

DDA SUBJECT FILE COPY

DA 88-0671  
1 April 1988

MEMORANDUM FOR: Director of Central Intelligence  
FROM: R. M. Huffstutler  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 1 April 1988

25X1 1. Representatives of the Office of Information Technology (OIT), the  
25X1 General Counsel, and the Directorate of Operations' Information Management  
25X1 Staff briefed [redacted] on the Freedom of  
25X1 Information Act, Privacy Act, and Executive Order 12356. They discussed the  
25X1 inclusion of US Government material [redacted] public  
25X1 access to such information [redacted] and the necessity to protect  
25X1 all information [redacted]  
[redacted]

25X1 2. OIT and the Office of Personnel (OP) on 29 March sponsored an  
Adaptive Technology Awareness Day to present the latest state-of-the-art  
computer-adaptive equipment for physically challenged individuals. In  
addition to demonstrations of products for assisting hearing, visually, and  
mobility impaired employees, [redacted] the key author and trainer for  
a highly successful attitudinal training program for the employment of  
disabled workers, spoke in the Headquarters auditorium and conducted special  
workshops.

25X1 3. The Special Support Assistant to the DDA sponsored a conference at  
[redacted] during 27-29 March for State and CIA senior  
administrative and support officers to foster better working relations and  
appreciation of mutual problems. The conference, the first of its kind, dealt  
with such items of mutual interest as Embassy security, budgets, allowances,  
reimbursements, cover, and personnel assignments overseas. Both State and  
Agency attendees praised the lively and informative discussions and expressed  
interest in future sessions.

25X1 ALL PORTIONS SECRET

[redacted]

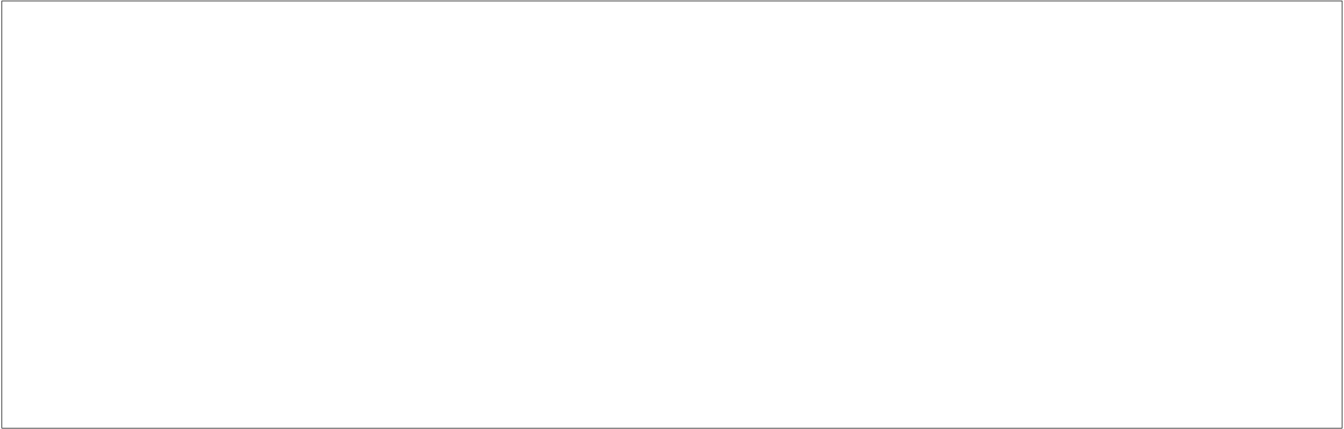
[redacted]

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S E C R E T

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25X1



6. Several thousand employees participated in the annual Office of Medical Services (OMS) Health Fair on 24 - 25 March. The fair included exhibits and information on quitting smoking, home and office safety, stress-reduction, AIDS, diet, counseling services, and CPR and first aid classes. In addition OMS personnel conducted a number of health tests, many of which alerted employees to conditions warranting further attention.

25X1

7. OMS last week briefed  Chief of Station/Chief of Base-designates on AIDS concerns for overseas personnel. Earlier this month at the request of the Chief of Africa Division, OMS briefed division officers on the impact of AIDS  As part of its continuing educational and AIDS screening program, OMS provides testing for all employees who are evaluated at Headquarters and will perform the test for any employee upon request. Printed material on AIDS is available in the dispensary.

25X1

8. The Office of Training and Education (OTE) initiated a new skills program, "Working with People," on 1 April. Seven courses are scheduled for pilot runs in the next two months. The first offering was a one-day class on how to hold effective meetings.

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10. OP representatives attended the 13th National Association for Equal Opportunity in Higher Education Conference at the Washington Hilton Hotel. Of the 4,000 high school students and parents attending the conference, some 450 visited the Agency booth. Forty submitted resumes.

25X1



R. M. Huffstutler

A handwritten signature in black ink, appearing to be 'R. M. Huffstutler', written over the typed name.

25X1 ORIG: DDA/MS [redacted] da:1 April 88 (weeklib)

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