

Seelye

~~SECRET~~

DDA 85-0060/35
6 September 1985

100-15

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 6 September 1985

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

None.

2. Items/events of interest:

a. The Office of Logistics (OL) is hosting the third annual Focal Point Conference [redacted] on 5 and 6 September. The conference will include representatives from OL; Office of Finance (OF); Counterterrorism, Paramilitary, and Narcotics Staff, Directorate of Operations (DO); Central Cover Staff/DO and all the military services.

25X1

b. On behalf of the Analytic Support Group, Directorate of Intelligence (DI), OL has contracted with Kurzweil Computer Products for the acquisition of a state-of-the-art optical character reader capable of "learning" new characters and type fonts. [redacted]

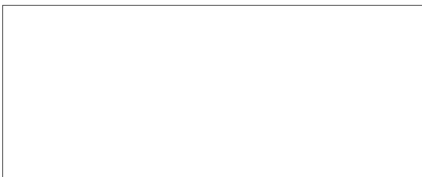
25X1
25X1
25X1

[redacted] The turnaround of this procurement was 10 days in order for the DI to benefit from a 10 percent promotional discount offered by Kurzweil for a limited time.

c. OL reports that surveyors have begun work on Routes 123 and 193 (and the George Washington Memorial Parkway) marking the new location of these roadways near the Headquarters entrance. Design and construction drawings are to be finished by early spring 1986 with construction to take place immediately thereafter. Traffic control and routing during construction are an integral part of this design effort to keep impact on traffic flow in the area to a minimum.

All Portions SECRET

25X1
25X1



~~SECRET~~

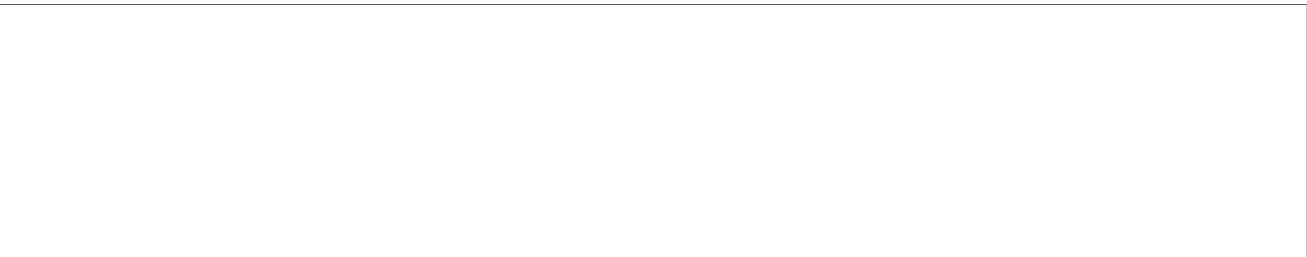


S E C R E T

d. A contract has been awarded by the Federal Highway Administration to construct an acceleration lane on the George Washington Memorial Parkway going west towards the Beltway and Cabin John Bridge. Work on the project will start the week of 9 September and will be completed before winter sets in this year. Completion of this improvement will eliminate a serious safety hazard which presently exists in this area.

e. Representatives from Printing and Photography Division (P&PD/OL) met with representatives from the DI on 30 August to discuss the DI's initiative for electronic dissemination of current intelligence publications, e.g., the President's Daily Brief and the National Intelligence Daily. In turn, the DI representatives were provided a briefing of P&PD's Digital Prepress System. It is apparent that the DI initiative should fit hand-in-hand with P&PD's initiative to automate the publication process throughout the Agency during the 1987-1990 fiscal years. In addition, cooperation and coordination between the two components will directly benefit the Agency's ability to distribute quickly electronic and printed intelligence documents to policymakers.

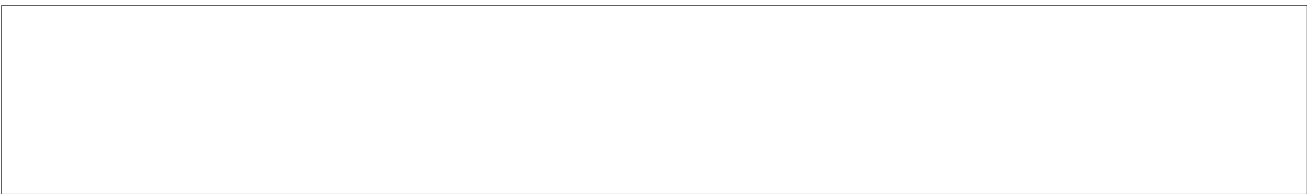
25X1



g. OL assisted the EEO Hispanic Coordinator with insuring and posting an exhibit of oil and watercolor paintings in the 1D Exhibit Hall, Headquarters. The show, "Artists Along the Border," will be shown from 3 - 30 September.

h. Allied has awarded contracts to three companies to perform various tasks needed to refurbish the DCI garage. Work will be completed after-hours and is scheduled from 4 - 30 September.

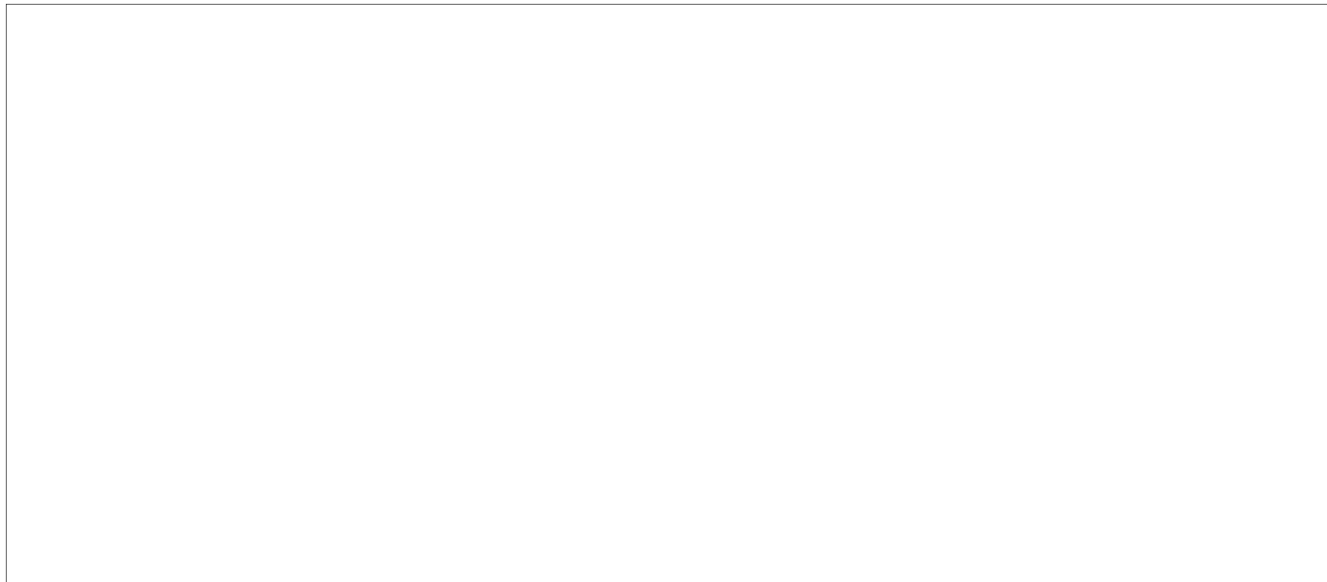
25X1



j. The Non-Commissioned Officers Association (NCOA) Job Fair, held at the Hyatt Regency Capital Hill, was attended by three Office of Communications (OC) representatives on 23 August. It was estimated that between 300 and 500 interested military personnel stopped by the booth to inquire about employment with CIA.

S E C R E T

25X1



m. The seventh increment of OSS records, consisting of 102 cubic feet of Propaganda Charts, Algiers Files, Washington Field Office Miscellaneous Records, and OSS Field Station Operations and Services Records, has been transferred to the National Archives and Records Administration (NARA). This brings the total volume of OSS records transferred to NARA to 1,017 cubic feet. A request to transfer an additional 214 cubic feet is being prepared.

n. The current Information and Privacy backlogs are: initial requests, 2,091 and requests in administrative appeal, 175.

o. The Office of Training and Education (OTE) is offering another running of the USSR Country Survey in the Chamber of Commerce Building from 3 - 13 September. The course is a broad-ranging survey of the history, geography, economics, and politics of the Soviet Union, followed by an examination of Soviet relations with various world regions and a class exercise on Politburo decisionmaking on foreign affairs. Among the highlights for this running are a discussion of life in the USSR today led by Chief, Soviet/East European Division/DO and [redacted]

25X1
25X1
25X1

[redacted] Some 35 applicants signed up for the class, but 10 had to be put in the queue for the next running. Maximum enrollment is held at 25 due to classroom facilities and course activities.

p. The support segment of the Career Trainee Development Course (CTDC), the instructional block that is designed to show the routine and unique support the Directorate of Administration provides to the Agency, is being especially well received by Career Trainees (CTs) in the July 1985 class. CT reactions have been especially strong to sessions by the DDA, Director of Personnel, Director of Finance, and [redacted] a security officer who did a presentation on Overseas Security Support.

25X1

S E C R E T

S E C R E T

q. The Office of Personnel (OP) reports the following Career Trainee items of interest:

(1) Letters were mailed to 36 U.S. Naval Officers separating from the service during September/October 1985 who meet initial CT selection criteria. Also, letters were mailed to 145 Air Force Officers, bringing the Air Force total up to 677. To date, 55 have completed resume forms as a result of this effort.

(2) OP received 116 responses to a recent Spanish-language advertising campaign in Puerto Rico. After an initial screening, 57 inquiries remain under consideration.

(3) An OP representative visited nine universities in Idaho, Utah, Montana, and Washington, speaking with Placement Directors and selected faculty members at each. The contacts made and information gathered will be used to set up programs in selected schools later this fall and/or in the spring of 1986.

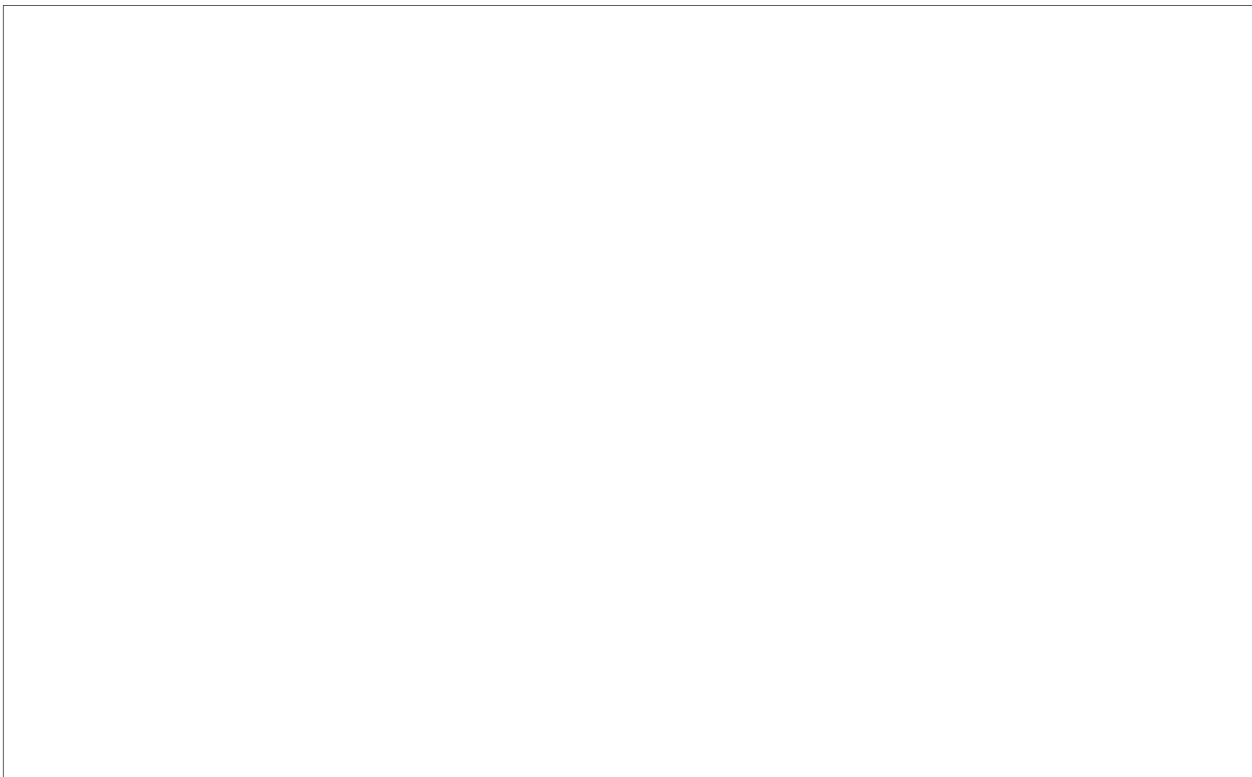
25X1

s. Publicity surrounding the "pay freeze" signed by the President has caused concern among Agency employees who mistakenly believed that this would preclude PSIs and promotions. Many phone calls have come in from employees and personnel officers asking for clarification on the freeze, the effective date, and so on. Assurances were given that this "freeze" applies only to Legislative Pay Increases, and only until January 1987. A WWSB and Employee Bulletin are being distributed to all employees explaining the President's pay freeze action.

t. Efforts to enlist active support of our alumni association, Central Intelligence Retirees Association (CIRA), moved forward this week when five CIRA officials, two representing Florida Chapters, were provided a full day of briefings on recruitment issues and updates by representatives from the Directorates of Administration, Intelligence, Operations, and Science and Technology. The Deputy Director for Employment hosted a luncheon for the CIRA members in the Executive Dining Room which included the Deputy Director for Administration, the Director of Personnel, and the Acting Chief, Recruitment Operations Division. The CIRA members expressed appreciation and enthusiasm for the time and energy devoted by the participants, and they left encouraged that they will be able to act as spotters of potential applicants for the Agency.

S E C R E T

25X1



Harry E. Fitzwater

S E C R E T

Page Denied

S E C R E T

25X1 DDA/MS: [redacted] : 6Sep85: [redacted]

Orig - DCI

1 - DDCI

1 - EXDIR

25X1 1 - OLL [redacted]

1 - Ea. DA OD (via AIM/Wang)

1 - SSA/DDA

1 - DDA/CMS

1 - DDA/MS

1 - DDA/EEO

1 - DDA Subj

1 - HEF Hold

1 - EO Subj

S E C R E T