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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

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FROM: NAME, ADDRESS AND PHONE NO.	DATE

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1 August 1962



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We have reviewed the proposed technical directives submitted by your organization to us some weeks ago, and I am enclosing as attachments to this letter a separate sheet for each task order spelling out the changes, modifications, and deletions which we wish incorporated in a final submission of the proposals.

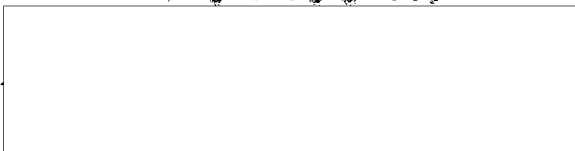
Will you please rewrite the proposals in accordance with these specifications, recalculate your individual cost estimates as they may be affected by the amendments we have made, and submit the completed package to us at your earliest convenience. Your next submission then should serve as the basis for the negotiation of a contract, subject of course, to adjustment for any items of work which may be specified in the submission but which have been totally completed and charged against our former contract, XG 2275.

The accountings for work performed under XG 2275 should be forwarded to us soonest, but in any event no later than the date on which you resubmit the technical directives described herein.

Since we shall undoubtedly issue a base contract with specific task orders, we can cease the use of the term technical directive and henceforth refer to the specific assignments as task orders.

I shall look forward to hearing from you in the near future.

Very truly yours,



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Attachments:
Task Orders

Distribution:
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2 - AS
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GROUP 1
Excluded from automatic
downgrading and
declassification

SECURITY

I. PHOTOGRAPHIC CHEMICAL SOLUTIONS LABORATORY.

Under this Task Order, paragraph II should be revised to read:

"As specifically directed by the technical representative of the contracting officer, the contractor shall provide the professional services necessary to monitor the fabrication and installation of the Photographic Chemical Solutions Laboratory equipment, its connection to the building piping systems being installed under other contract monitored by the contractor, and the checkout of the entire PHOTOGRAPHIC CHEMICAL SOLUTION LABORATORY supply system to insure satisfactory operation in accordance with specifications previously issued by the contractor and approved by the contracting officer. The contractor shall provide recommendations for the solution of any problems arising in the course of such monitoring. The I.O. shall retain the final approving authority on all specification changes."

This revision is requested in order to insure that the photo chemical mix system is connected satisfactorily to the piping system and that both will function in accordance with design specifications.

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II. PHOTOGRAPHIC MATERIAL HANDLING.

This Task Order is satisfactory as written in the proposal.

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III. DESIGN, LAYOUT, EQUIPMENT, AND FURNISHINGS FOR NEW FACILITIES
OF BUILDINGS 213 AND 213-A.

Sub-paragraph 2. of paragraph III., Task No. 1 should be deleted. Requirements for this shelving have been developed already by the I.O., and orders for it have been placed.

Task No. 2 under paragraph III. should be revised to read as follows:

"1. Prepare preliminary and layout drawings for library area and recommendations for types and quantities of furniture and furnishings to be installed. Included in such recommendations will be stacks, reading area furniture, periodical and newspaper racks, storage facilities for atlases, card catalog equipment, and the librarian's furniture.

"2. The work room shall contain the following features:

- a. 36" high work counter with book shelves above and storage capability in counter.
- b. File cabinet space.
- c. Unitized furniture space (Min. 2 persons).
- d. Layout table, 30" high."

Sub-paragraph 2. of the draft should be renumbered as sub-paragraph 3.

Items l.e. and l.f. under Task No. 6 should be deleted.

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These rooms will not be set up as lounges.

Sub-paragraphs a., b., and c. under paragraph 1. of Task
No. 12 should be deleted.

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IV. EXPLORATORY DEVELOPEMENT LABORATORY.

Paragraph II. of this Task Order should be re-written
as follows:

Requirement. The contractor shall provide recommendations directed towards insuring that the Exploratory Development Laboratory is adequately equipped to permit the Staff to investigate, explore, develop and test new materials, equipment, and procedures or techniques which may be deemed suitable for increasing the quality and production of the work assigned to the Center. The report shall include:

Specifications necessary to facilitate the purchase by the I.O. of said equipment or material. Recommendations for purchase of equipment shall be completed before 1 September 1962."

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V. P.I. ACCEPTANCE, MODIFICATION, & TRAINING INSTRUMENT ROOM.

Paragraphs II. and III. of this Task Order should be re-written to read as follows:

"II. The contractor shall provide the professional personnel and services necessary to design and provide specifications for: the implementation, furnishing, and work procedures applicable to a PI Acceptance, Modification and Training Instrument Room; the testing and acceptance of equipment work techniques and procedures; and the training techniques (from the user's viewpoint) required for improving the speed and efficiency of the photo-interpretive process by expeditious equipment acceptance, user training, and the development of new techniques and operating procedures, including the application of automatic information exploitation and handling systems.

"III. This Task Order shall encompass the following efforts by the contractor for the accomplishment of the objectives described in paragraph II:

1. Preliminary studies for the determination of user requirements as to physical facilities of the room and objectives of the acceptance, test, and training procedures shall be made using the following sources:

a. Personnel in the I.O's office who have an

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intimate technical knowledge of the analytical methods used in photo interpretation.

b. Commercial organizations developing equipment applicable to the P.I. process.

c. Research organizations working on the visual and other human factors of the P.I. process.

d. Other members of the Intelligence Community.

2. As a result of the findings of 1. above, the contractor shall:

a. Furnish plans and specifications for outfitting and staffing a basic P.I. Acceptance, Modification, and Training Instrument room based upon equipment and procedures presently used and containing a system for evaluation of new equipment and procedures.

b. Assist in the preparation of written procedures for the acceptance, test, and user training of new equipment and work procedures.

c. Whenever new developments have proven applicable to the P.I. work situation, assist in the preparation of specifications and plans for their integration from the Acceptance, Modification, and Training Instrument Room into the actual system in the user's work area.

3. Upon direction by Technical Representative of the

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Contracting Officer, the Contractor shall provide technical assistance in the explanation and implementation of the recommendations provided hereunder and, in particular, in the selection of supplies and in the inspection and supervision of the fabrication, installation, and checkout of any equipment or facilities acquired, modified, or constructed pursuant to the recommendations herein."

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VI. MOVING PROGRAM.

Sub-paragraphs C. and I. under paragraph II. of this Task Order should be deleted and the remaining paragraphs relettered accordingly.

The matters covered by the paragraphs deleted are considered to be outside of the proper responsibility of the contractor.

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SECRET**VII. SPECIAL PROCEDURES.**

This Task Order should be revised to read as follows:

"II. Requirements. The contractor shall provide a special procedures manual or manuals which shall define and describe the proper utilization of all facilities provided within Buildings 213 and 213-A. Such manuals shall set forth in a comprehensive manner specific applications of the facilities described which will satisfy most efficiently and advantageously the work situations encountered by the I.O. The manual (s) shall cover, but not be limited to, the following areas and subjects:

- A. Equipment Repair Area.
- B. Material Transport Systems (vertical).
- C. Dispatch Station.
- D. Controlled Environmental Areas (other than photographic laboratories or T.P. & D.S. areas).
- E. Special Elevator Programming.
- F. Briefing Rooms.
- G. Periodic Maintenance Procedures for Special Equipment.
- H. Cleaning Procedures for Special Areas.

"III. The contractor shall furnish to the I.O. an applications study in which he shall propose systems for controlling and directing personnel traffic within Building 213 under conditions of daily routine, under emergency

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conditions, and under conditions of special events such as when groups of visitors may be in the building. Included in this study shall be recommendations for such items as: hallway locator maps; traffic routing signs; restricted area signs; emergency instruction signs; and personnel traffic controls such as hallway barricades and guide posts."

Paragraphs IV. and V. remain as presented in the draft proposal.

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