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27 March 1986

MEMORANDUM FOR: Deputy Director for Administration

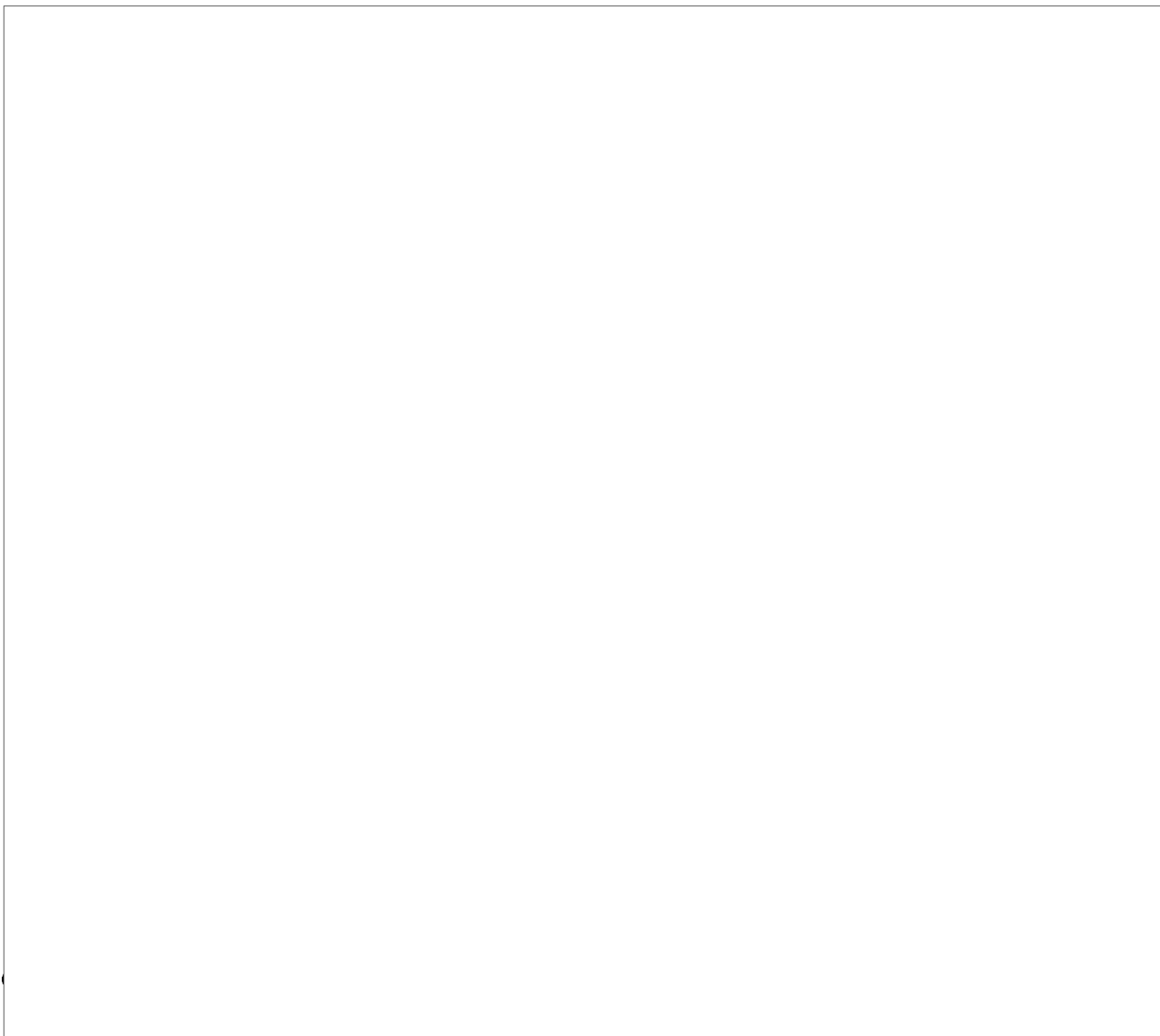
FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 26 March 1986

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

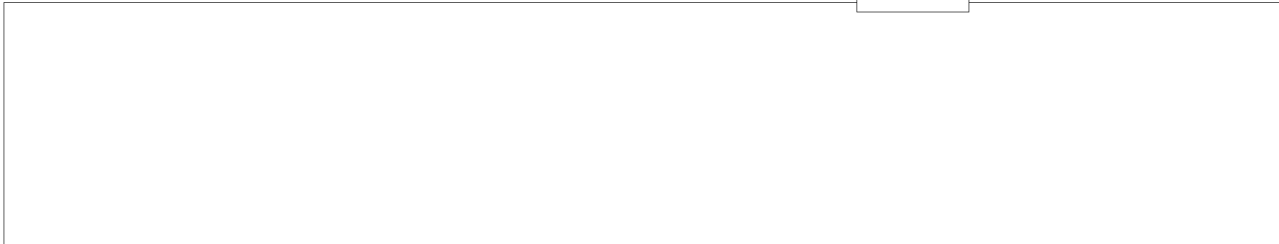
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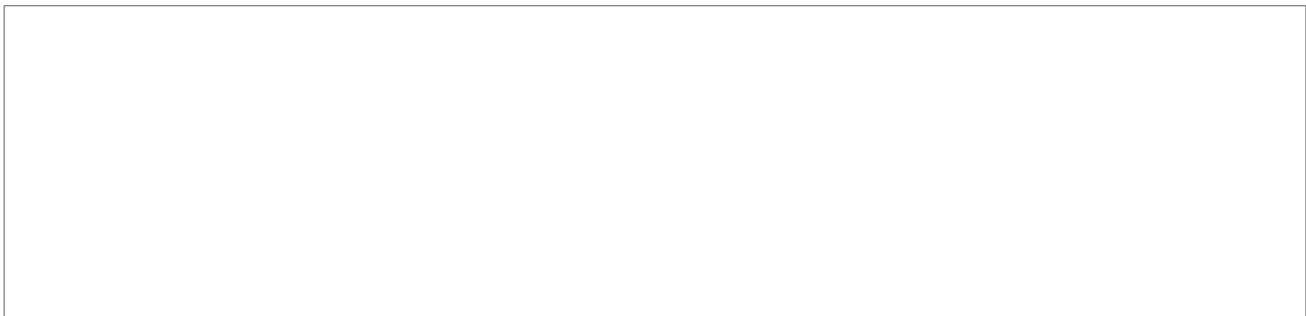
c. A meeting was held between representatives of OL and the Map Services Division, Office of Central Reference, to identify requirements to relocate in the Northern Virginia area. The present landlord at Tysons will not renew the Agency's lease which expires 4 April 1987. [redacted]

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e. On 18 March, OL provided special courier service for the National Security Council, Old Executive Office Building. A total of 64 boxes of material were picked up and delivered to the Agency Archives and Records Center for storage. [redacted]

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g. OL reports that a major concrete pour for the first floor of the South Tower at the new Headquarters Building was suspended on 24 March because of technical problems with the concrete. The contractor's pumping equipment could not push the concrete through the piping system to the area where the concrete was to be placed. Indications are that the problem centers around chemical additives in the concrete which are needed to maintain proper fluidity during the pumping process. The Centex Project Manager has put Virginia Concrete Company on notice that if they do not supply properly mixed concrete, Centex will cancel their contract for the remainder of the new Headquarters Building. Pours on the order of 300 cubic yards were scheduled for each day this week--an amount equal to some 30 trucks per day, and all have been cancelled pending resolution of this continuing problem. [redacted]

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h. Work has started on the Headquarters compound security control centers, roadway modifications and associated roadway repaving. Specifically, the contractor has proceeded with grading, placing sewer lines and constructing the

25X1 foundation for the Route 123 Security Control Center. Work will commence shortly on new lighting and recurbing the south and east roads on the compound as well. An employee notice will soon be disseminated to explain these developments to all Headquarters employees. [redacted]

25X1 i. A meeting has been scheduled on 27 March between representatives of Smith, Hinchman & Grylls Associates, Inc. (SH&G), the architectural and engineering firm for the new Headquarters Building, and OL representatives to negotiate the final design cost for the refitup which resulted from the November Headquarters Management Board decision to relocate Directorate of Science and Technology employees off the Headquarters compound. SH&G has proposed a fixed price of \$385,912 for this effort. [redacted]

25X1 j. OL has completed a comprehensive briefing package consisting of design drawings and options, landscaping and signage plans, berm treatment alternatives and supporting historical documentation for the Routes 123/193 roadway improvement project. The package will be presented to all Traffic Advisory Committee representatives as the final step in resolving the detailed design to enable Virginia Department of Highways and Transportation authorities to complete the final design, advertise for bid and contract out the construction of required roadway changes. [redacted]

25X1 k. OL received a request from the Office of Information Technology, General Operations Group (OIT/GOG), on 18 March for the noncompetitive award of a contract for the maintenance of telephone equipment located in the outbuilding nonsecure network. The indicated sole source is AT&T, and the estimated annual cost is \$485,000. OL is currently working with OIT/GOG to develop a statement of work. [redacted]

25X1 l. OL has received a request from the Office of Technical Service (OTS) to initiate a contract with Outward Bound School of North Carolina for the running of two training courses for OTS senior executives. Some of the topics covered include real risk vs. perceived risk, persistence, setting realistic goals and decision-making in stressful situations. The seven-day course offers unique opportunities for participants to experience physical challenges in a remote mountain setting. Each participant will be covered by a limited injury policy. It is hoped that the ranks of OTS senior executives will not be severely diminished. [redacted]

m. On 20 March, Capitol Video Communications, Inc., transferred OL's 16mm motion picture entitled "CIA and Its People" onto U-Matic 3/4", VHS 1/2" and BETA 1/2" videotape

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formats. This videotape was shown to the DCI at his 25 March staff meeting and will replace the obsolete 15 projector slide presentation currently shown each Monday in the Auditorium to personnel entering-on-duty.

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2. Significant Events Anticipated During the Coming Week:

None.

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H Henry P. Mahoney J

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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 25 MARCH 1986

1. Progress Report Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred
During the Preceding Week:

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also reached
An agreement was ~~made~~ to execute a collateral document addressing the Agency's right of first refusal for space to be constructed on the East and West building sites. This option is integral to the selection of this particular site, and no lease will be executed unless this document is included.

Agreement has ~~been reached~~ on such *such* issues as parking, basic rental rates and escalations, operating expenses, maintenance, rent abatement and renovation of the unoccupied premises *and all problems resolved.*

A redraft of the lease is now being reviewed ~~in REED~~ and another meeting is scheduled for 26 March, 1986. ~~Due to the absence of the owners over the next two weeks, we do not anticipate lease finalization until mid-April 1986.~~ *The lease*

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will not be finalized

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 25 March 1986

1-C

f. ~~Relocation of the Map Services Division, Office of Central Reference~~ - A meeting was held ^{between representatives of OL} with members of Real Estate and Construction Division, OL, and the Map Services Division, Office of Central Reference, to identify requirements to relocate that division in the Northern Virginia area. The landlord at Tysons will not renew the Agency's lease which expires 4 April 1987, and replacement space is required.

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[Redacted]

[Large Redacted Area]

4

NO

i. Ames Building Parking Deck Break-In - On 24 March 1986, the parking coordinator for the external buildings was contacted by the Criminal Division of the Federal Protection Office (FPO). On 8 March 1986, an Agency employee's personal vehicle was broken into while parked on the ground level of the Ames Building parking garage. The employee was in the garage getting into an official vehicle and saw someone leaving his car and getting into another car. The suspect's car was parked within the security arms; therefore, the FPO believes the suspect may have had an access card in order to enter the garage. EBOB has been requested to compile a list of all personnel having access cards to the ground level of the Ames Building parking garage. EBOB has advised Logistics Security of this incident.

NO

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[Redacted]

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SUBJECT: Real Estate and Construction Division Report for
Period Ending 25 March 1986

3. Significant Events Anticipated During the Coming Week:

None.

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FACILITIES MANAGEMENT DIVISION, OL
WEEKLY REPORT PERIOD ENDING 26 MARCH 1986

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

NO
a. On 25 March the Deputy for Operations and the Contracting Officer, Facilities Management Division, OL, met with representatives of Allied to finalize negotiations on the FY86 contract for maintenance and operations of the Headquarters Building.

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NO
b. Renovations of 11,200 square feet of office space in 3D00 for DDO/PPS is continuing on schedule. Construction for Phase I and Phase II is complete except for the installation of a ceiling mounted fan coil unit and associated chilled water piping. Phase II is scheduled to start the week of 24 March awaiting the move of personnel out of the area to be renovated. The scheuled completion date of the total project is 29 April 1986.

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NO
c. On 19 March, a representative of the Safety Staff presented a briefing to Building Services Branch, Facilities Management Division, OL, on proper lifting techniques. The presentation was arranged to avoid straining BSB resources by sending employees to the week long Basic Safety and Health course, of which this briefing is a small part.

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NO
d. Numerous items have been disappearing from the GJ and GK hallways at Headquarters. In recent months, PTI items such as a television set and a microscope vanished overnight. Incoming equipment, including a new podium, a refrigerator and special order desk have similarly grown legs and walked away. Building Services Branch, Facilities Management Division, is concentrating on the return of these articles and is writing off the disappearance of numerous standard chairs and desks. The continuing loss of storage space in Headquarters is taking its toll.

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yes
e. On 18 March, the Mail & Courier Branch, Facilities Management Division, OL, provided special courier service for the National Security Council, Old Executive Office Building. A total of 64 boxes of material were picked up and delivered to the Agency Archives and Records Center for storage. 1-E

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2. Significant Events Anticipated During the Coming Week:

None

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Chief, Facilities Management Division, OL

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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 26 MARCH 1986**

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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NO

(2) INVENTORY CONTROL SYSTEM (ICS). [redacted] and [redacted] (TG/DAS/IMSS) met with [redacted] to prioritize RFCs for the ICS system. There is still a total of 22 open RFCs with an estimated 986 hours of work.

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NO

(3) A P&PD ADP specialist is investigating OCR's computer-based photo cataloging system for its potential application in fulfilling Photography Branch needs. The system appears to fit the requirement and would allow a much more effective use of their photographic "morgue". [redacted]

B. Regulations

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