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DD/A REGISTRY  
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DDA 85-0060/41  
18 October 1985

MEMORANDUM FOR: Director of Central Intelligence  
FROM: Harry E. Fitzwater  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 18 October 1985

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. The Office of Personnel (OP) reports the following recruitment activities during the reporting period:

The 8 October 1985 Business People, Inc., telecast, which was beamed to 22 colleges nationwide for students in hi-tech disciplines, marked another milestone in the recruitment area. CIA representatives who were present at each campus indicated that it was well received by the students in attendance, and the consensus was that it was a worthwhile public relations effort. Over 125 students listened to the CIA presentation, and eight personal history statements were distributed--seven at the University of Virginia and one at Prairie Union in Texas. Two recruiters faced benign demonstrations against CIA presence on the Berkley and University of Texas campuses.

Employment is working closely with American Telephone & Telegraph's Information Systems Division (Philadelphia) to interview for possible employment with the Agency AT&T employees facing layoff. AT&T plans a Career Day on 22 October in New Brunswick, N.J., for over 500 AT&T employees facing job loss.

[redacted], will attend the session. Indications are that all three categories of potential hires will be represented at the Career Day--professional, technical and clerical.

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Responses from the Newsweek advertisement are increasing weekly and totaled 299 as of 11 October.

b. On 10 October, Mr. Wayne Nelson, Vice President of Merrill Lynch, interviewed seven employees for an article he is writing for The Washingtonian magazine, titled "The Ten Best Places to Work in Washington." The Acting Chief, Recruitment Operations Division, and a Public Affairs officer monitored the interview. The employees represented the Directorate of Administration (DA), Directorate of Intelligence (DI), Directorate of Science and Technology (DS&T) and the DCI offices and responded to questions about their work, salary, quality of life at CIA, career progression, travel and training. The article will appear in the December issue of The Washingtonian.

c. The House Post Office and Civil Service Committee chaired by Representative William D. Ford has announced the provisions of its supplemental retirement proposal. As expected, the provisions are more generous than the Senate Roth/Stevens proposal (which costs 21.9% of payroll), provide for higher annuity levels, a high-three salary base, and full cost-of-living adjustments (at an estimated cost of 25.5% of payroll). Hearings are tentatively planned for 23 and 24 October. Following passage of the respective bills in the House and Senate, the issue will then go to the conference committee for final resolution. We will continue to follow closely the upcoming events to make judgments on how best to proceed with our own proposal currently with Office of Management and Budget (OMB).

d. The Combined Federal Campaign (CFC) Staff has trained 178 keyworkers and chairpersons with an additional 159 scheduled to receive training by 15 October. Video cassettes of the CFC movie, "Give Somebody a Chance" and the kickoff rally are now available and being disseminated to the outlying buildings.

e. As of 31 August, Insurance Operations Division (IOD) had processed 42,139 claims totaling \$16,660,248, which is a 15% dollar increase over the same period in 1984. The impact of this volume of claims has been staggering on our claims processors. To assist in reducing the claims backlog, we have trained five non-adjudicator IOD employees to process simple claims which is providing some assistance in holding our claims backlog to the current six week level. In addition, on Saturday, 5 October, there was an all out overtime effort involving 15 non-IOD'ers who assisted with filing and preparation of claims checks to policyholders and providers. We are currently working on claims received 27 August 1985.

f. The Department of Labor's Employee Compensation Appeal Board (ECAB) is about to review the first case ever appealed to the Board by an Agency employee. To prepare for the hearing, clearances have been obtained on

**S E C R E T**

the ECAB members and security briefings have been arranged for the Board members regarding handling and storage of classified material during the review.

g. There has been an 18% increase in Savings Bond payroll deductions since the completion of this year's campaign. For the last pay period prior to the Bond Campaign, there were 980 participants with bi-weekly deductions of \$15,727. For the pay period following the campaign which ended on 28 September, there were 1,112 participants with bi-weekly deductions of \$18,636.

h. The first phase of the Computer Assisted Travel System (CATS), an automated system to assist in the preparation and review of travel accountings, was brought on-line. The inauguration of CATS is a significant step in the automation of the travel accounting process within a centralized travel service.

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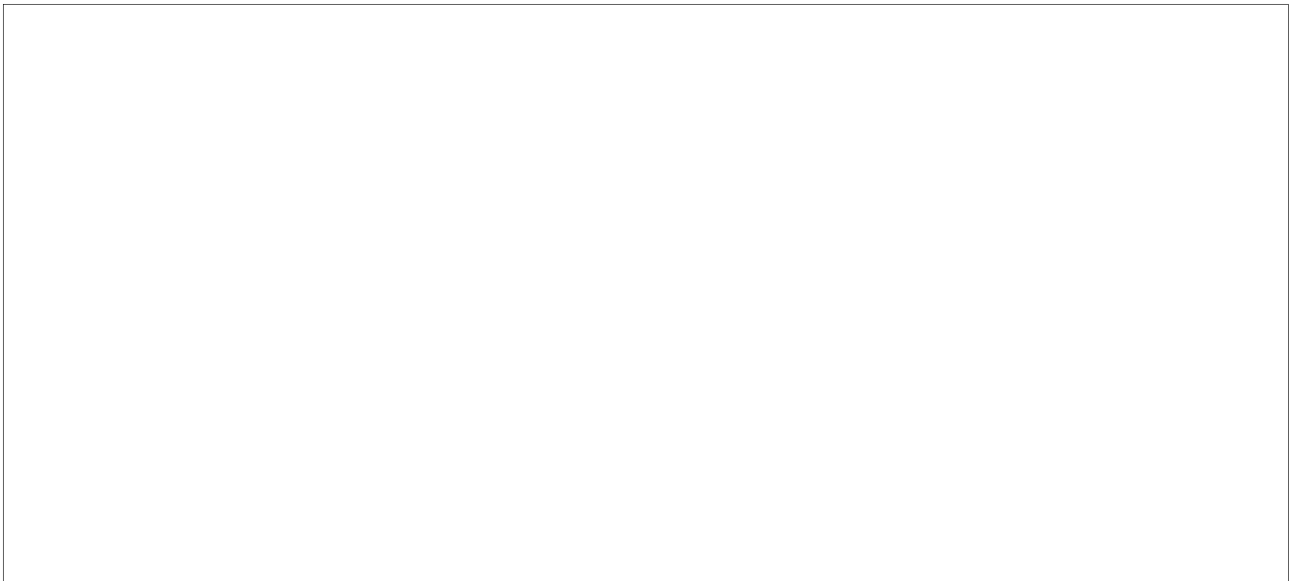


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m. On 27 September, the Executive Director granted approval for the Office of Logistics (OL) to lease approximately 10,000 square feet of office space on the 1st floor of the Chamber of Commerce Building. A direct interim lease was signed on 8 October between Dominion Management Company and the U.S. Government which allows the Agency to acquire the 1st-floor space as parcels become vacated by the current commercial tenants. The first parcel, consisting of 2,450 square feet of space, is vacant and will become available for use by the Office of Training and Education (OTE). All remaining office space in the building should be under lease to the Agency by June 1986.

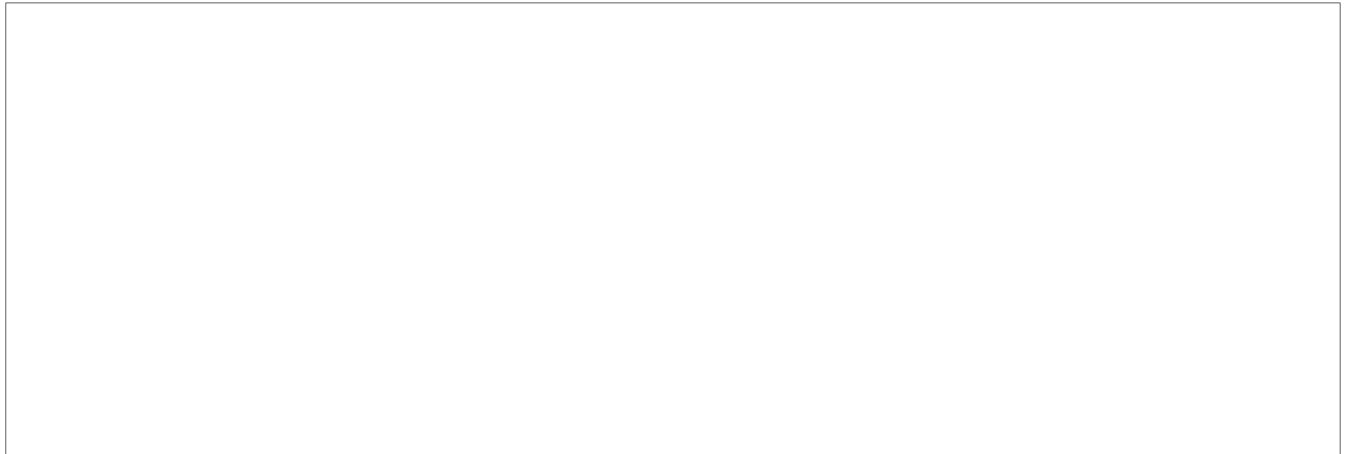
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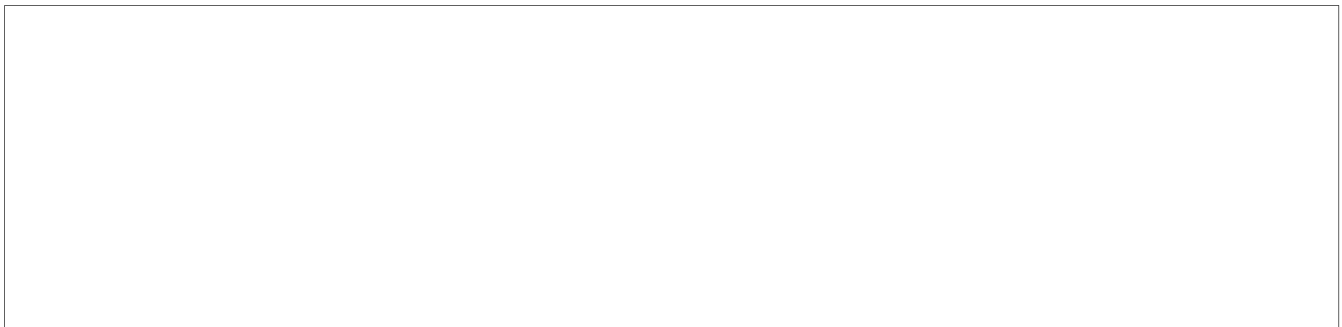
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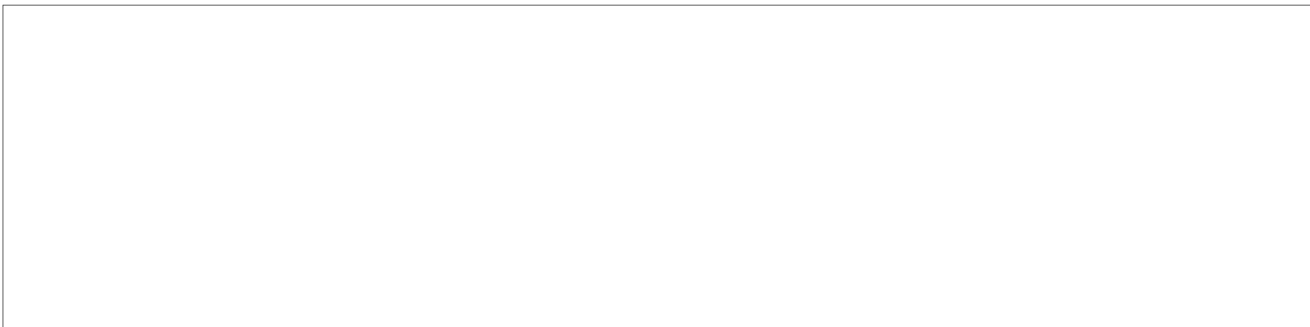
r. Requirements for security escorts have risen to well over 200 per day. To satisfy this large number of requirements, efforts are being made to hire more special escorts, use personnel from the Agency pool, and use off-duty Protective Officers on an overtime basis. Consequently, on 9 and 10 October, an OS representative was in Philadelphia, Pennsylvania, interviewing approximately 60 candidates for Security Protective Officer and Security Escort positions. Twenty of the candidates interviewed will be placed in process.

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t. Representatives from OIT, OF, and OL attended a Technical Exchange Meeting post-mortem to review the procedures used in the fiscal year-end process. The forum concluded that the planning, dedication, and cooperation of the participating offices supported a very successfully 1985 year-end process.

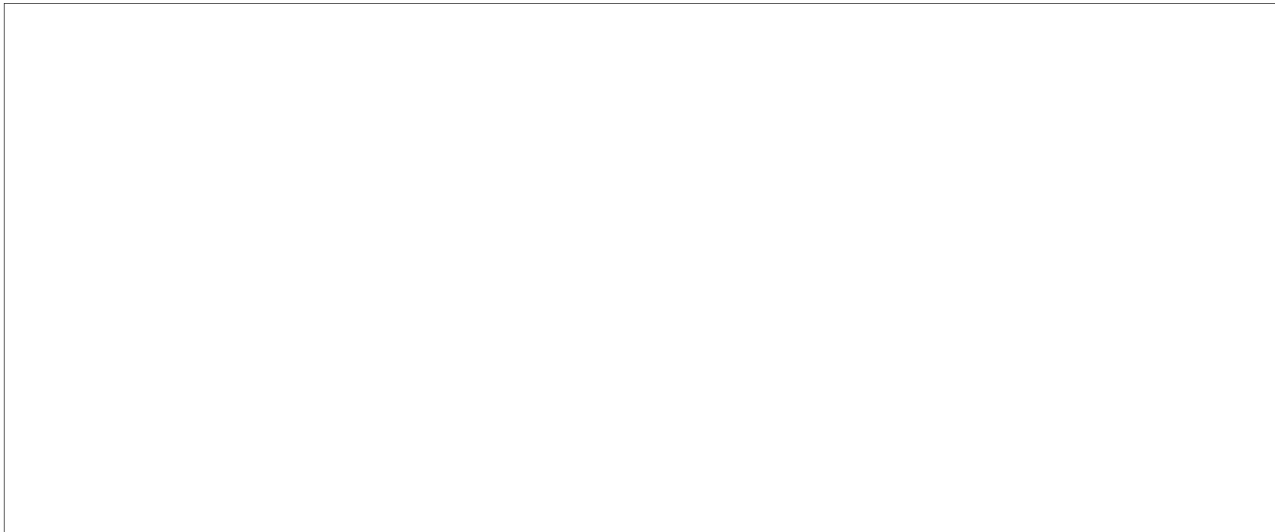
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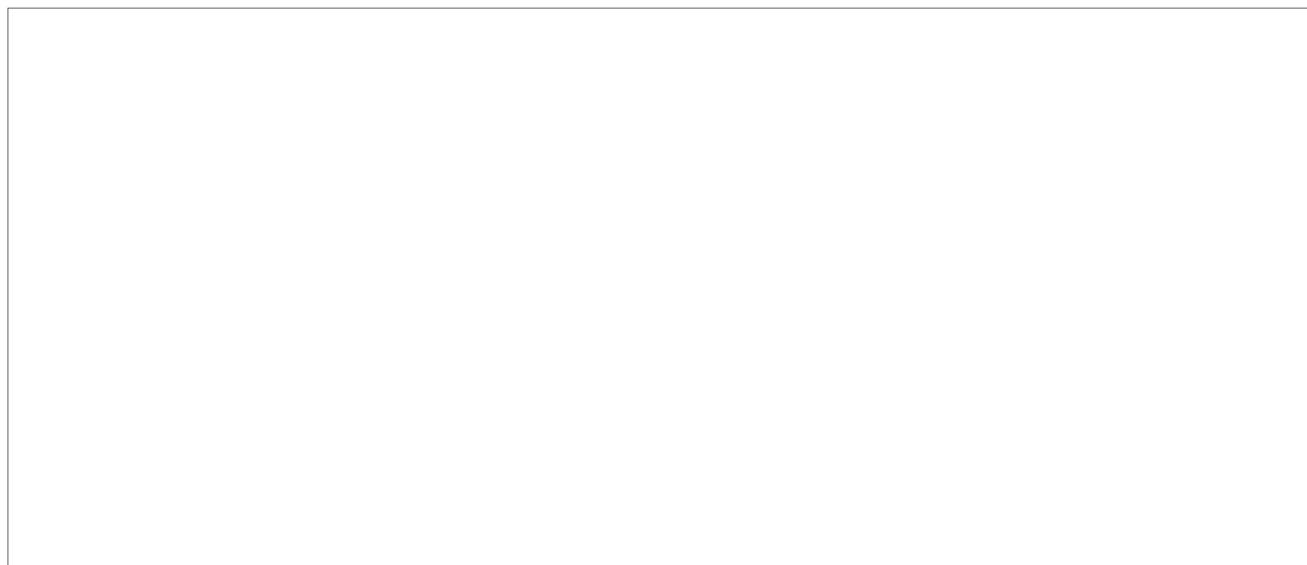


x. The Intelligence Process Seminar was conducted by OTE personnel in Los Angeles from 8 - 11 October. Thirty Air Force officers (ranging from First Lieutenant to Lieutenant Colonel) received an overview of the Intelligence Community, how intelligence is collected using both technical and human sources, and how it is used at the national policymaking level. The presentations by National Security Agency (NSA) and the Directorate of Operations (DO) were particularly well received.

y. The Office of Information Services (OIS) has completed the first phase of locating records in the holdings of the DO for the 1946-47 period to be considered for review under the Historical Review Program. They have identified 123 jobs and 1,393 archives boxes of records. On 16 October, OIS will begin assessing the material to determine what may be pertinent for review under the program.

z. At the invitation of the Senate Select Committee on Intelligence, on 16 September Chief, Psychiatric Operations Division (POD) addressed the members of the Senate Staff on hijacking and hostage survival.

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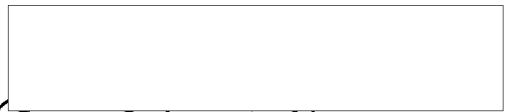
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**3. Significant items anticipated during the coming week:**

On Tuesday, 22 October, the DDA will open up the Retirement Seminar at 0900 in the Headquarters Auditorium.

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**Harry E. Fitzwater**

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