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DDA REGISTRY

DDA 85-0060/39
04 October 1985

FILE: 100-15

MEMORANDUM FOR: Director of Central Intelligence

FROM: James H. McDonald
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 04 October 1985

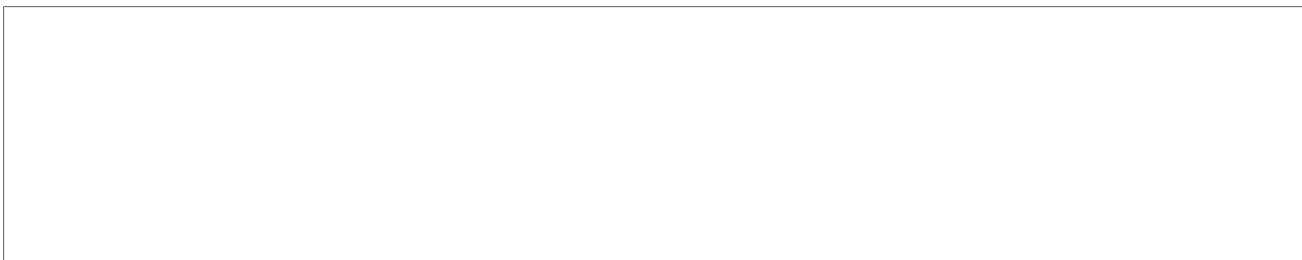
1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. On 2 October, the Special Security Center provided a defensive security briefing to Dr. Frank Burke, Archivist of the United States, in his office at the National Archives. Dr. Burke will be the U.S. representative at an upcoming convention of archivists in Beijing, Peoples Republic of China. Although Dr. Burke is an experienced traveler who has visited Poland and East Germany, he was nevertheless provided with a copy of the Security Committee's "Study of Harassments and Provocations."

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c. On 30 September, an OS representative provided a comprehensive Security Indoctrination Briefing to [redacted] Officers and their spouses. This one-half day briefing addressed personal security practices, telephone security, the hostile threat and issues pertaining to the Agency's code of conduct and outside activity reporting.

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d. The Roth/Stevens' supplemental retirement bill went to mark-up by the Senate Governmental Operations Committee on 2 October 1985. Although the proposal would structurally bring the Roth/Stevens' bill closer to the Agency's retirement proposal package, the benefits are still significantly less. The primary Roth/Stevens' provisions would allow new employees the option of contributing extra to the defined benefit portion of the plan to permit retirement with unreduced benefit at age 55 with 30 years of service. Employees not electing to contribute would be able to retire at 62 with unreduced benefit. The special classes (law enforcement, etc.) would be able to retire at age 50 with 20 years of service, or at any age with 25 years' service with a supplemental benefit equal to Social Security from time of retirement to age 62. In discussions with our consultants, it does not appear that these changes offer significant enhancements over the original Roth/Stevens' proposal. Technical changes are still being incorporated into the bill, and the final version should be available in the next few days.

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f. Bill Trumbull and Chris Core, local radio personalities from station WMAL, have agreed to take part in the Agency's Combined Federal Campaign (CFC) Kickoff Rally scheduled for 3 October at 1000 hours in the Headquarters auditorium. On 24 September, Directorate Vice-Chairpersons and members of the CFC support staff attended the Washington, D.C. Combined Federal Kickoff Rally where the Honorable Elizabeth H. Dole, Secretary of Transportation, gave the keynote address.

g. The Agency's Federal Women's Program Manager was the guest speaker at a luncheon for the Department of Commerce Chapter of the "American Society for Public Administration," an association for young public administrators in the U.S. Government. The topic discussed was gender awareness, relationships of men and women working together; and the presentation was very well received.

h. OP sponsored a briefing at Headquarters to explain the employee couples policy on dual assignments and the Employee Spouse Program. Approximately 80 people attended and participated in a lively and mutually beneficial discussion.

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i. The Chief, Position Management and Compensation Division/OP (PMCD) and the Directorate of Science and Technology (DS&T) Branch members presented a one-half day PMCD seminar to Office of Development & Engineering (OD&E) managers in the Headquarters auditorium. This presentation was in preparation for the OD&E survey which will begin in January 1986. Approximately 90 OD&E Group Directors, Division Chiefs, and Branch Chiefs attended, and the session was videotaped for those Headquarters' people who were unable to attend and those not located in this area.

j. The Analytical Reporting and Modeling Branch/OP developed and delivered to the Office of Communications (OC) a computer software model which will enable OC to test the distribution of meritorious increment increases through the four OC TCO/TCM pay bands. The model has two modes, one which automatically calculates the number of one, two, three, or four step meritorious increments allotted to each of the four pay bands based on band population, and a second which permits managers to designate the number of one, two, three, or four step increments per band. Both modes calculate an estimated cost of all increases which will be useful from a budgetary perspective when determining how many meritorious increases to allocate to each during a review cycle.

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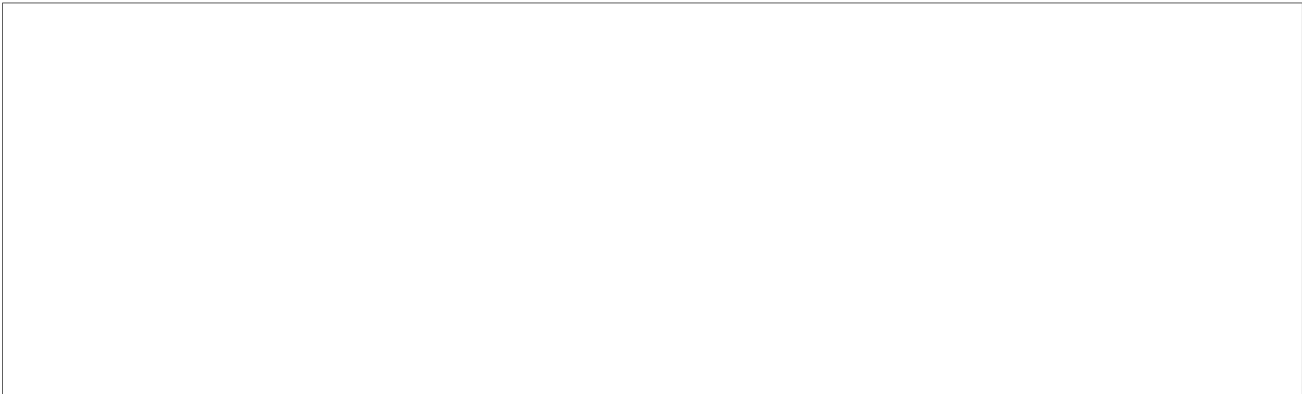


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w. Members of OIT visited the Vice President's Task Force on Terrorism to evaluate the security of their computer system. A number of vulnerabilities were identified and corrected.

x. OIT simulated a catastrophic failure of the primary message communication switch to test the back-up system. The test was completely successful.

y. OIT hosted the second meeting of Intelligence Community Information Center representatives on 2 October. This group was formed by the Director of NSA's Personal Computing Information Center. Its purpose is to promote sharing of information center management and technical approaches, and to provide a forum for discussing and beginning joint initiatives. Twenty-two representatives from nine other Intelligence Community components were in attendance. The meeting agenda included a briefing from each information center on its organization, structure, and philosophy followed by a general discussion of common concerns.

z. OIT briefed senior DIA managers on the level of support that DIA-SAFE will require. The organization that is needed to operate the large, complex computer center and to perform resource planning is far more complex than DIA has realized.

aa. The eighth increment of OSS records, consisting of 217 cubic feet of overseas cable files, has been transferred to the National Archives and Records Administration (NARA). This brings the total volume of OSS records transferred to 1234 cubic feet.

bb. As of close of business 30 September, Supply Management Branch, Supply Division, Office of Logistics (OL), had obligated 99.3 percent of the Material Procurement Allotment funds made available from issue of materials from general stock allocations. In dollar amounts this represents stock issues of \$9,251,585 and stock replenishments of \$9,189,993.

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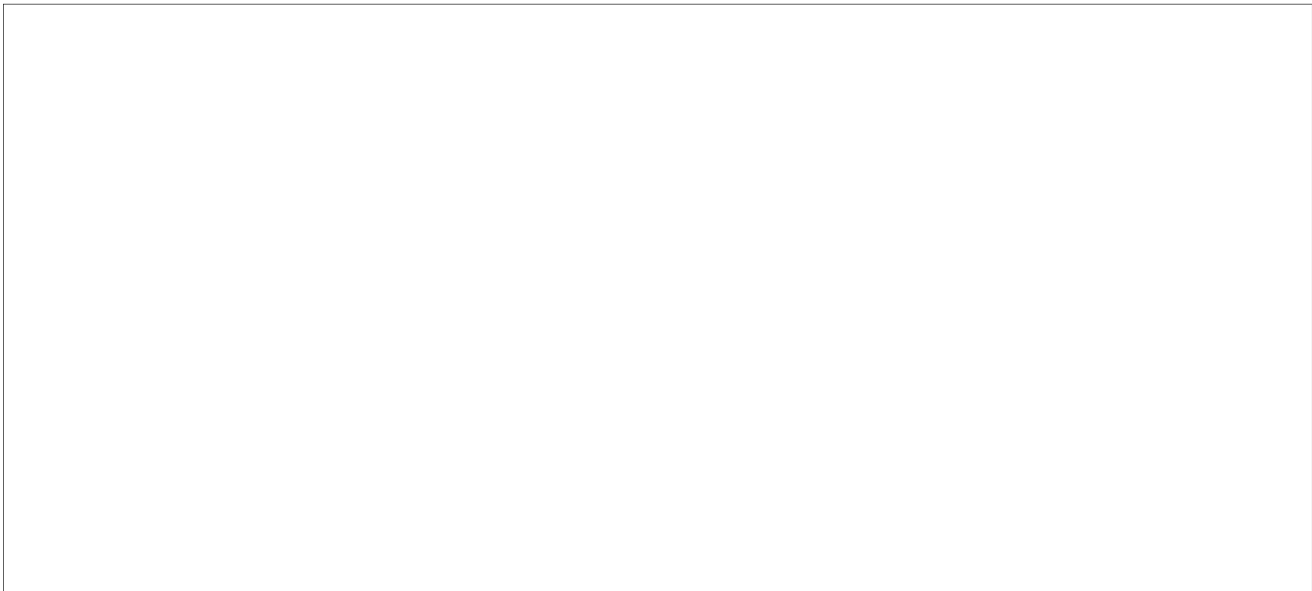
dd. OL made all necessary preparations to the Headquarters Building for hurricane Gloria, which passed through the Washington area during the early morning hours of 26 September. Additional Allied personnel were brought in to supplement the normal powerhouse staff and trade crews. HOME personnel staffed the building with technical and escort personnel throughout the night and coordinated the relocation of an Office of Central Reference, Directorate of Intelligence (DI), microwave antenna. All the advanced planning and availability of personnel was intended to help keep building systems operational and to help prevent any damage that might have resulted from the storm.

ee. Allied Eastern Maintenance Corporation's FY-86 proposal for operation and maintenance support of the Headquarters compound was received on 30 September. The \$15.1 million proposal includes a provision for augmenting contracted support services to accommodate the New Headquarters Building. A letter contract will be awarded to Allied pending audit and negotiation of the FY-86 proposal.

ff. OL reports that on 30 September a contract for the A&E design phase of the Child Day Care Center was awarded to Passantino/JRB Architects in the amount of \$108,000. The expected completion date of this phase is 30 June 1986, and it will provide the necessary preparation for a competitive Request for Proposal to effect construction.

gg. OL reports that the first meeting of the Electronic Publishing Group was held on 1 October. This group is comprised of representatives of OL, OIT, Foreign Broadcast Information Service, Office of the Comptroller, and the Office of Current Production and Analytic Support. These meetings will serve as a forum for an exchange of information, ideas, and plans related to electronic publishing between the various offices and should provide a vehicle to insure that all interfaces and production requirements can be met.

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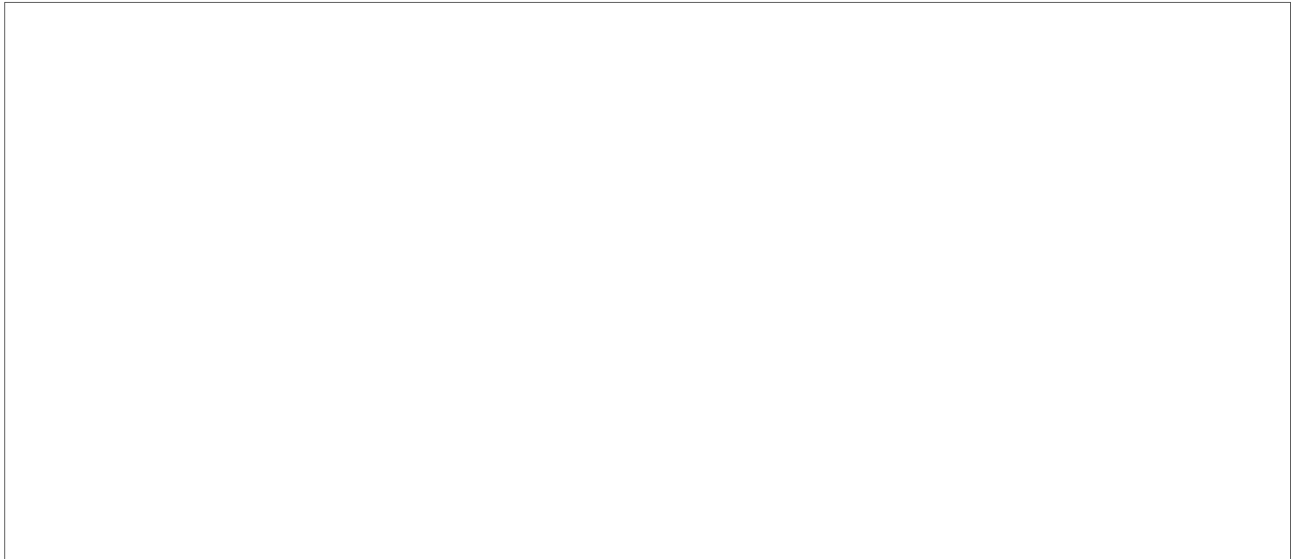
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jj. OL reported that another full-time inspector arrived at the building site on 30 September to assist GSA with inspection of the New Headquarters Building construction. This inspector will be committed to the inspection of RFI shielding.

kk. OL reported that final pieces of structural steel beams were placed in the New Headquarters Building north and south towers on 30 September.

ll. The Chief of the Counterterrorism Branch in the Office of Medical Services (OMS) traveled to Dallas, Texas, during the period 25-27 September to attend and make a speech to an international conference on terrorism. The topic of her speech was the hijacking of TWA-847.

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oo. The first running of the Seminar on Rapidly Advancing Technologies concluded on Friday, 27 September. Students toured 15 facilities engaged in developing or applying advancing technologies. In addition, 16 scientists from industry, Government laboratories, and the Agency briefed on specific technologies. One day was spent at the SEMICON exhibit on microelectronics in Boston.

pp. The initial running of the one-week Briefing Technical Material Course, conducted by the Office of Training and Education (OTE), ended on 27 September. Part of the DS&T Training Program, this course emphasizes briefing technical material effectively to a non-technical audience and uses DS&T examples. The 14 students included representatives from the Office of Research and Development, the Office of SIGINT Operations, the OTS, and NPIC.

qq. "Modern Organization: A Design for the Future," a two-day Executive Development Program elective seminar, was held at the Xerox

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Corporation Center for Training and Management Development on 26 and 27 September 1985. The seminar was conducted by Elliott Jaques, Director of the Institute of Organization and Social Studies and Professor of Sociology at Brunel University in London, England. Dr. Jaques discussed his concepts of organizational structures as they have evolved from over 30 years of research on large organizations. He offered his original thesis on the basis for structuring an organization, and in addition discussed new approaches to performance appraisal, equitable compensation structures, and career progression. The 19 senior officers participating engaged the seminar leader in lively discussion. All agreed that the Xerox Center facilities were ideal for such a program.

rr. On 26 September, OTE representatives visited NSA to discuss that organization's Executive Secretary Certification Program. Although the Program is voluntary, an employee cannot advance beyond the GS-08 grade level until that employee becomes "certified." Becoming "certified" means completing satisfactorily the entire Program. The Program is based on a qualification rating schedule that includes assigned points for a combination of education, training, experience, performance, and significant achievements or accomplishments.

25X1 ss. The Interdirectorate Computer-Based Training Group held its seventh meeting [redacted] on 26 September. Thirteen individuals from seven different components attended. It is clear from attendance at the last few meetings of the group that a number of Agency components across all directorates are very interested in Computer Based Training (CBT), and are watching carefully those components who are currently active in the area. In the main presentation of this meeting, NPIC's Training Department demonstrated a module of the Refresher Training Course currently under development. The course is being developed using the WICAT authoring system and computer, with CBT appearing on the right-hand screen of a dual-screen display custom-designed by Goodyear Aerospace. Supportive imagery and color graphics appear on the left-hand screen, which is controlled by an IBM PC. Three terminals were available for hands-on use.

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- 1 - EXDIR
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- 1 - Ea. DA OD (via AIM/Wang)
- 1 - SSA/DDA
- 1 - DDA/CMS
- 1 - DDA/MS
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- 1 - HEF Hold
- 1 - EO Subj

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