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William F. Donnelly
DDA 87-1357
26 June 1987

MEMORANDUM FOR: Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 26 June 1987

[Redacted]

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2. The Office of Training and Education (OTE) will present an Executive Development Program elective, "The National Security Council and Intelligence," from 1730-1930 hours on 1 July 1987 in Room LA-07, Headquarters, featuring Barry Kelly, Special Assistant to the President for National Security Affairs and Senior Advisor for Intelligence Programs.

[Redacted]

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4. Directorate personnel briefed members of the House Permanent Select Committee on Intelligence (HPSCI) staff on the status of our efforts to hire Federal Protective Officers for the Agency's Security Protective Service. A follow-up meeting is scheduled in September.

5. Office of Personnel officials briefed Congressman Stokes' Staff Assistant, Calvin Humphrey, on the Agency recruitment programs. Mr. Humphrey also attended selected presentations during this week's recruiter conference.

6. On 12 June Agency representatives met with HPSCI staff members to explain unique Agency domestic allowances.

ALL PORTIONS SECRET

[Redacted]

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S E C R E T

7. On 20 June the Office of Finance (OF) began using an automated interface between the Credit Union and biweekly payroll systems which eliminated the need for OF personnel to review manually about 1,000 transactions a month.



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10. Office of Information Technology (OIT) personnel completed a major effort to expand the capabilities of the Special Computer Center, which supports the Operations Directorate. By reconfiguring system hardware and software, OIT significantly increased the number of terminals which can be connected to the mainframe computer.



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NO d. On 26 June, Building Services Branch personnel are scheduled to install an eight desk cluster from Key Building to the [redacted] for FBIS. This will allow their contractor to relink the cluster for communications purposes. [redacted]
[redacted]

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4. Management Concerns and Activities:

NO a. The 1984 LTD Ford Station Wagon reported stolen on 12 June has not been located. The police are continuing their attempts to locate the vehicle. [redacted]

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[redacted] Chief
Facilities Management Division, OL

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S E C R E T

IV. MANAGEMENT ACTIVITIES and CONCERNS:

None



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SUBJECT: Real Estate and Construction Division Weekly Report for the Period Ending 23 June 1987

d. External Buildings Operations Branch - Some of the renovations projects that the External Buildings Operations Branch, RECD/OL, is currently participating in are listed below:

(1) Renovation of the ground, first and second floors at [redacted] (Chamber of Commerce) is 70 percent complete. The design for upgrading the DAC area in the [redacted] has been completed.

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(2) A contract has been awarded for the demolition, electrical work, and air conditioning for a shielded enclosure to be assembled by the Office of Technical Services in Central Building.

(3) The design for renovations of the first floor of [redacted]

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(4) The exterior security enhancement project for the [redacted] is 20 percent complete.

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(5) Design for the upgrading of Wang rooms and a [redacted] for the expansion of DST/MMAC on the second floor of [redacted] is in progress.

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(6) Design drawings for new Wang equipment rooms and renovations work for the Insurance Branch located in Ames Building in in progress. [redacted]

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3. Upcoming Events

4. Management Activities and Concerns:

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[Redacted box]

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*NO
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when
Completed*

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milestone charts, budget initiatives, etc. When completed, they will be distributed to OL Planning Officers and reviewed with them at a meeting in the near future.

[Redacted]

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C. CLAS

(1) Functional Teams: The CLAS functional teams continue testing functional transactions on the test database and documenting deficiencies to Cullinet. Currently the Supply Team is testing serial number trading and on-line part number cross-referencing. The Purchasing Team is testing creation of purchase orders, and various reports. OIT has been asked to modify TCL to permit numerous reports to be tested.

[Redacted]

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NO

(2) Cullinet Meeting: Representatives from OL and OF met with [Redacted] to discuss strategies regarding deliverables of the next releases of software. The meeting was productive and will be continued next week with OIT reps.

[Redacted]

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NO

[Redacted]

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D. OTHER

(1) DDA Users Group: The third meeting of the DDA Users Group will be held this afternoon at Headquarters. One of the agenda items concerns out-building communications support under OIT's new System Network Architecture (SNA) concept.

[Redacted]

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NO

E. RECORDS MANAGEMENT

(1) On 16 June, the RMO/OL met with the Chief, Mail and Courier Branch and the Agency Forms Officer. The purpose of the meeting was to discuss a revision to Form 240a, Courier's Classified Mail Receipt and Log Record. Several changes to Form 250a was agreed to, including a title change to SCI Courier Receipt.

[Redacted]

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NO

F. REGULATIONS

(1) Regulatory issuances reviewed and concurred by IMSS included:

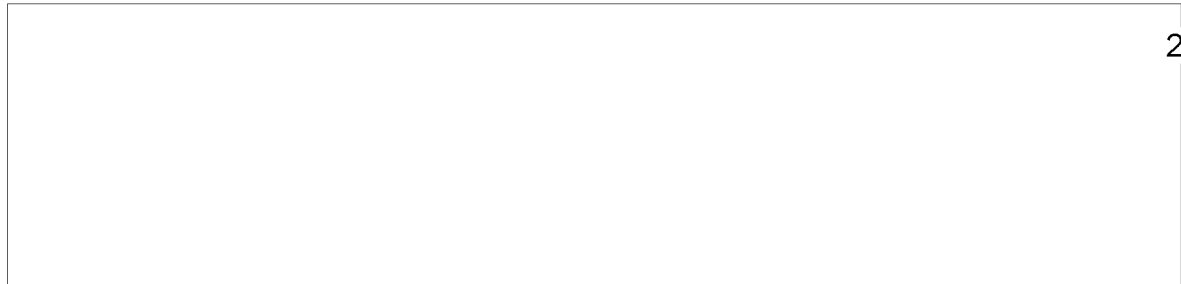
[Redacted]

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NO

Compensation Benefits, Drafts B

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(2) IMSS reviewed the New DoD Directive on the Defense Courier Service (DCS), which will replace the Armed Forces Courier Service (ARFCOS), and met with affected Agency Offices to determine the potential effects of the new policy upon the Agency. After coordinating the OL position with Agency components responsible for the courier service, interface with DoD, and legal opinions, IMSS prepared comments for the D/OL to forward to the DDA.



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3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities



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