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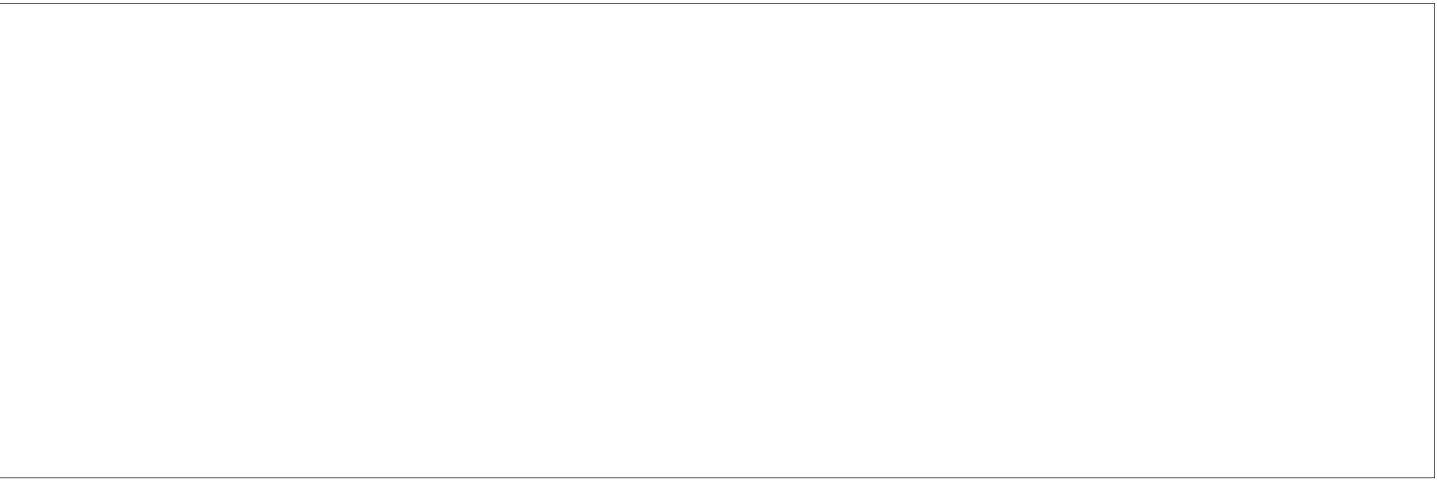
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DA 88 - 2561
9 December 1988



MEMORANDUM FOR: Director of Central Intelligence
FROM: R. M. Huffstutler
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 9 December 1988

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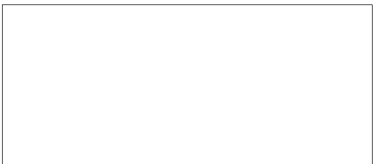
3. OTE reports that the National Security Agency and the Defense Intelligence Agency have requested information on their management and executive development courses. The two agencies plan to use OTE courses as models for developing their own parallel programs.

4. An Office of Personnel (OP) update notes that on 2 December, Combined Federal Campaign contributions totalled \$460,718, 92.8 percent of our 1988 goal of \$504,000.

5. On 2 December OP officially opened its Center for Career Transition, which will provide pre-retirement, second career, and placement counseling for our employees.

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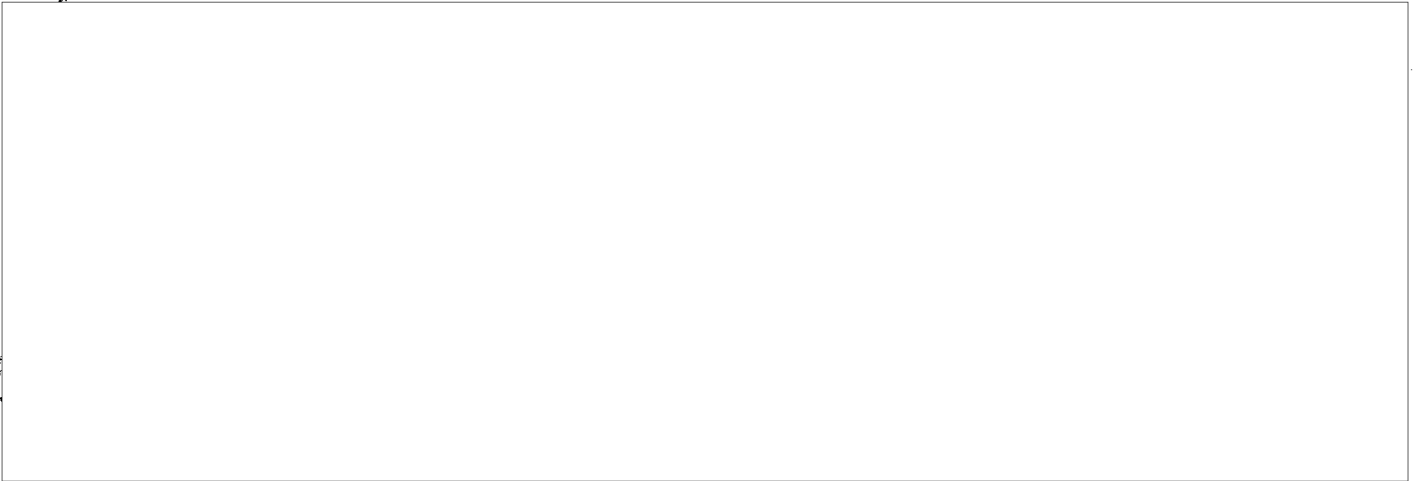


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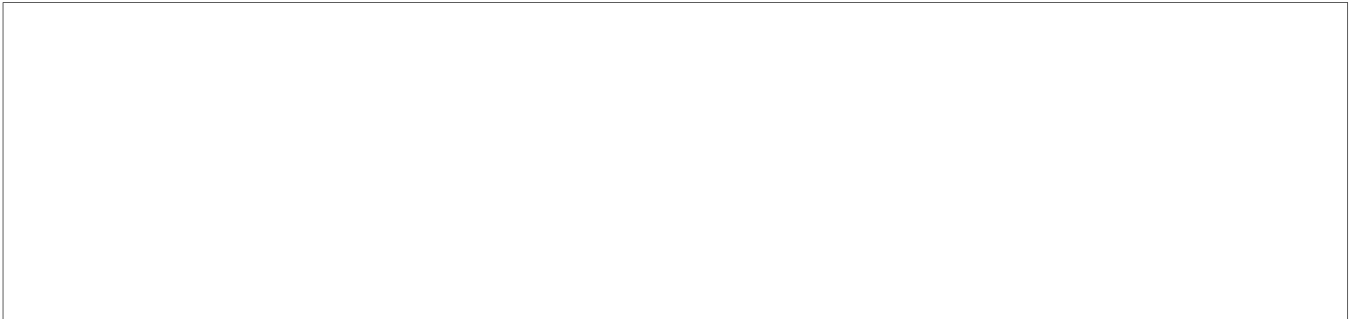
6. OP reports that, with the recent addition of four offices, 86 percent of the Agency is now using the Electronic Time and Attendance System.

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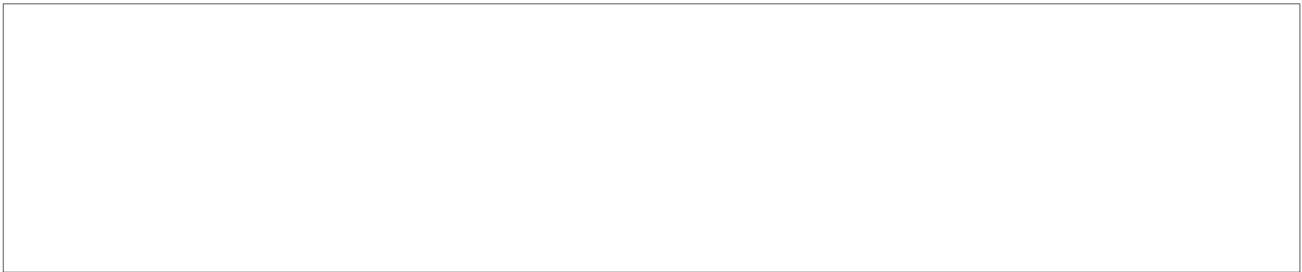
✓ 10. On behalf of the Directorate of Intelligence, OL has renewed the Agency contract with Harvard University for research studies and educational services on intelligence assessment and policy decisionmaking.

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13. OPM has completed its first Succession Plan for identifying potential candidates to fill future vacancies at the GS-14 and above level.

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16. Office of Medical Services representatives briefed an Office of Naval Intelligence (ONI) analyst on Agency employment suitability criteria and methods of assessment in applicant selection. ONI has formed an analytic group to profile espionage and suitability risks, and it is interested in our assessment methods and programs.

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R. M. HURSTUTLER

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25X1 ORIG: DDA/MS [redacted] pf:9 December 88 (weeklib)

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