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OIA/MSD 50/79
1 August 1979
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MEMORANDUM FOR: Employees of the Office of Imagery Analysis
FROM : OIA Management Advisory Group
SUBJECT : Briefs of Questions and Answers at Director's Luncheon,
7 June 1979

This is a summary of questions and answers from the Director's Luncheon of 7 June 1979. This summary was prepared by OIA-MAG. It reflects the discussion as understood by OIA-MAG and has not been reviewed by or co-ordinated with the front office. If questions remain concerning the answers given by the front office, bring them to the attention of your OIA-MAG representative and/or surface them at the next luncheon. People should not be discouraged from asking questions that are the same or closely related to the questions in the summary. Remember, one of the main purposes of these luncheons is to have face-to-face discussions whereby all individuals are given a chance to pursue any question to any extent that they may wish.



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Discussion

1) How does OIA participate in the Career Training program? Must one be sponsored?

-- One must be sponsored. An individual enters the CT program in one of two ways: 1) the person is selected from outside the Agency or, 2) the person is sponsored by the office in which he is working. The office not only sponsors the individual but must also agree to have a slot for him when he returns.

-- There is a periodic call for participants for the CT program, but the initiative really rests with the individual. Let your branch chief know your interest so he can initiate the proper action.

2) Can a pedestrian way be created or reopened from Lot 153 to rather than use the broken class-cluttered, water-puddled, or snow-covered sidewalks?

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-- It was thought that such a walkway existed at one time and was closed for unknown reasons by [redacted] personnel. It was not known if this walkway could be reopened. This question would be answered at a later date pending further investigation (see attachment). STAT

3) A series of questions concerning career development, management, and personnel "trouble areas" were combined. The following are highlights of the discussion.

a) Why does it take so long to get on-board when security claims that clearances don't take very long?

-- It was pointed out that many office directors had asked the same question and a survey of recruitment procedures is underway. As yet, there appears to be no easy answer to the question. The inherent slowness of the functioning of the bureaucracy combined with the Agency's effort to maintain its high standards (i.e. hire the right people, and get the right people in the right jobs) possibly consume the major portion of time. Also, the Security Office's manpower is being sapped by investigations of recent security leaks by contractors and the reinvestigation program of current employees. Hence, the near term outlook for improvement is bleak. STAT

-- It was suggested to [redacted] that applicants under investigation should be periodically contacted and informed by the Office of Personnel that they are still under consideration. It was also suggested that a computerized applicant's file may be of assistance. Both were considered good suggestions that should be further discussed with [redacted]. STAT

b) Is there an average grade level?

-- The current limitation of OIA's average grade-scale level is about 11.54. The methodology for determining the average GS level is complex but flexible. Generally, headroom within OIA, a driving factor in promotability, has not been a problem in the past.

c) Fitness reports and promotability.

-- All promotions in OIA through GS-14 are approved by the OIA Career Panel. (The Career Panel consist of the Director, the Deputy Director, the Division Chiefs, the Production Group Chief, the Administrative Officer, and the Executive Officer). The Panel's work cycle is keyed to the fitness report cycle. All individuals at a particular grade that have been recommended for promotion are considered. Also a list of the individuals that are not recommended for promotion is reviewed so that no one at that grade level is overlooked. After due consideration of the individual based on several factors (i.e. performance, time in grade, etc), lists are compiled that show who will be promoted and who will not be promoted. Also, a list is made of when these promotions should occur.

- It was stressed that the Branch Chief is the most important person in the promotion cycle. It is his evaluation of an individual's performance that most strongly influences the Division Chief's decision to recommend that individual for promotion to the Panel.
- 4) Why do CIA promotions jump only one grade at a time while other agencies jump two grades at a time? Is there a minimum time in-grade either technically or in practice within CIA, NFAC, and OIA?
- The single grade promotion system was originally instituted in CIA to reduce the rate of expansion the Agency had experienced in the mid-1950's. If the system were changed, management would lose some of the flexibility and options of its promotion system. Compared with other agencies, the single grade promotion system and the two-grade promotion system tend to equalize in the long run.
- 5) What is the current philosophy on Agency-sponsored university courses? What are the possibilities?
- The Agency/Office supports additional training/education with no major restrictions on subjects. Training/education is usually initiated by the individual.
 - For the Agency to sponsor training/education for an individual at an university, or to sponsor an individual and allow him time from work to attend classes, there are two limitations: 1) the courses must be related to the individual's work assignments and, 2) money for the training must be available in the budget.
 - If you want Agency/Office sponsorship for a full year of training, it is generally a good idea to let your intentions be known and to take a few courses prior to your application to demonstrate a serious intent.
 - Agency-wide as well as government-wide training should not be overlooked. An example of an applicable course which is offered government-wide is the Federal Managers Program.
 - The divisions are currently trying to identify areas of training most relevant to their areas of interest.
- Examples:
- 1) Regional studies areas are considering trips to their areas of speciality for familiarization,
 - 2) Production areas are considering letting people work at an industrial facility for a period of time;
 - 3) Ground forces areas are considering military training such as tank training and tactics, etc.

- 6) What can be done to improve co-ordination between OIA and other NFAC offices?
- There is a need for a close working relationship between OIA and other NFAC offices. One way in which this relationship has been enhanced is the implementation of the Form 2. The Form 2 aids in the allocation of time and co-ordination of efforts within OIA as well as between OIA and other NFAC offices.

OIA-56/79
22 June 1979

MEMORANDUM FOR: Director, National Photographic Interpretation Center
SUBJECT : Employee Security/Access to Lot 153

H.P.P.

1. It has been proposed by the OIA MAG that arrangements be made for an alternate route between [redacted] and Lot 153. The current route is along [redacted]. There is serious concern about the conditions along the [redacted] route. Travellers regularly encounter broken glass, empty whiskey bottles and other forms of litter. The sidewalk is in disrepair, with many low spots that collect rain puddles. And, the general atmosphere prompts concern for one's own safety--particularly during wintertime when employees are most likely to arrive at and depart from [redacted] during hours of darkness.

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2. In assessing possible alternatives, it appears that passage through the existing gateway located in the southeast corner of [redacted] (near the loading dock) would represent a more desirable route than that along [redacted]. During the forthcoming "Operation Big Ditch" this gate is scheduled to be open to vehicular traffic. Presumably, pedestrians may also use the gate. It is suggested that this channel to Lot 153 be appropriately announced to all employees in [redacted] in advance of its opening and that pedestrian use of the gate during "Operation Big Ditch" be monitored. If there is sufficient interest in using this gate instead of [redacted] as a route to Lot 153, I suggest that the gate be kept open indefinitely. Its use and the necessary posting of a security guard could be limited to two hours in the morning and two hours in the evening to coincide with peak arrival and departure times. Attached is a sketch of the proposed and existing routes.

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3. Your consideration of this proposal is appreciated.

[Redacted Signature Box]

Director
Imagery Analysis

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Attachment:
a/s

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