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DDA 86-0675
4 April 1986

100-15

MEMORANDUM FOR: Director of Central Intelligence
FROM: Richard J. Kerr
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 4 April 1986

1. The Office of Personnel (OP) reports that the individualized "Personal Statement of Benefits" distributed last week has been an overwhelming success with Agency employees. The telephones have been lighting up all week with calls from employees expressing their appreciation for the personalized information provided in the statements. A comment often received has been that the individuals really had no idea of the extent of their coverages and that the individual attention is indeed something special.

2. The total number of applicants in process is at an all-time high, [] today compared to [] at this same time last year. The flow of new Officer/Technical applicant files also is up this year by 44% [] compared to [] through the end of March 1985. In addition, Officer/Technical EOD's are up by 20%-[] With 26 weeks remaining in the fiscal year, the number of EOD's required to reach ceiling is [] less than what was required at the same point in FY 1985.

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3. During this past week, 142 additional responses to the 16 March Washington Post ad aimed at teachers were received, bringing the total received to date to 280. Several Agency components have contacted OP to express interest in reviewing appropriate candidates for possible sponsorship for the Career Training Program or as DO direct hires, and to provide more specific guidance concerning their criteria and requirements. A similar ad targeted at the legal profession will appear in the 7 April issue of The Legal Times.

4. The October experiment in the Southwest with 300 radio spot announcements as a recruiting device was not productive. These ads, narrated in both Spanish and English, did produce 290 responses, but only four candidates were considered qualified for employment. Two of the four dropped out in the security/medical processing leaving two active cases, not much of a return on an investment of \$19K and much recruiter time.

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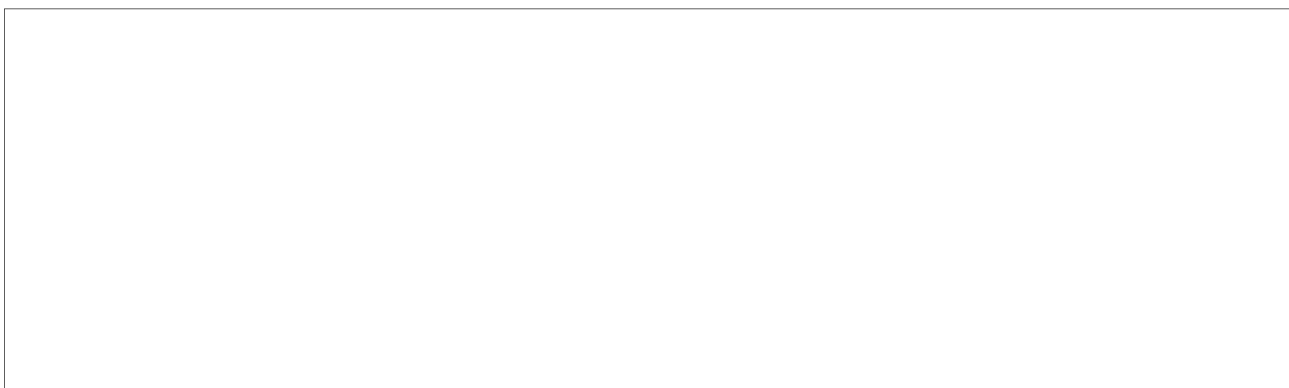


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5. A Federal court ruled that the SES pay cap during fiscal years 1980, 1981 and part of 1982 was improperly set at the EP-5 level (\$50,112.50) when it should have been set at the EP-4 level (\$52,750). Because this pay cap affected SIS officers during those years, the DCI approved extending this back-payment entitlement to affected Agency SIS officers. OP has been working closely with the Office of Finance (OF) to effect these back-payments as rapidly as possible, and as a result, the back-payments were paid to most on-duty SIS officers in their 28 March pay checks. This fast implementation is an excellent example of our being administratively ahead of other Federal agencies. The Office of Personnel Management will not be giving the back payments to on-duty SES officers until mid- to late-April.

6. The Office of Medical Services (OMS) completed a study at the request of NE Division that was a review of casualty rates (specifically the killed-to-wounded ratio) in modern combat. The results will be used to assist in the determination of probable Soviet attrition rates in Afghanistan.

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9. OF received a memorandum from the Department of the Army, indicating that a review of billings to the Agency for equipment and sources had recently been completed. DOA and the Military District of Washington Finance Office jointly audited these records and indicated that billings are paid promptly and outstanding items are at the "lowest level ever (representing less than 1 day's business)."

10. As a result of the Libyan terrorist threat throughout the world, the Office of Security (OS) has been placed on Alert Condition Yellow, the heightened security precaution designed to augment current procedures.

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11. OS has been requested by the Department of State (DOS) to participate in their Security Support Team (SST) effort. The SST is a reactivation of the Emergency Response Team (ERT) originally designed to respond to crisis situations overseas. The SST is preparing for a possible overseas emergency as a result of the Libyan threat. OS has designated a primary and alternate officer to participate in this program. A Memorandum of Understanding is being prepared for signature by the two agencies to facilitate proper planning and to permit a quick departure from CONUS.

12. Representatives from OS participated in an emergency meeting of the Overseas Security Policy Group at DOS on 27 March. The meeting provided an update on the Libyan threat to overseas diplomatic installations and personnel. Additional discussions included procedures implemented by the Diplomatic Security Service to counter the threat.

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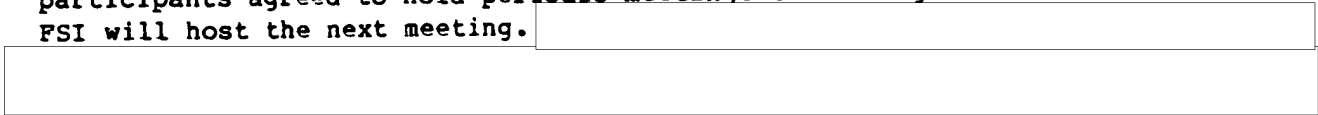


14. Personnel from the Office of Information Technology (OIT) and the OS met with the White House Communications Agency (WHCA) to brief on the various types of available communications equipment. WHCA wishes to upgrade communications services between WHCA and the Agency, as well as WHCA and the Department of State. WHCA will be presenting a proposal to the Agency.

15. The Office of Training and Education (OTE) hosted managers and instructors of secretarial training from the National Security Agency (NSA), the Federal Bureau of Investigation (FBI), and the Foreign Service Institute (FSI) at Headquarters on 26 March. Each agency briefed on its own secretarial training program. There were several items of interest. Both NSA's and FSI's courses are college accredited. The shorthand issue is a problem common to all three agencies, and there is a great disparity in clerical hiring grades among the agencies. The day-long meeting proved so mutually beneficial that participants agreed to hold periodic meetings to exchange information. The FSI will host the next meeting.

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16. The Soviet Realities Institute's Soviet Military Policy and Programs series opened at the Headquarters Building on 28 March, with 24 directorate-selected students enrolled. Course director Howard Stoertz, former NIO for Strategic Forces, described the three major issues the course will examine: Soviet military doctrine and postwar performance; strategy and capabilities in different areas; and current issues such as denial and deception, the space program, and arms control policy. After a discussion of

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recent developments--as reflected in the Defense Department's publication entitled Soviet Military Power--the session ended with a lively exchange on Soviet power projection in the Third World. The next meeting of the course will be on 4 April.

17. The Office of Logistics (OL) used its new six-color press to produce an embellished reprint of "Washington's Best Employers." The highly complimentary article appeared in the February 1986 issue of The Washingtonian magazine. At the request of OP, OL is producing 5,000 copies of a two-page brochure that begins with the February cover from The Washingtonian, is followed by the cover from the Agency's Professional Career Appointment brochure, and concludes with the reprinted article. This high-quality publication will epitomize the Agency's endeavor toward excellence.

18. OL representatives briefed transportation specialists from the staffs of Congressman Frank Wolf, Senator John Warner, and Senator Paul Trible on planned roadway improvements for Routes 123 and 193. The briefings were well received with each congressional staffer agreeing that the Agency was doing everything within reason to accommodate concerns expressed by nearby residents. All were invited to attend the next meeting of the Agency's Traffic Advisory Committee now scheduled for 14 April. Formal notifications for this meeting have been mailed.

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