

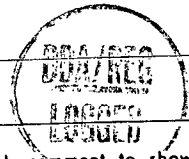
ROUTING AND RECORD SHEET

SUBJECT: (Optional) Challenges and Accomplishments in the Directorate of Administration

FROM: Henry P. Mahoney
 ADDA
 7D24 Hqs

EXTENSION NO.: DDA 88-1363

DATE: 24 June 1988



TO: (Officer designation, room number, and building)

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DDA 88-1363
24 June 1988

MEMORANDUM FOR: Director of Public Affairs

FROM: Henry P. Mahoney
Associate Deputy Director for Administration

SUBJECT: Challenges and Accomplishments
in the Directorate of Administration

REFERENCE: Memorandum for DDA from D/PAO, dated 14 June 1988;
DCI's Speech at the 12 July SIS Promotion Ceremony

1. Pursuant to your request of 14 June, I am providing herein information outlining some of the challenges to and significant accomplishments in the Directorate of Administration. This information is in unclassified form and hopefully will be helpful to you in preparing the DCI's speech for the 12 July SIS Promotion Ceremony.

2. Challenges: As the Directorate of Administration (DA) plans for the next twelve to eighteen months, it faces the challenge of:

a. Coordinating and effecting the move of Agency components into the new Headquarters Building -- the most significant challenge to the DA in the near term. This must be successfully accomplished while we continue such efforts as the modernization of the telecommunications network, automation of our support systems, development of [redacted] and enhancement of customer services, all in the face of shrinking resources and without sacrificing the high quality which we always seek to attain.

b. Ensuring the security of our facilities overseas. [redacted]

c. Developing in coordination with other Agency entities a centralized counterintelligence training program for Agency personnel that will provide a basic overview for all our employees and intensive instruction for our people going abroad. We also must assist other government agencies in establishing similar programs.

3. Accomplishments - Over the past six months or so, the DA cites among its accomplishments the following:

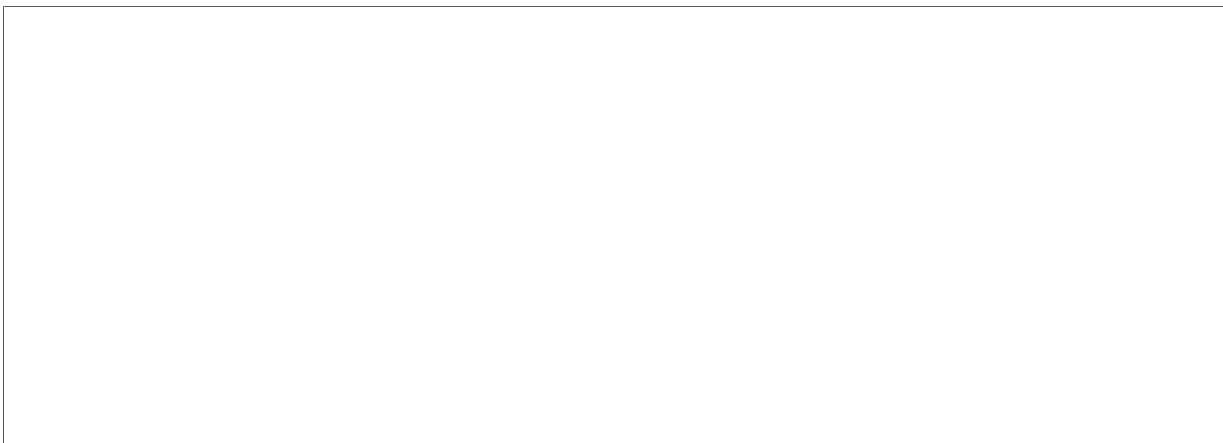
a. The Office of Information Technology, in a major effort, successfully moved the Agency's general-purpose computer systems from the [redacted] Computer Center to the New Headquarters Building over the Memorial Day weekend, 27-30 May. The move included five IBM mainframes, associated peripheral equipment, and 425 billion characters of on-line data storage. A total of 269 major hardware units and 64,000 data tapes were moved to the New Building Operations Center. All systems were available to employees as usual upon their return to work the morning of 31 May. Other moves to the New Building have included [redacted]

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This office also achieved Initial Operating Capability for the Cray X-MP/24 supercomputer, in a joint effort with the Office of Information Resources and the Office of Scientific and Weapons Research, DI. The Cray, which has been estimated to run scientific applications more than 20 times faster than IBM's largest mainframe computer, is being used by one of our offices to process numerically-intensive computer models and simulations such as those needed for satellite orbit and antisubmarine warfare computations.

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c. The Office of Security's (OS) Security Protective Service (SPS) assumed responsibility for the protection of all Agency buildings in the Headquarters area at the beginning of this calendar year. This was a very major undertaking in that OS has had to recruit, train, and maintain a cadre of more than [redacted] Security Protective Officers (SPOs). Up to this time, the GSA Federal Protective Officers had provided continuous protection to our buildings for some 40 years. OS also established and implemented an Agency-unique Security Awareness Program with over 38 briefings given to [redacted] Agency employees on a wide variety of topics. The Program includes an Office-by-Office briefing on current security issues. In addition, a briefing specifically designed to alert people to the Soviet espionage threat to industry has been given to over [redacted] Agency contractor personnel, as well as to representatives of the FBI, Defense Investigative Service, and Naval Investigative Service.

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d. In our training area we dramatically expanded overseas instruction to improve the training opportunities of our personnel abroad and to meet increasing training requirements. For the first time we took our management and secretarial training programs overseas to several locations. (Between FY 1985 and FY 1987 the number of students trained

abroad increased [redacted] We inaugurated a modern conference center to meet the escalating requirements for classified conferencing from Agency components. The new facility can accommodate up to 36 participants in single-person quarters and contains two large conference rooms. We have begun to conceptualize and plan a comprehensive counterintelligence training program for Agency employees. Several ad hoc segments of instruction have been delivered, including training for Agency officers who will help to monitor compliance with the INF treaty. In an effort to expand alternative methods of delivering training, we inaugurated learning centers at [redacted] one of our satellite buildings, [redacted] These centers will allow hundreds of our employees--at their own pace and convenience--to access a wide variety of self-study materials, including computer-based training.

e. Our Office of Personnel, which is constantly reviewing our personnel administration and compensation system against the latest developments and findings in the area of human resource management, enlisted the support and cooperation of our colleagues in the Intelligence Community and, under auspices of the oversight committees, jointly contracted with the National Academy of Public Administration to review our compensation system against these latest developments. This office expanded our minority recruitment efforts in academia by conducting seminars for university placement directors and minority program coordinators, and implemented a Minority Undergraduate Scholarship Program. It increased contacts with ethnic associations and business/trade/government entities to assist in developing recruitment networks for minorities. Of special note is the fact that this office conducted a successful Combined Federal Campaign which exceeded the Agency goal by more than \$20,000.

5. If any additional information is needed, please give me a call.

[redacted]
Henry P. Manoney