DDA 82-0147

19 January 1982

*Work folder pls.*

MEMORANDUM FOR:   Director of Central Intelligence

VIA:                      Deputy Director of Central Intelligence
                         Executive Director

FROM:                     Harry E. Fitzwater
                         Deputy Director for Administration

SUBJECT:                  Directorate of Administration Focus in 1982          25X1

   1.   In accordance with your directions, the following provides major
problems faced by the Directorate of Administration that must be addressed
in 1982, problems that have been addressed and for which objectives have been
established, and opportunities and initiatives for increased effectiveness
during 1982:

   A.   Problems Which Must be Addressed in 1982

                                                                                25X1

   2)   Inadequate space for an expanding CIA.

   3)   Project SAFE.

        a.   Slippage in schedule.
        b.   Cost increases.

   4)   Lack of Directorate resources to support Agency activities.

        a.   Inadequate ADP programmer resources.
        b.   Shortage of personnel for computer information security.
        c.   Resources for new Agency initiatives for which the DDA has
             not had the opportunity to program.
        d.   Training resources for operations, language, and conference
             requirements.

   5)   Security--problem of leaks of classified information.

   6)   Assistance to the [                              ] particularly in      25X1
        the areas of training and communications.

                                                                                25X1

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B. Established Objectives to be Achieved in 1982

   1) Recapitalization of worldwide communications.

      a. Initiate 5-year recapitalization plan.
      b. Organize out-year efforts.

   2) Complete a strategic plan for the Agency's information handling activities.

   3) Modernize Finance and Logistics ADP systems.

   4) Develop a 10-year construction/space plan to provide for Agency needs, including the completion of preliminary phases for the construction of a new building on the compound.

   5) Ensure that major computer programs such as SAFE and CAMS receive adequate CIA scrutiny and oversight to track scheduling and costs more effectively.

   6) Reprogram existing support resources to meet changing Agency requirements, particularly in the areas of training, security, and data processing.

   7) Reconfigure the budget programming procedures in order to ensure that appropriate resources are provided, both funds and positions, in order that the Directorate can render timely, efficient administrative support, on a centralized basis, to new Agency initiatives.

   8) Develop plan for centralized review process for manuscripts.

   9) Rebuild the complement of telecommunications specialists and technical personnel through an aggressive recruitment and training program.

   10) Provide timely and effective support to the Agency's processing of new employees.

C. Opportunities/Initiatives to be Undertaken in 1982 Which Will Increase Effectiveness

   1)

25X1

   2) Establish an effective working relationship with GSA and GSI to improve operation and maintenance of the Agency's working environment and cafeteria facilities.

3)  Continue the Directorate CORE program to enhance communications and to ensure the cost-effective utilization of resources.

4)  Pursue Directorate 5-year planning system which will provide for the close monitoring of near-term Office objectives and the establishment of coordinated plans.

5)  Reconstitute resources and expertise to support the Agency's covert action activities.

    25X1

2.  In the interest of keeping the paper as brief as possible, no details are provided with the above, however, I am prepared to discuss our problems, objectives, and initiatives if you so desire.

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    25X1

Harry E. Fitzwater

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