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DDA 89-2283  
22 December 1989

NOTE FOR: Annual Report Focal Points  
FROM:   
DA Management Staff  
SUBJECT: 10 January Annual Report Meeting

STAT

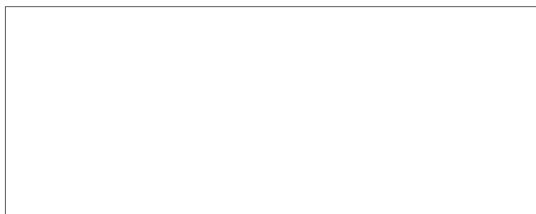
1. I have attached a list of the topics you submitted for each of the annual report themes we discussed at our November meeting. Please scan the entries and be prepared to share your thoughts about them at our next meeting.

2. Please select one or two of the themes that are of particular interest to you. If at all possible, I would like you to "author" topics of your choice. Our next step will be to have newly assigned authors prepare a general outline of proposed articles and list potential graphics. This will enable you to coordinate with pertinent Offices and collect material regularly over the next few months. I anticipate that we will go to press by mid-September.

3. Our P&PG representatives will present some cover designs for our consideration and I will give you full packages of Office theme submissions so that you can examine in greater detail the entries pertaining to your specific articles.

4. I look forward to meeting with you on 10 January 1990 at 1400 in 6E13 OHB. Happy holidays!

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ATTACHMENT

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DD/A REGISTRY

FILE: OYM 6-1

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~~SECRET~~

VARIATIONS ON SECURITY OF PEOPLE, INFORMATION, FACILITIES

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- OIT
- INFOSEC protects the security and proper use of our central computer systems.
  - Oversees FOIA requests and responses.
  - Oversees records sent to the National Archives under the Historical Review Program.

- OS
- Conducts residential security surveys for overseas personnel.
  - Residential security improvements,
  - Enhances equipment and personnel protection training of SPOs and security officers.
  - Security awareness program.

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WOMB TO TOMB

OP

- Langley Children's Center
- Emergency Leave Bank Program
- Casualty Assistance Program (Assistance to the terminally ill)
- Career Transition Center
- Employee Benefit Statements
- Domestic allowances, employee spouse program, employee benefits, compensation, insurance, retirement programs.
- Personnel Services Center (NHB)
- Family/Employee Liaison Office

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S E C R E T

S E C R E T

- EAA (Support to employee recreational activities)
- Life planning seminars
- Job placement service

OMS

- Preemployment psychological and achievement testing, clinical, and psychiatric evaluation.
- Periodic re-evaluations thruout career for employees and dependents for PCS, TDY, etc.
- Clinical support: dispensary services; immunizations; allergy clinics; monitoring on request including blood pressure and cholesterol testing; overseas medical support, medevacs, etc.
- Mental health support: vocational testing and counseling; counseling on substance abuse, eating disorders, eldercare, single parent, financial, and marital problems, etc.
- Conducts employee surveys: banding, tandem assignments, overseas processing, IS system, etc.
- Wellness Program: fitness facilities, executive wellness, smoking cessation, weight reduction, health information and lectures on health related topics.
- Safety: facility safety inspections; safety and fire protection equipment, etc.
- Retirement: vocational testing, counseling, etc.

OIT

- Physically Challenged Employees' Resource Information Center--printers, computers, aids for hearing/sight impaired.

OS

- Guard force
- Security Duty Office
- Guidance on contacts with media and foreign nationals.
- Notifies next of kin of employee deaths in line of duty.
- Security awareness briefings for employees travelling overseas.

OL

- You want 'em (day care center, etc.), we build 'em. Is there a retirement home in CIA's future?

S E C R E T

S E C R E T

WORKFORCE 2000

- OP
- Langley Children's Center
  - Educates managers to specific realities we will face in 2000.
  - Implements strategies to recruit minorities--student programs, etc.
  - LWOP program, tandem couple policy, flexible work schedules.
  - EEO planning model for female representation at all grade levels to year 2000.
  - Strategic planning--what we need to do to ready ourselves for dramatic changes in the 1990's.
- OC
- Preparing OC workforce to support evolving technologies into the next century: OC officers must be able to provide field commo, data processing, full range of technical support worldwide; also security and information systems management.
- OMS
- Employee retention: Support for non-traditional needs of new workforce--single parents, eldercare, stress management, financial concerns, childcare, substance use and abuse, etc. Supports needs of special groups such as study on female case officers.
  - Employee selection: Recruits interviewers for psychological evaluations of employees with multicultural experience; sensitizes staff with crosscultural training; researches possible biases in testing instruments; etc.
- OFM
- With OTE, setting up learning center in Key to train officers to use newly developed Station Accounting and Reporting System.
- OIT
- Automating computer centers and telecommunications facilities.
  - Sponsoring greater in-house educational opportunities.
- OTE
- Expanded centralized multicultural training.
  - Specialized Training for Entry Personnel Program
- OL
- Review OL workforce to ensure appropriate skills/requirements match.
  - Increased support of academic training in light of projected decrease in workforce skills.

S E C R E T

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[Redacted]

MAKE OR BREAK

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OMS

- Contributes to development, recruitment by locating medical evaluations and treatment [Redacted]
- EAP helps employees with problems that interfere with their work and assists in facilitating reassignment when necessary.
- Identifies employee/family difficulties which could cause delay of PCS assignments or cause them to end short of tour; helps resolve these problems.

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OIT

[Redacted]

- Developing system to allow COMIREX officer to nominate DI imagery requirement tasking quickly, efficiently, accurately.
- Supports CAMS and SAFE.
- Upgrades Cray computer.

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OS

- Provides secure station working environment.

[Redacted]

- Provides guidance to CO on handling/storage of classified info.

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OC

- Ongoing search for more efficient ways to support COs thru improved commo system or altogether new method of getting info from field to HQs.

OTE

[Redacted]



S E C R E T

CONDUCTING BUSINESS IN THE 21ST CENTURY

- OFM ° Increased paperlessness and automated handling of currency.
- OIT ° Message Handling Facility, secure fax, STU-III phones.
- OS ° Creating system enabling applicants in recruiting offices to fill out applications on a computer; forms will be transmitted electronically to HQs
- ° Further automate applicant/reporting process thru laptop computer field use.
- ° Developing a "real time" case tracking system to decrease case processing time.
- ° Implement an automated FBI name check system.
- ° Enhance STARS system
- OC ° Working to support paperlessness using data, imagery, and complete file transfer and CRAFT--worldwide.

HEROIC DEEDS: Most Offices expect to have wondrous examples before we go to press. Some current examples are:

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- OP ° Examples from Casualty Assistance Program

SUGGESTED THEME

- OIT ° SUPPORT FOR ADMIN SERVICES: MIDAS (Medical Information, Diagnosis, and Artificial Intelligence System); TEAMS (Training Automated Management System); ELECTAS; ICARE (Insurance Claims, Accounting, Reporting, and Enrollment) system; RAPS (Recruiter Applicant Processing System); etc.

S E C R E T