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DDA 85-0060/32
16 August 1985

100-15

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 16 August 1985

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

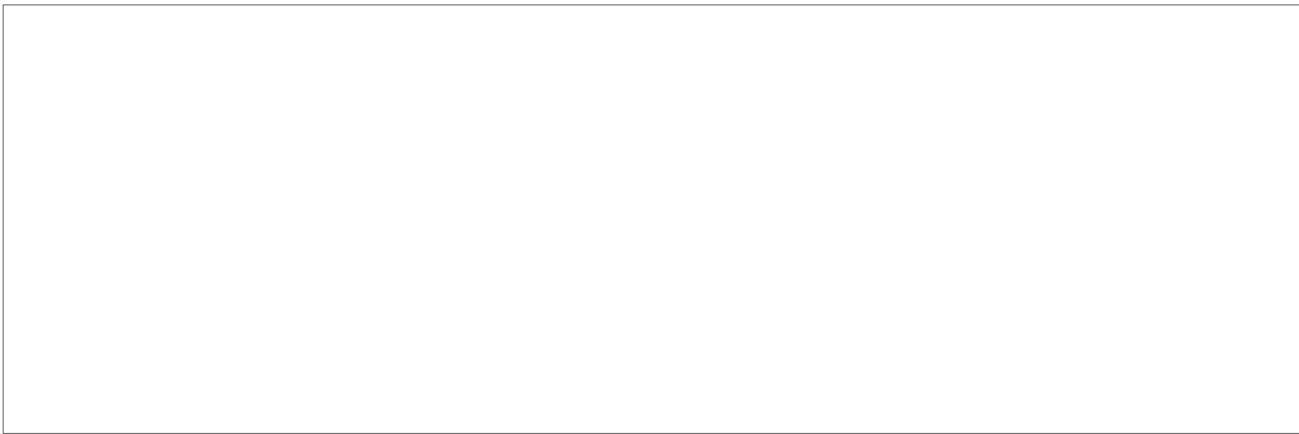
None.

2. Items/events of interest:

a. The sixth increment of OSS records, consisting of 122 cubic feet of Washington OSS Operation & Support Records, was transferred to the National Archives and Records Administration (NARA). This brings the total of OSS records transferred to NARA to 915 cubic feet. We have submitted a request to NARA to transfer an additional 102 cubic feet of OSS records concerning Propaganda Charts, Algiers Files, Washington/Field Office Miscellaneous Records, and OSS Field Station Operations & Services Records.

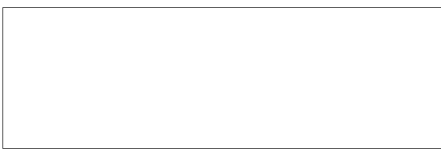
b. The Office of Information Services (OIS) has ordered the acid-free supplies necessary to begin the archival records preservation program at the Agency Records Center. These supplies will enable the Records Center to initiate the transfer of permanent records into acid-free containers to avoid premature deterioration of the Agency's historical documentation.

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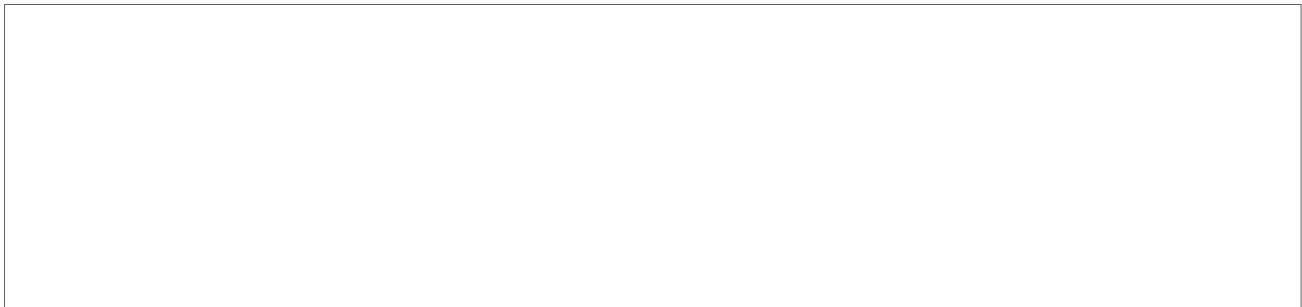
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h. The Office of Logistics (OL) reports that the number of construction workers on the New Headquarters Building is now over 300.

i. Construction work in the Headquarters Building cafeterias continues to near completion. The security barrier wall separating the North and South cafeterias is approximately 98 percent complete. Also, the installation of ceiling sound soak acoustic panels is scheduled for completion on 29 August.

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k. The SAFE Delivery 1 software has been changed to allow more users. Although already at levels projected for August 1987, the changes will allow the number of registered users to gradually expand by 150. The new users will share terminals that are already installed.

S E C R E T

S E C R E T

25X1 1. An Office of Personnel (OP) representative visited [redacted]
25X1 [redacted] to discuss and coordinate Career Trainee (CT)
25X1 recruitment activities at some six major Southeastern Universities this
25X1 September and October. Plans also have been made to visit [redacted]
[redacted] next week to discuss similar activities in that
area. Additionally, the Chief of the OP CT Division spoke to the Agency
Summer Interns and Graduate Fellows about the CT Program. Some twenty have
contacted the CT Division about eventual employment and are being interviewed
and PATB tested before they leave the area. Several will graduate in December
and could well be candidates for an early 1986 EOD with the Agency.

m. Insurance Operations Division/OP (IOD) has sent two proposed
articles to the editor of the Central Intelligence Retirees Association (CIRA)
Newsletter requesting inclusion in the next Newsletter. One article clarifies
current benefits available under the Association Benefit Plan (ABP), and the
other describes the new UBLIC revisions. Our goal is to ensure that retirees
are receiving the same benefits information as are our employees. In regard
to the UBLIC Life Insurance Program, IOD has experienced a marked increase of
interest in the Program since the Employee Bulletin was disseminated on 7
August advising of the UBLIC revisions. Seventy-five requests for
applications have been received thus far.

n. In the area of Agency retirement, OP has arranged to obtain
schedules of investment workshops put on by the Ferris Corporation in order to
assist Agency employees with personal financial planning. Financial security
is always a major concern for our employees contemplating retirement. OP
counselors will simply inform their Agency clients of the availability of
these workshops. OP also refers clients to several investment firms for
individual counseling if they desire. In keeping with OP's continuing efforts
to expand corporate contacts, a very productive meeting was held with the Vice
President and Trust Officer of First Interstate Bank of Washington. First
Interstate is one of the largest banks in the United States. According to the
Vice President, First Interstate has a large International Department located
in Los Angeles, California, with primary interests in the Far East. He has
agreed to provide OP with introductions to appropriate individuals concerned
with hiring personnel for their International Operations.

o. Office of Training and Education (OTE) representatives spent 7 and
8 August with consultants at Carnegie-Mellon University putting the final
touches on the content and design of the pilot running of "Writing in the
DS&T." This five-day course, which also draws on expertise from the
Directorate of Science & Technology (DS&T) and OTE, focuses on how to plan and
write a technical document in the DS&T environment. A shortened version of
this course (three days) was also discussed and will be included in the next
running of the DS&T CT Course.

S E C R E T

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p. A CT destined for the Directorate of Intelligence is resigning at the end of this week, just two months short of program completion, because he finds his career aspirations lie elsewhere. After a year in private employment, he plans to attend law school; he may then reapply to the Agency for some sort of position requiring legal background.

3. Significant activities anticipated during the coming week:

25X1



Harry E. Fitzwater

S E C R E T

S E C R E T

25X1 DDA/MS [redacted] 16Aug85: [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 Chrono
1 - EO Subj

S E C R E T