

OC-0559-88  
13 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [Redacted]  
Director of Communications

SUBJECT: Weekly Report

25X1

25X1

[Redacted]

2. During the third quarter of calendar year 1988, conference and training activity [Redacted] totaled 86 groups with 2,712 attendees. During the same period in 1987, 66 groups totaling 1,714 attendees were accommodated.

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[Redacted]

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[Redacted]

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[Redacted]

[Redacted]

S E C R E T

ALM-11-AR

S E C R E T

13 October 1988

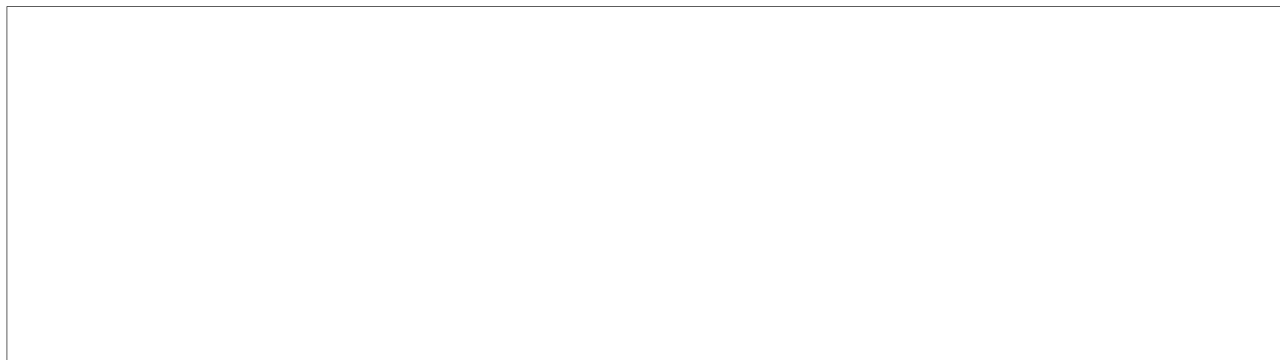
MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel A. Childs, Jr.  
Director of Finance

SUBJECT: Weekly Activity Report - Office of Finance

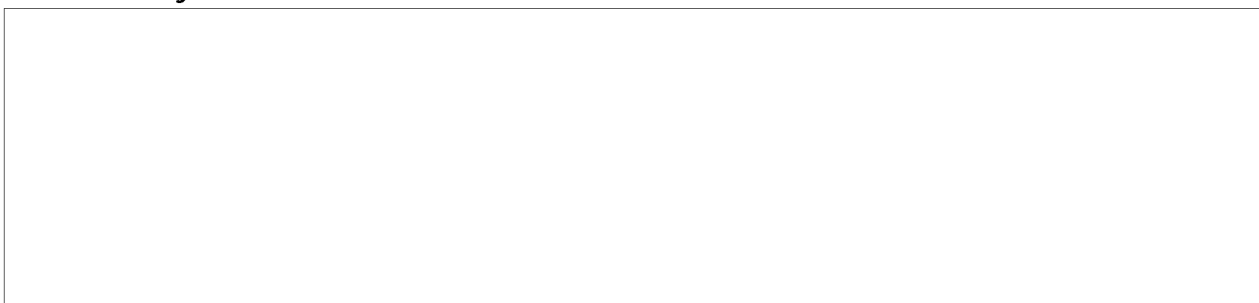
The following summarizes key Office of Finance activities for the week ending 7 October 1988:

25X1



-- During FY 1988 we:

25X1



Daniel A. Childs, Jr.

25X1



S E C R E T

OIT-0986-88  
13 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward J. Maloney  
Director of Information Technology

SUBJECT: Weekly Report for Period Ending 14 October 1988

1. The Office of Information Technology provided technical support for the move of the Management, Planning and Services Staff, DI, to the New Headquarters Building on 7-8 October 1988. This support included relocating 135 ADP devices and providing around-the-clock coverage during the move.

25X1

[Redacted]

2. The Office of Information Technology provided additional mainframe connections [Redacted] to support development of the Office of Personnel's compensation system. This included installing nine personal computers and the controllers and associated equipment needed to place them online to Headquarters. [Redacted]

25X1

25X1

3. The Office of Information Technology installed two secure telephone units (STU-III) on the seventh floor of the Original Headquarters Building to provide secure communications for the Office of Congressional Affairs between Headquarters and Congressional oversight committees. [Redacted]

25X1

4. Representatives of the Office of Information Technology, Mitre Corporation, and the Office of Imagery Analysis (OIA), DI, met to develop technical specifications for the OIA Local Area Network (LAN). The LAN will consist of 264 Sun workstations interconnected by a fiber optic grid between the fifth, fourth, and ground floors of the Original Headquarters Building; it will be operational before OIA's move there in July 1989. [Redacted]

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25X1

[Redacted]

[Redacted]

SUBJECT: Weekly Report for Period Ending 14 October 1988

25X1 5. As a part of the Automated Data Processing Academic Conference sponsored by the Office of Information Resources, DI, the Office of Information Technology provided a tour of the Agency Computer Center for thirty individuals from various universities around the country.

25X1

Edward J. Maloney

S E C R E T

S E C R E T

12 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: 

Information and Privacy Coordinator

SUBJECT: Weekly Report (5 - 11 October 1988)

1. The Week in Review

	<u>5 October 1988-</u> <u>11 October 1988</u>	<u>CY 1988</u> <u>Total</u>
a. <u>FOIA/PA ACTIVITY</u>		
<u>Initial Requests</u>		
Received	47	2694
Completed	96	2653
<u>Administrative Appeals</u>		
Received	4	120
Completed	3	55
<u>Agency-wide Manpower (Man-weeks)</u>	72.4	3584.0
b. <u>CLASSIFICATION REVIEW ACTIVITY</u>		
<u>SAE Reviews</u>		
Received	30	963
Completed	30	973
<u>EO 12356 Reviews</u>		
Received	0	271
Completed	2	254
<u>Manuscript Reviews</u>		
Received	2	48
Completed	2	49
<u>Historical Review Program</u>		
Pages Completed	3000	102,604 <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>

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S E C R E T

2. Cases in Process as of 11 October

a. FOIA/PA

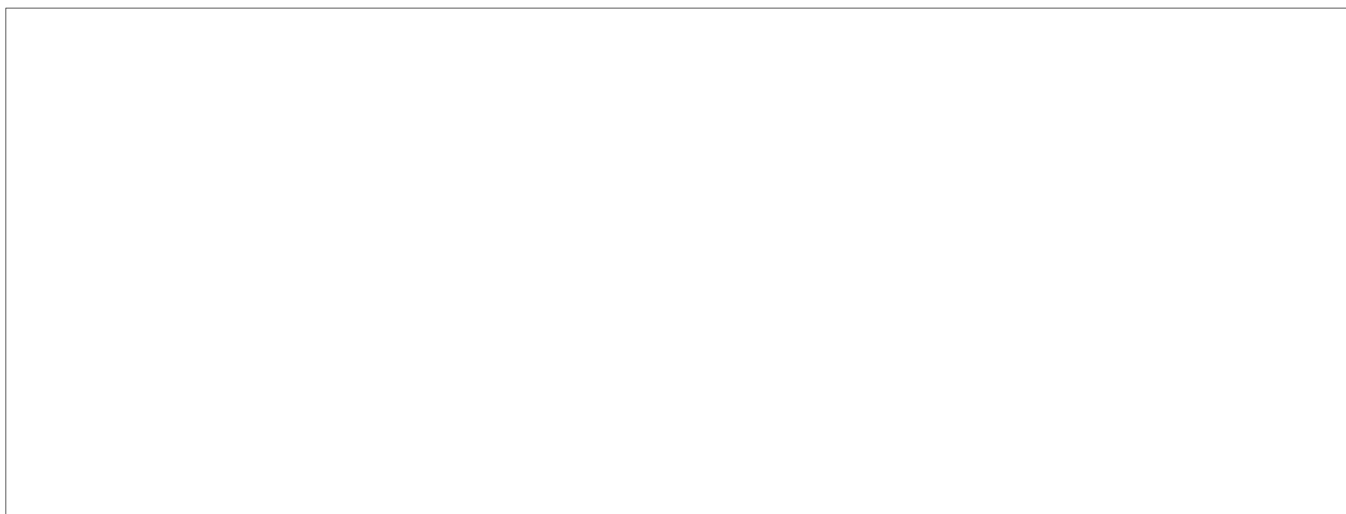
Initial Requests	1287
Administrative Appeals	269

b. Classification Review

EO 12356 Reviews	220	<input type="checkbox"/>
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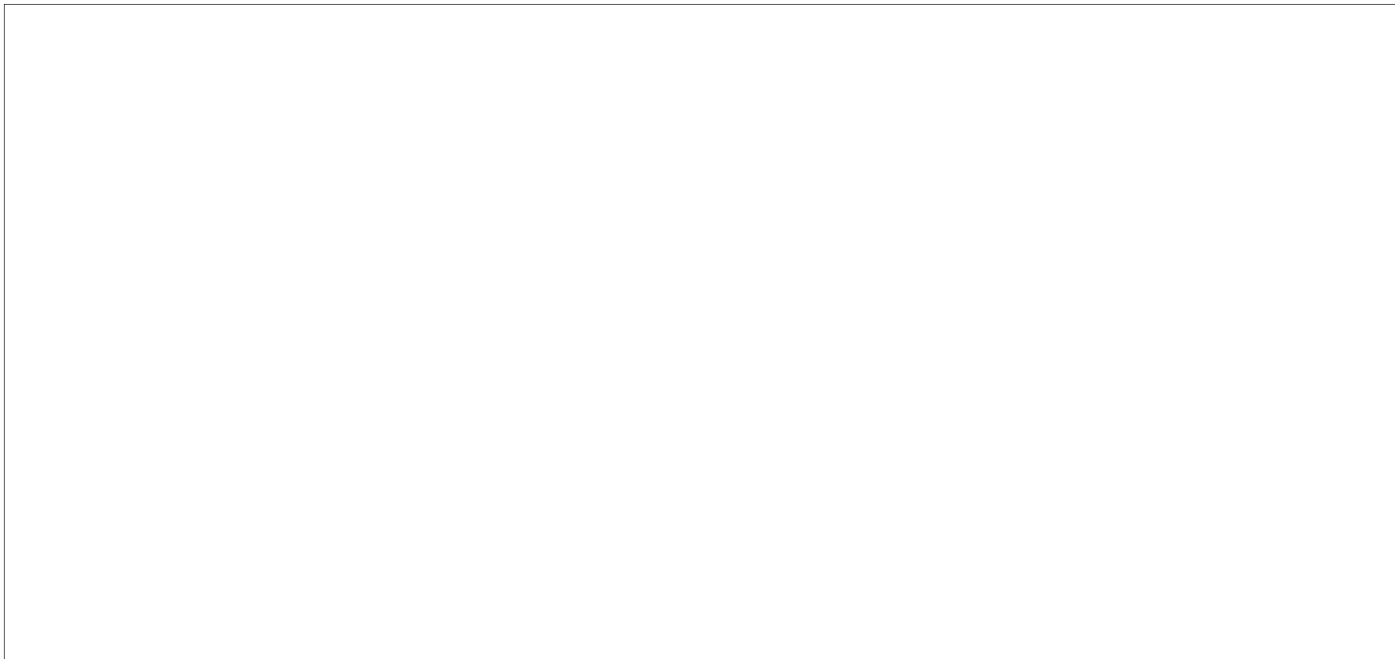
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3. Spotlighted FOIA Requests



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d. Third-party requests were received on the following individuals:



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S E C R E T

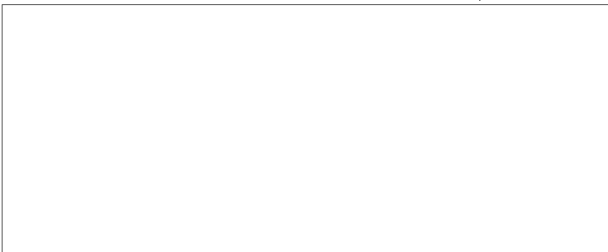
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S E C R E T

e. During the past week, CRB personnel performed initial review of 1000 pages of the Murphy collection and 2000 pages of DCI History Staff files. Secondary review was completed on three boxes (6000 pages) of History Staff files.

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25X1



S E C R E T



41st Week

5 - 11 October 1988

<u>CY 1987</u>		<u>INCOMING</u>
1. Total Appeals logged	<u>4</u>	<u>120</u>
2. <u>FOIA</u>	<u>2</u>	<u>83</u>
a. Substantive denials	<u>2</u>	<u>82</u>
b. Lack of response	<u>0</u>	<u>1</u>
3. <u>PA</u>	<u>1</u>	<u>31</u>
a. Substantive denials	<u>1</u>	<u>28</u>
b. Lack of response	<u>0</u>	<u>3</u>
4. <u>EO 12356</u>	<u>1</u>	<u>6</u>
a. Substantive denials	<u>1</u>	<u>6</u>
b. Lack of response	<u>0</u>	<u>0</u>

OUTGOING

1. Total appeals closed	<u>3</u>	<u>55</u>
2. <u>FOIA</u>	<u>3</u>	<u>40</u>
a. Granted in full	<u>0</u>	<u>1</u>
b. Granted in part	<u>0</u>	<u>4</u>
c. Denied in full	<u>3</u>	<u>30</u>
d. Early litigation	<u>0</u>	<u>1</u>
e. Other (NRA) or (NCR)	<u>0</u>	<u>4</u>
3. <u>PA</u>	<u>0</u>	<u>11</u>
a. Granted in full	<u>0</u>	<u>0</u>
b. Granted in part	<u>0</u>	<u>4</u>
c. Denied in full	<u>0</u>	<u>5</u>
d. Early litigation	<u>0</u>	<u>0</u>
e. Other/CAN	<u>0</u>	<u>2</u>
4. <u>EO 12356</u>	<u>0</u>	<u>4</u>
a. Granted in full	<u>0</u>	<u>0</u>
b. Granted in part	<u>0</u>	<u>2</u>
c. Denied in full	<u>0</u>	<u>2</u>
d. Other	<u>0</u>	<u>0</u>

CARRIED OVER FROM PREVIOUS YEAR

a. FOIA	<u>173</u>
b. PA	<u>23</u>
c. EO 12356	<u>8</u>

Current Backlog 269  
 minus 10 E.O. Cases = 259

S E C R E T

25X1

HGH/CAS/gms [redacted] / (12 October 1988) (FINAL)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI/History Staff

1 - DDI

1 - DDO

1 - DDS&T

1 - D/PAO

1 - DD/PAO

25X1

1 - MRB/PAO [redacted]

1 - MRB/PAO [redacted]

1 - Comptroller

1 - IG

1 - GC

1 - D/OP

1 - D/OL

1 - C/IMS/MPG

1 - DDO/IRO

25 - DDO/IMS/MPG/FOIA

1 - DCI/IRO

1 - DDI/IRO

1 - DDA/IRO

1 - DS&T/IRO

1 - IC Staff/FOIO

1 - OCA/FOIO

1 - OGC/FOIO

1 - O/Compt/FOIO

1 - IG/FOIO

1 - PAO/FOIO

1 - D/OIT

1 - DD/OIT

1 - C/MG/OIT

1 - Counselor to ISD

1 - C/IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - CRB

1 - HGH

1 - JHW

25X1

1 - Original to [redacted]  
DDA, Management Staff  
7D10 HQS

S E C R E T

12 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 11 October 1988

1. Events of Major Interest That Have Occurred During the  
Preceding Weekly:

25X1 \* a. OL reports that on 18 October, the bronze statue of William J. Donovan will be set on a base in the Main Lobby of the Original Headquarters Building and covered with a specially fabricated dark blue cloth until the unveiling ceremony on 26 October. [redacted]

25X1 \* b. Plans are underway by the OL Parking Office for a reallocation of parking permits in the North and South Parking Lots on the Headquarters Compound in order to backfill vacant spaces resulting from moves to the New Headquarters Building. Preliminary indications are that all of the North Lot and approximately one-third of the South Lot will be allocated, with the remaining spaces being designated "Open Parking--No Permit Required." A tentative effective date of late November/early December has been set for the issuance of the new permits. [redacted]

25X1 c. The Facilities Management Group, OL, reports that two major renovation projects under the Backfill Program are well underway. The 4G corridor renovation in the Original Headquarters Building (OHB) for the Office of Imagery Analysis move [redacted] is the first major office space renovation project. Work being conducted in GC03, OHB, for a new Office of Information Technology computer center marks the first major computer room renovation. [redacted]

25X1  
25X1 [redacted]

[redacted]

S E C R E T

d. During this reporting period, personnel from the Offices of Logistics, Security (OS), and Information Technology met to verify procedures for securing the raised floor tiles and the selection of emergency access panels in the hallways of the New Headquarters Building. Surveying for the access panels on each floor will commence on 14 October. It was decided that OS will draft procedures for accessing the floor tiles in the hallways; Ogden Allied will select the emergency access panels, with OS approval; and that the work will be done in order of 6th, 5th, 3rd, 2nd, 1st, and 4th floors. Carpeting of the hallways will follow after the tiles are secured. [redacted]

25X1

e. OL reports that problems continue to haunt the trash chutes in the South Tower, New Headquarters Building. Repair work by the contractor who installed the chutes was completed and the chutes retested on 6 October; unfortunately the chutes were still inoperable. This week the contractor will attempt to apply a silicone coating to the chutes and if successful, the silicone will be applied to those chutes in the North Tower. [redacted]

25X1

f. OL has received the official permit from the Virginia Department of Highways and Transportation (VDHT) allowing the Agency to place the new Scattergood fence on the VDHT right-of-way. On 10 October, the contractor staked the fence line and started construction on the 11th. However, late on the 11th the Utility Company returned to the site and discovered that a fiber-optic phone link ran under the proposed fence line. All work has stopped until the discrepancies can be resolved. [redacted]

25X1

g. On 7 and 8 October, the Supply and Services Branch, Supply Group, OL, moved the Management, Planning and Services Staff, DI, from the Original Headquarters Building to the 5th floor of the New Headquarters Building. This move involved [redacted] people, 635 pieces of furniture and 954 boxes of classified materiel and took 11 hours to complete. [redacted]

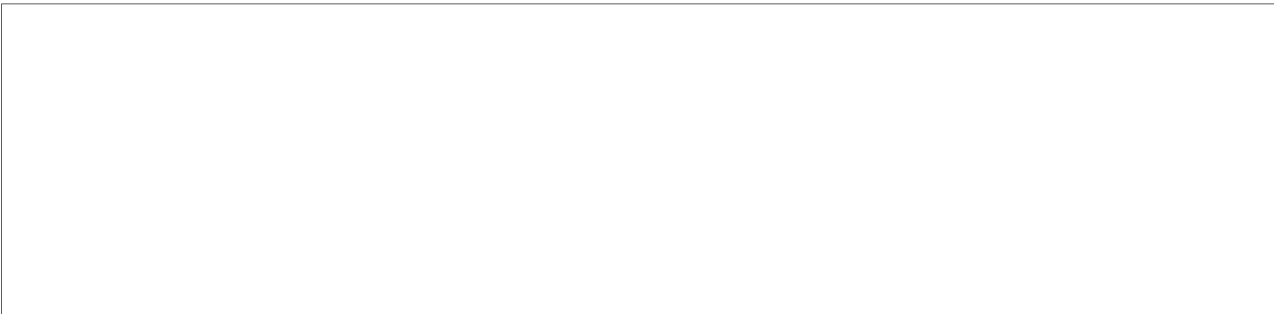
25X1

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\* h. On 5 October, representatives from OL met again with the Site Director of the Federal Emergency Management Agency to discuss the Agency's use of their conference facilities. The Director agreed to our use of their Conference Room No. 110 and is revising the Memorandum of Understanding that he had previously refused to sign. [redacted]

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25X1



S E C R E T

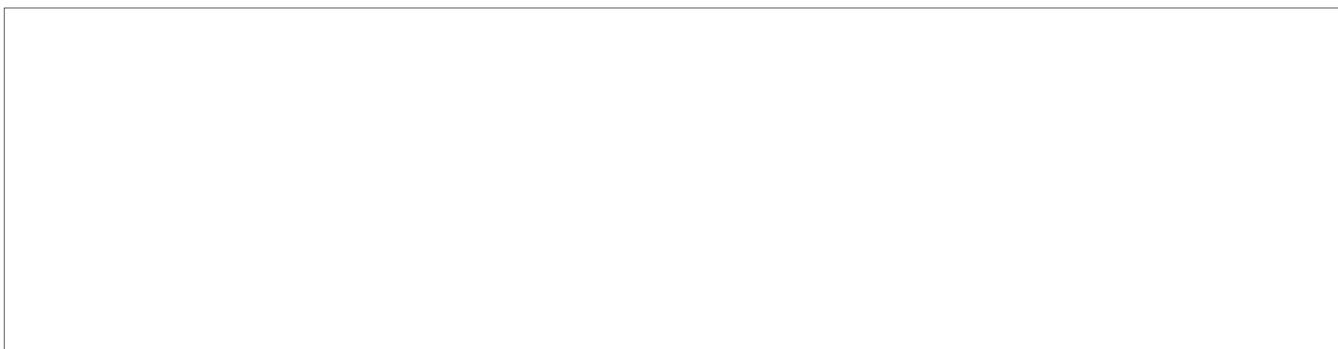
25X1 k. On 5 October, Lt. Col. Frank McGlynn from the Joint Chiefs of  
Staff met with members of the Supply Group, OL, to formulate the agenda and  
25X1 speaker list for the 1988 Joint Focal Point Conference which will be held 14  
and 15 November [redacted] This year's keynote speaker  
will be Walter Jajco from the Office of the Deputy Undersecretary of Defense  
for Policy. Representatives from all of the Services will be present in an  
effort to enhance liaison and rapport amongst the offices. [redacted]

25X1 1. On 6 October, representatives from OL and the Department of Energy  
(DOE) held discussions on how to improve documentation when transferring  
25X1 funds. It was decided that DOE will now process a certification letter upon  
receipt of funds being transferred to that agency. This will allow DOE files,  
held by OL, to be closed upon receipt of the certification letter and  
25X1 alleviate numerous telephone calls to certify receipt of the transfer. [redacted]

25X1 o. OL reports that the interior demolition of East Building is  
25X1 complete and South Building is approximately 30 percent complete. Asbestos  
was encountered in South Building and all work ceased on 3 October. On 11  
October, the contractor, representatives from OL, the General Services  
Administration, and asbestos survey personnel met to resolve this issue. It  
was determined that there were only a couple of areas that would interfere  
with the demolition work, and that OL and GSA would take care of this problem  
so that the contractor could return to work. [redacted]

S E C R E T

25X1



s. On 5 October, the Printing and Photography Group, OL (P&PG/OL), was advised by the Office of Current Production and Analytical Support (CPAS) that they are in the process of composing a publication for the President Elect and the new administration. It will consist of 33 maps, 69 graphics, 71 photos, and 60 to 70 pages of text. P&PG received half of the graphics and maps on 7 October and expects to receive the remainder of the material on 14 October. The project should be completed by 4 November and the document given to the President Elect on the day after the election.

25X1

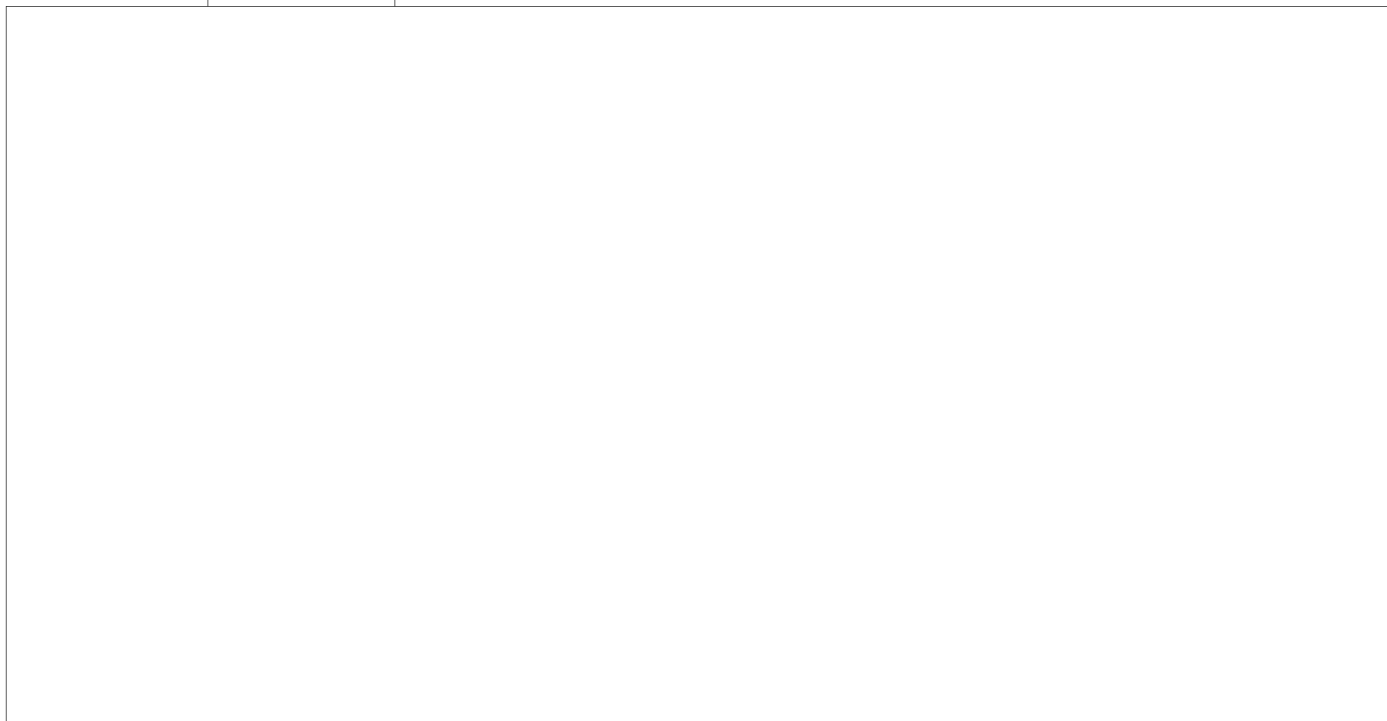
t. On 7 October, the Printing and Photography Group, OL, received an immediate request for a copier from the Information Management Staff, DO (IMS/DO), to support a requirement to release sterilized versions of classified documents for the hearings involving Lt. Col. Oliver North. By 1000 hours, the staff of the Agency Copier Management Program was able to identify and relocate a suitable copier for IMS use.

25X1

u. OL estimates that approximately 342 hours of overtime used during year-end processing was saved by moving the cutoff date from 30 to 15 September.

25X1

25X1



x. The Procurement Management Staff, OL, reports that funded contract actions for FY 88 totalled 14,424 actions, valued at \$1.15 billion, as compared to FY 87 of 13,012 action, valued at \$1.24 billion. This represents a 10 percent increase in actions and a 7.2 percent decrease in dollars.

25X1

y. The Procurement Management Staff, OL, advises that competitive action percentages rose considerably in FY 88 as shown below:

FY 87		FY 88	
ACTIONS	DOLLARS	ACTIONS	DOLLARS
15%	29%	46%	38%

Much of the credit for this tremendous improvement must be given to the efforts on the part of Agency components and procurement elements to increase the use of competitive methods where possible.

25X1

25X1

aa. On 12 October, on behalf of the Office of Personnel, the Agency Contracts Group, OL, issued a Sole Source Request for Proposal for an Agency-specific retirement pamphlet that will be prepared by  Virginia. The contractor will provide the text and graphics for the booklet. It is anticipated that a contract will be issued by late November.

25X1

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\* bb. On 12 October, the Agency was notified by the General Accounting Office (GAO) that a final decision in the Agency's favor has been rendered in the matter of Centel Information Systems', Inc., protest of the award of the Agency's standard workstation to ITC. The GAO found in the Agency's favor on all four grounds of the protest. With this decision, the Agency is now in a position to order any and all of its workstation requirements under the contract with ITC.

25X1

2. Significant Events Anticipated During the Coming Week:

25X1

c. On 18 and 19 October, all OL senior managers will be attending the OL Planning Conference to be held  near the Baltimore Washington International Airport. The new FY-89 objectives, projects, and studies will be proposed at the conference as well as new FY-91 and FY-92 initiatives.

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25X1

John M. Ray

S E C R E T

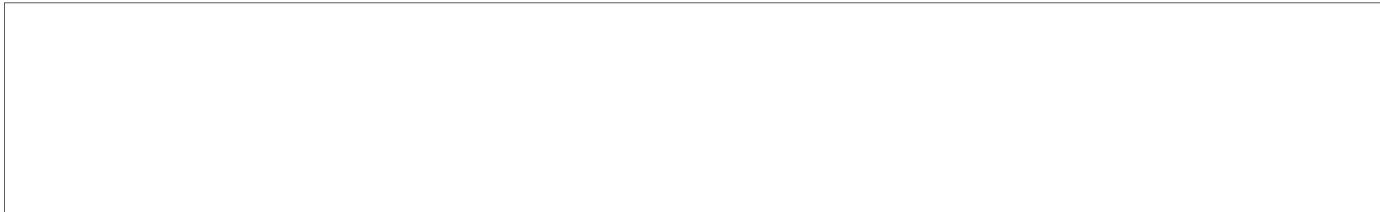
13 October 1988


MEMORANDUM FOR: Deputy Director for Administration

FROM: Gary E. Foster  
Director of Medical Services

SUBJECT: Weekly Report - Office of Medical Services



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2. OMS sponsored a presentation in the Headquarters Auditorium entitled "Raising Children Abroad." This was a filmed version of a presentation originally given by Elmore F. Rigamer, M.D., a psychiatrist assigned to the Department of State's Headquarters Medical Division. Approximately 40 people attended the presentation, which concluded with a question and answer period hosted by an OMS psychiatrist. 

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25X1

3. OMS met  in anticipation of the upcoming asbestos removal project. Approximately 40,000 square feet of friable asbestos sprayed on steel beams and on ducts above ceiling tiles and 25 pipe elbow fittings will be removed late November, early December. An Asbestos Operation and Maintenance Plan was completed by the building owner and submitted to GSA as required. 

25X1

4. An OMS representative briefed the annual OS/Clearance Group conference  on suitability criteria and decision rules. Clearance Group management expressed interest in a follow-up series of meetings in which Clearance Group cases would be discussed to highlight specific suitability issues of interest in background investigations and adjudications. 

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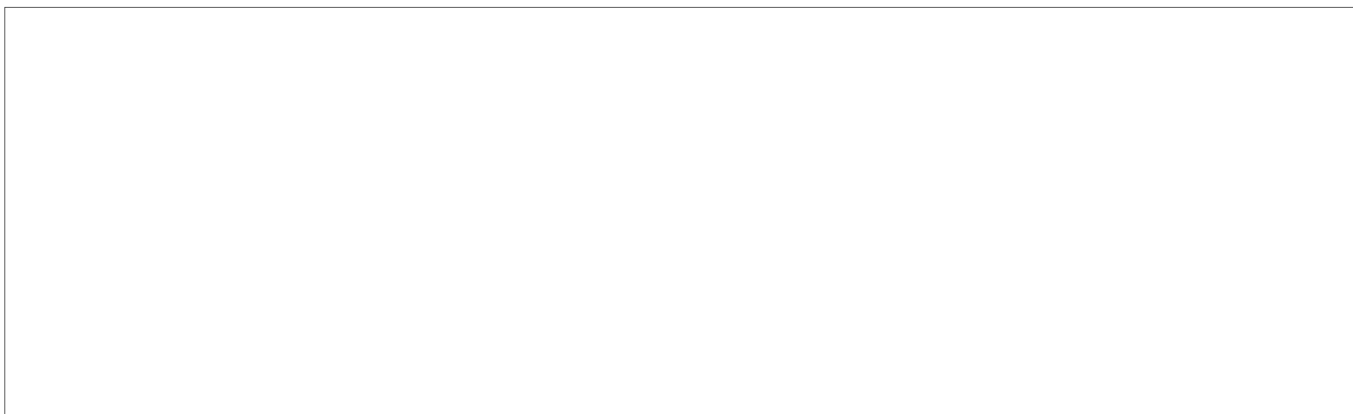
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S E C R E T



25X1



Gary E. Foster

S E C R E T

13 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: Royal E. Elmendorf  
Director of Personnel

SUBJECT: Weekly Report

1. The Office of Personnel (OP) did a mass mailing to Agency retirees advising that their dependent children are eligible to participate in the Educational Aid Fund Program. While there were no requests for participation, \$600 in contributions have been received.

2. OP/Recruitment Operations Division hosted a College Officials' Seminar 4-6 October. Sessions included overviews of the Agency and its Directorates, panel discussions, question and answer periods, and a reception in the Executive Dining Room. The Seminar featured a Co-op student panel which expertly fielded questions from the college officials.

3. OP Recruiters encountered a demonstration at the SUNY-Buffalo campus in New York and were threatened by a demonstration at Rhodes College in Memphis, TN, which amounted to students planting small white crosses in the yard outside the placement office during a memorial service for innocent victims of the Nicaraguan-Contra war.

4. A Co-op Career Fair held at the University of Illinois was attended by Agency recruiters along with major firms such as GE, Caterpillar, IBM, John Deere, etc. The largest crowd was found around the Agency booth probably as a result of the University's Placement Director, Don Hunt, who attended the Agency's College Placement Directors' Conference this past spring. The IBM representatives were irritated over the attendance at the Agency's booth which was three times that at the IBM booth. Other firms also expressed dismay over the dismal turnout at their booths compared to the Agency's.

25X1



CONFIDENTIAL

25X1 5. The Office of Personnel has established a mechanism for depositing insurance claim payments directly into the bank accounts of [redacted] officers assigned to the Office of External Development allowing these employees to receive payments within days after the claim is adjudicated rather than weeks.

6. The 1988 Combined Federal Campaign kick-off was held on 4 October in the Headquarters Auditorium. This year's guest speaker, Mr. James Adams of Channel 5 TV News, did an excellent job in presenting the theme, "Someone is waiting . . . for you to make a difference."

7. Effective 1 October, the responsibility for administration of the Overseas Medical Program was transferred from OP to the Office of Medical Services.

8. An OP representative attended a meeting of the SES Advisory Board at OPM. Director Constance Horner sent draft legislation to the Hill last week which, if enacted, will significantly affect SES awards and compensation. The changes requested are an increase in the performance awards pool from 3 percent to 10 percent of aggregate annual salaries; changes to the stipend amounts from fixed amounts to 20 percent and 40 percent of maximum SES pay; cash-out of accrued annual leave; and authorization to give SES recruitment bonuses. The primary concern of the Board at this time is preparing for transition, following the change of administration in January.

Royal E. Elmendorf

CONFIDENTIAL

SECRET

14 October 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1

FROM:

[Redacted]

Director of Security

SUBJECT:

Office of Security Significant Activities  
Week of 5 - 12 October 1988

1. This memorandum is for information only.

2. The activities of the Office of Security (OS) during the week of 5 -12 October 1988 were highlighted by the following items:

25X1

[Redacted]

\*b. In response to a recent Federal Court decision, the Office of Security published a Headquarters Notice clarifying the use of the word "classifiable" in Agency Secrecy and SCI Nondisclosure Agreements. In addition to being sent worldwide to all Agency personnel, letters of notification were also sent to all non-National Foreign Intelligence Board members including Congress and the White House.

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25X1

[Redacted]

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25X1

[Redacted]

[Redacted]

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SECRET

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e. The Office of Security launched its Information Security Awareness Training Program (ISATP) with 106 Agency project managers and engineers attending the Information Systems Security Seminar. The seminar and planned follow-on programs will focus on designing secure computer systems.

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\*Items which may be of interest to the DCI

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