnel separated before November 1, 1912	National Archives and Records Service National Archives Building Washington, D.C. 20408
	All personnel separated January 1, 1962 thru June 30, 1968 All retired personnel (except general officers) All reserve members (includes retired reservists)	HDQS, Department of the Army Office of the Adjutant General U.S. Army Administration Center 9700 Page Blvd., St. Louis, Mo. 63132
	All officers on active duty and retired general officers	Personnel Records Division The Adjutant General's Office Department of the Army Washington, D.C. 20310
	Enlisted personnel on active duty	U.S. Army Personnel Services Support Center Fort Benjamin Harrison, Indiana 46249
ARMY NATIONAL GUARD	All members not on active duty in the U.S. Army Personnel discharged from the National Guard (excludes records for periods of active duty and active duty for training in the U.S. Army)	The Adjutant General of the Appropriate State, District of Columbia, or Commonwealth of Puerto Rico
	Records for periods of active duty or active duty for training in the U.S. Army for periods ending after December 31, 1959	HDQS, Department of the Army Office of the Adjutant General U.S. Army Administration Center 970 Page Blvd., St. Louis, Missouri 63132
COAST GUARD	Enlisted personnel separated less than 6 months Officer personnel separated less than 3 months All active Coast Guard personnel and members of the reserve Officer personnel completely separated before January 1, 1929	Commandant U.S. Coast Guard Washington, D.C. 20226
MARINE CORPS	Officer personnel on active duty or in reserves Enlisted personnel on active duty, or in organized active reserves All personnel completely separated less than 4 months	Commandant of the Marine Corps Headquarters, U.S. Marine Corps Washington, D.C. 20380
NAVY	Officers on active duty and those separated less than 1 year and all officers with rank of admiral Enlisted personnel on active duty and those separated less than 4 months Active reservists and inactive reservists with 18 or more months remaining in 1st term of enlistment	Chief of Naval Personnel Department of the Navy Washington, D.C. 20370
ALL BRANCHES	IF YOUR REQUEST DOES NOT PERTAIN TO ANY OF THE CATEGORIES LISTED ABOVE, ADDRESS YOUR INQUIRY TO:	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, Missouri 63132 Telephone: 268-7141 Area Code 314

SECRET

31

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A look at **LEGISLATION**



Federal Pay Comparability

Although further consideration is scheduled this year, there is little likelihood for passage of Federal pay legislation during the lame duck session of the 91st Congress.

The Administration submitted a legislative proposal to the Congress July 23rd that would permit the President to adjust the salaries of classified Federal employees and to establish an advisory committee on Federal salaries. This bill differs from one introduced by Representative Morris K. Udall (D., Ariz.), Chairman of the responsible House of Representatives subcommittee, in the application of the pay comparability principal established by the Salary Reform Act of 1962.

Under the Administration's pay comparability plan the President by executive action would make adjustments based on three factors:

Private industry salary levels compiled by the Bureau of Labor Statistics.

Consultation by the employee organizations, the Office of Management and Budget, and the Civil Service Commission.

Recommendations of an impartial three-member committee of non-Government advisors.

Under this plan, the Bureau of Labor Statistics survey, beginning in 1972, would be conducted in the spring and pay scale adjustments would be made by the President and reported to Congress by October 1 each year, thus reducing the time lag between the private industry survey and Federal salary adjustments to six months.

The Udall plan calls for a five-member committee composed of three management and two Government union officials to recommend annual pay adjustments to the President. In addition, under the Udall bill the President would be required to submit pay adjustment proposals to Congress for approval by February 1st each year. The Congress would then have 60 days to consider the President's recommendations. If approved, the pay hike would be made retroactive to January 1st.

The House Post Office and Civil Service Subcommittee on Compensation, chaired by Representative Udall, held hearings on these bills during the last week in July. Further consideration by the Subcommittee is planned when Congress returns after the November election.

Organization Retirement System

Draft legislation updating the Organization's retirement system has been forwarded to the Congress. There is some expectation that action may be taken on the measure before the end of the year.

The bill would raise the ceiling on the number of persons that could retire under the system during the current five-year period; it would authorize transfer of Government contributions along with individual contributions where an individual transfers into or out of the system; it adopts a more liberal formula for retention of salary for annuitants re-employed in a Government position; it conforms child survivor provisions to changes approved by

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the Congress for Government-wide civil service; and makes several technical adjustments in the system. The greatest portion of the proposed bill was passed by the House of Representatives in the 89th Congress but was not acted upon in the Senate at that time.

Increase in Government Contribution to the Cost of Health Benefits Insurance

Public Law 91-418, approved 25 September 1970, increased the Government share of Federal Employees Health Insurance premiums from 23 percent to an approximate 40 percent. The change is effective January 1, 1971.

Guards on U.S. Aircraft

President Nixon asked Congress on September 14th for \$28 million (by amendment to the 1971 Department of Transportation budget request) to recruit and train 2,500 security guards to ride commercial aircraft.

The first stages of the Administration's crackdown on air hijacking began on September 12th when armed guards took seats on international and some domestic flights. The initial force of men was drawn from the armed forces and the Secret Service. This will be replaced by a permanent force.

The House of Representatives approved the armed guards tax bill on 30 September and authorized an increase in domestic air travel taxes to 8.5 percent from 8 percent and an increase in U.S.-based foreign travel taxes to \$5.00 from \$3.00 per person. The bill will provide an estimated revenue of \$57 million for inclusion in the airport and airway trust fund from which the guards will be paid. As passed by the House of Representatives the tax would be effective between 31 October 1970 and 1 June 1972. Final action on the measure is expected when the Congress reconvenes after the November elections.

Service Life Insurance Covers Reservists

Effective 25 June 1970, all members of Reserve Components and ROTC cadets performing more than 30 days of active duty are covered by Servicemen's Group Life Insurance under the provisions of Public Law 91-291.

Coverage under the bill is effective only during that part of the day during which Inactive Duty for Training is performed and while proceeding to and from such training; during active duty for training of 30 days or less (and annual training) and while proceeding directly to and from the place where training is performed. The cost of the maximum coverage of \$15,000 for members of Reserve Components is \$1.80 for the entire fiscal year. The cost is deducted automatically from the individual's first paycheck after 1 July of each year.

The \$15,000 coverage is automatic unless the member elects otherwise. He may decline the insurance altogether; he may elect coverage of \$10,000 for \$1.20; or he may choose \$5,000 coverage for \$0.60 a year.

the facts about the—

PINTO, GREMLIN, VW, AND VEGA

Which is the best? You'll not catch us committing ourselves on that subject! But, we feel that YOU NEED TO KNOW the facts concerning each before you can properly determine which, if any, of them is the right car for you.

Both Ford and Chevrolet are quite frank in stating that they are out to combat the foreign import cars and specifically Volkswagen.

Volkswagen has countered the moves by preparing a "stripped-down" version of the famous "Bug" to be called the Model 1111 which will have a Washington on-the-floor price of \$1,916. They are expected to use the 1111 model for price-quoting but will be pushing the "Super-Bug" which is equipped with a new front suspension system and comes with automatic transmission.

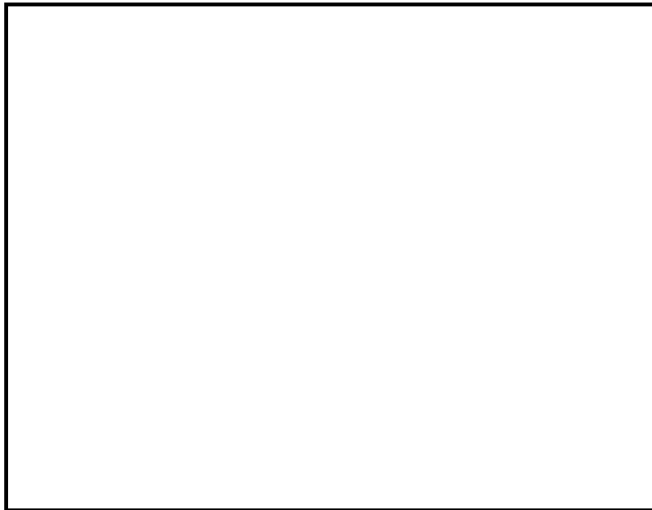
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33

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Both Pinto and Vega are stressing quality and easy maintenance with do-it-yourself manuals and kits available for tune-ups, bulb and fuse replacements, and even replacing your grill on a Pinto.

Ford and GM also are stressing the no appearance change. Vega states "If you like the 1971 Vega, you'll like the 1975 Vega."



PINTO vs VW

The Gremlin was the first of the U.S. compacts on the scene and offers the greatest horsepower. It also is the heaviest of the four weighing in at 2,635 pounds.

All of VW's competitive U.S. products are longer overall, wider and lower than the Bug. They also have wider wheelbases (track), outweigh the German import and have greater horsepower.

Gas mileage varies from 23 miles per gallon (mpg) for the Gremlin to 26 mpg for the VW. These are manufacturers quotes for standard engines at "cruising speed." All four of the little cars are designed to run on regular gas.

The accompanying chart indicates the pertinent facts for each car plus the dealers quote for the various optional items. In addition, each manufacturer offers a variety of "group" packages which include custom interiors, GT packages, special appearance items, vinyl tops, roof racks, over-size tires, whitewalls, etc. Prices quoted are D.C. area "window sticker" prices.

Check the facts—then decide! (UNCLASSIFIED)

	VEGA	PINTO	VW	GREMLIN
On-The-Floor Price (D.C. Area) (1)	\$2,278	\$2,028	\$1,916	\$1,972
Weight (lbs)	2,180	2,013	1,808	2,635
Wheel Base (in)	97.0	94.0	94.5	96.0
Overall Length (in)	169.7	163.0	158.7	161.3
Overall Width (in)	65.4	69.4	61.0	70.6
Overall Height (in)	51.2	50.0	59.0	51.8
Track (in)				
Front	54.6	55.0	51.6	57.5
Rear	54.1	55.0	53.1	57.0
Turning Radius (ft)	33.0	31.5	36.5	32.7
Fuel			Regular	
Fuel Tank Cap. (U.S. Gals)	11	11	10.6	21
Miles Per Gallon (2)	25	24.6	26	23
Tire Size	600 x 13	600 x 13	560 x 15	600 x 13
<i>Engines</i>				
Standard				
Cylinders	4	4	4	6
Displacement (cu in)	140	97	97	199
Horsepower Rating	90	75	57	128
Optional			N/A	
Cylinders	4	4		
Displacement (cu in)	140	122		232
Horsepower Rating	110	100		145
	(\$42)	(\$50)		(\$54)

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SECRET

	VEGA	PINTO	VW	GREMLIN
<i>Transmissions</i>				
Standard (w/Std Eng)	3 Spd Man	4 Spd Man	4 Spd Man	3 Spd Man Automatic (\$200)
Optional (w/Opt Eng)		Automatic (\$175)		Automatic (\$200)
<i>Safety Features</i>				
Dual Brake System	STD	STD	STD	STD
Four-way Emergency Flashers	STD	STD	STD	STD
Ignition/Steering Lock	STD	STD	STD	STD
Bucket Seats w/Headrests	STD	STD	STD	STD
Back-up Lights	STD	STD	STD	STD
Outside Mirror	STD	STD	STD	STD
Seat Belts	STD	STD	STD	STD
Shoulder Belts (Front)	STD	STD	STD	STD
Two-speed Windshield wipers	STD	STD	STD	OPT (\$21)
Rear Window Defroster	OPT (\$54)	OPT (\$27)	STD	N/A
<i>Other Options</i>				
Power Steering	OPT (\$95)	N/A	N/A	OPT (\$100)
Power Brakes	N/A	N/A	N/A	OPT (\$45)
Air-Conditioning	OPT (\$360)	OPT (\$389)	OPT (\$385)	OPT (\$399)
AM-FM Radio	OPT (\$123)	N/A	OPT (\$110)	N/A
AM Radio	OPT (\$61)	OPT (\$61)	OPT (\$62)	OPT (\$67)

(1) Includes freight and dealer "make-ready" charges. Taxes, license fees, etc. not included.

(2) Manufacturers statements "at cruising speed" with standard engines.

N/A—Not Available

STD—Standard

OPT—Optional

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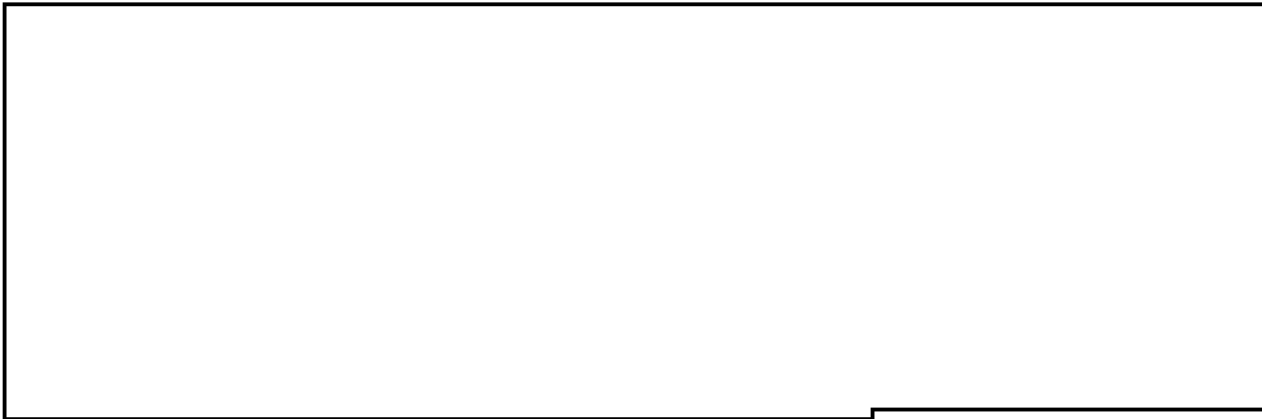
35

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Foreign language competency is becoming more and more a requirement for overseas assignments. The "word" is "voluntary training will enhance a candidate's possibilities for consideration."

* * *

Installed property can now be dropped from accountability if it is a permanent installation or if removal is too costly. A new paragraph authorizing such action was added to the Logistics regulation on termination of accountability in August. Real property records must be adjusted to reflect such transactions.

* * *

The paperwork dragon is not dead but has suffered another grievous wound.

As of 1 July, the expendable item criteria was raised from \$50 to \$200 thereby reducing the number of line items for which formal financial accountability must be maintained.

It is estimated that Type III installations will be able to "drop" accountability on 60 to 65 percent of the line items while Type I and Type II will be cut by 50 percent.

A word of caution: Certain items are not included in the new criteria and all installation property officers are cautioned to check the rules! Remember, although you may not be *financially accountable*, you are still *responsible* for the U.S. Government property entrusted to your care. (SECRET)



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**MOTORISTS — ATTENTION
STOP! LOOK! AND LISTEN!**

STOP signs mean STOP — not just slow down.

OBEY signals of special school guards.

LOOK carefully before you back out of driveways.

BICYCLES are unstable vehicles usually operated by inexperienced drivers in an unsafe manner.

A BOUNCING BALL or a skimming "frisbee" is invariably followed by a running child.

* * *

MSTS Becomes MSC

Over the years, Military Sea Transportation Service (MSTS) has rendered outstanding service to DOD in the movement of cargo throughout the world. As of 1 August, MSTS became Military Sealift Command (MSC).

* * *

A good boss is one who can step on your toes without ruining your shine.

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WHAT'S YOUR DRUG I.Q.?

DRUG & NARCOTICS

IDENTIFICATION CHART

DRUG USED & SLANG NAME	PHYSICAL SYMPTOMS	LOOK FOR	DANGERS
GLUE SNIFFING	<ul style="list-style-type: none"> Violence, drunk appearance, dreamy or blank expression. Odor of glue on breath, excess nasal secretions, watering of eyes, poor muscular control 	<ul style="list-style-type: none"> Tubes of glue, glue smears, paper or plastic bags, and handkerchiefs 	<ul style="list-style-type: none"> Lung, brain, nervous system, liver damage, death through suffocation or choking, anemia
HEROIN, MORPHINE— Snow, stuff, H, junk, M, dreamer, smack, & scag	<ul style="list-style-type: none"> Stupor, drowsiness, needle marks on body, watery eyes, loss of appetite, bloodstain on shirt sleeve, "on the nod," constricted (small) pupils—do not respond to light—inattentive, slow pulse, and respiration 	<ul style="list-style-type: none"> Needle or hypodermic syringe, cotton, tourniquet, in form of string, rope or belt, burnt bottle caps or spoons, glassine envelopes, traces of white powder around nostrils from sniffing, or inflamed membranes in nostrils, small capsules containing white powdered substance 	<ul style="list-style-type: none"> Death from overdose, addiction, severe infections from use of dirty needles or equipment
COCAINE— Leaf, snow, speedballs	<ul style="list-style-type: none"> Muscular twitching, convulsive movements, strong swings of mood, exhilaration, hallucinations, dilated pupils 	<ul style="list-style-type: none"> White odorless powder 	<ul style="list-style-type: none"> Convulsions, death from overdose, feelings of persecution, psychic dependence
CODEINE OR OPIUM ADDITIVES— Schoolboy	<ul style="list-style-type: none"> Drunk appearance, lack of coordination, confusion, excessive itching . . . all from large doses. Small doses exhibit little effect. 	<ul style="list-style-type: none"> Empty bottles or cough medicine or paregoric 	<ul style="list-style-type: none"> Causes addiction
MARIJUANA— Joints, sticks, reefers, pot, weed, grass, muggles, mooters, Indian hay, locoweed, Mu, Mary Jane, griffo, mohasky, giggiesmoke, jive	<ul style="list-style-type: none"> Sleepiness, or talkative and a hilarious mood, enlarged pupils, lack of coordination, craving for sweets, increased appetite, "high" feeling, erratic behavior, loss of memory, distortions of time and space 	<ul style="list-style-type: none"> Smell of burnt leaves or rope with characteristic sweetish odor, small seeds, brown or off-white cigarette paper, discolored fingers, pipes 	<ul style="list-style-type: none"> Damage to liver, inducement to take stronger drugs, act in manner dangerous to self or others. Accident prone, anti-social behavior
LSD, DMT, STP— Acid, mescaline (Hallucinogens)	<ul style="list-style-type: none"> Severe hallucinations, feelings of detachment, incoherent speech, cold sweaty hands and feet, vomiting, laughing, crying, exhilaration or depression, suicidal or homicidal tendencies, shivering, chills, with goose pimples, irregular breathing 	<ul style="list-style-type: none"> Strong body odor. Small tube of liquid, tablets, capsules, ampuls of clear liquid. Small green or blue tablets . . . dotted pink and white tablets 	<ul style="list-style-type: none"> Suicidal tendencies, unpredictable behavior, brain damage from chronic usage. Hallucinations, panic, accidental death, feeling of persecution
PEP PILLS— Bennies, co-pilots, ups, footballs, hearts, speed, crystal (Amphetamines, Methamphetamine)	<ul style="list-style-type: none"> Aggressive behavior, giggling, silliness, rapid speech, confused thinking, no appetite, extreme fatigue, dry mouth, bad breath, shakiness, dilated pupils, sweating, licks lips and rubs and scratches nose excessively, chain smoking, extreme restlessness, and irritability, violence, and a feeling of persecution, abscesses 	<ul style="list-style-type: none"> Pills of varying colors, tablets or capsules, chain smoking, syringes 	<ul style="list-style-type: none"> Hallucinations, death, from overdose, speeds rate of heart beat, and may cause permanent heart damage or heart attacks, loss of weight, addiction, mental derangement, suicidal depression may accompany withdrawal
GOOF BALLS— Downs, red birds, yellow jackets, blue heavens, barbs (Barbiturates)	<ul style="list-style-type: none"> Drowsiness, stupor, dullness, slurred speech, drunk appearance, vomiting, sluggish, gloomy, staggers, quarrelsome, incoordination, with no alcohol odor on breath 	<ul style="list-style-type: none"> Tablets or capsules of varying colors, syringes 	<ul style="list-style-type: none"> Death from overdose, addiction, unconsciousness, coma, convulsions, psychosis or death from abrupt withdrawal

COMMON SYMPTOMS OF DRUG ABUSE:

A. Changes in school attendance, discipline and grades. B. Change in the character of homework turned in. C. Unusual flareups or outbreaks of temper. D. Poor physical appearance. E. Furtive behavior regarding drugs and possessions. F. Wearing of sunglasses at inappropriate times to hide dilated or constricted pupils. G. Long-sleeved shirts worn constantly to hide needle marks. H. Association with known drug abusers. I. Borrowing of money from students to purchase drugs. J. Stealing small items from school. K. Finding the student in odd places during the day such as closets, storage rooms, etc. to take drugs.

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