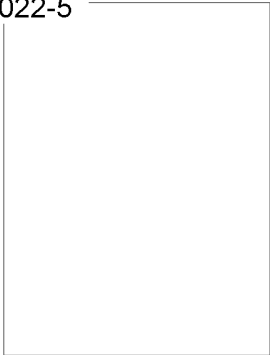


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~~SECRET~~



3 April 1986

MEMORANDUM FOR: Deputy Director for Administration

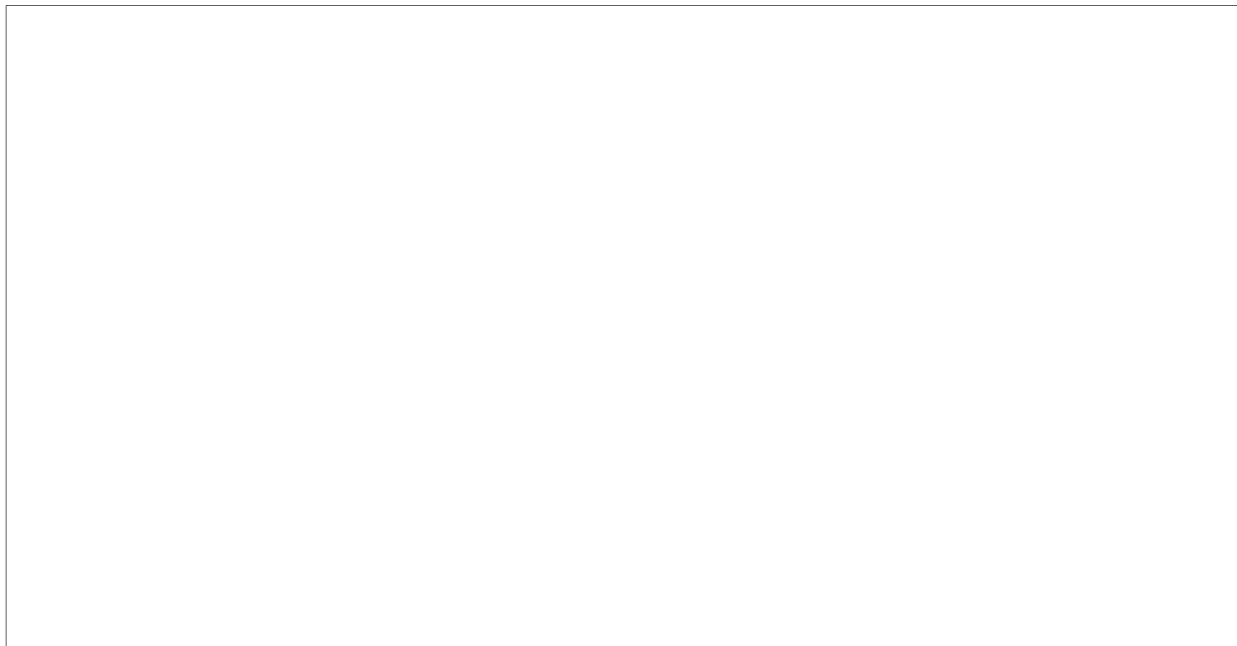
FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 2 April 1986

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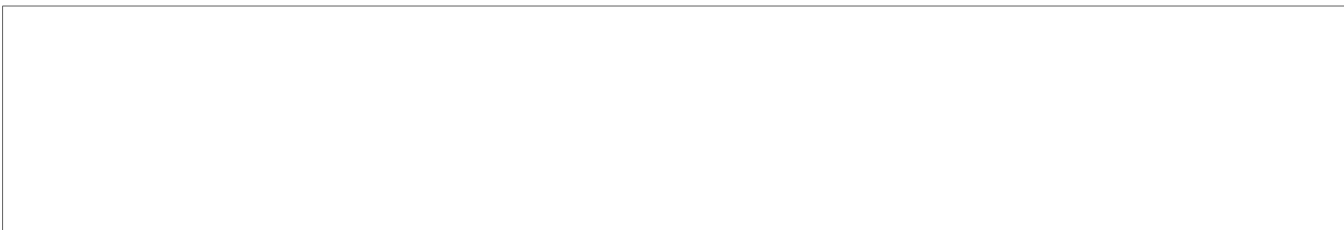
- 1. Events of Major Interest That Have Occurred During the Preceding Week:

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d. On 3 April, OL will provide media support for a meeting of the Council of American Ambassadors in Room 1A07, Headquarters. This meeting, sponsored by the Office of Public Affairs, will be attended by approximately 80 current and past

25X1



~~SECRET~~

United States Ambassadors to hear "Challenges of Intelligence Today." The guest speakers are the DCI, the DDO, the DDI, and a panel of National Intelligence Officers. A brief question-and-answer period will follow each session. OL will generate an audio recording of this meeting. [redacted]

* e. The Printing and Photography Division (P&PD) used its new six-color press to produce an embellished reprint of "Washington's Best Employers." The highly complimentary article appeared in the February 1986 issue of The Washingtonian magazine. At the request of the Office of Personnel, P&PD is producing 5,000 copies of a two-page brochure that begins with the February cover from The Washingtonian, is followed by the cover from the Agency's Professional Career Appointment brochure, and concludes with the reprinted article. This high-quality publication will epitomize the Agency's endeavor toward excellence. [redacted]

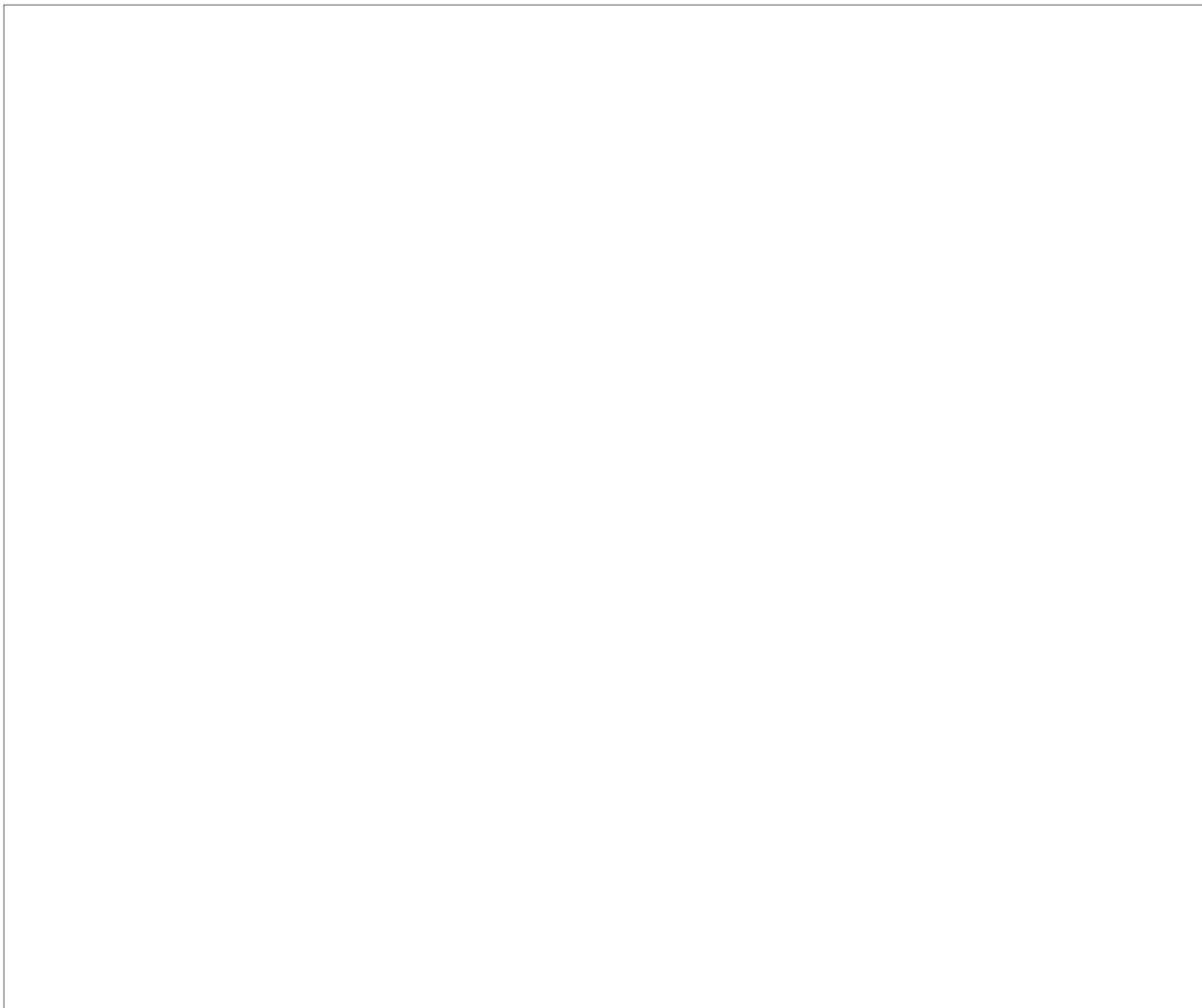
f. As a potential means of cutting costs while meeting growing Agency requirements for office copiers, OL is exploring the benefits of a proposal by the Xerox Corporation regarding the purchase of currently rented Model 1075 copiers. This proposal affects 14 copiers on a "buy-one, get-a-smaller-model-for-free" basis. [redacted]

g. OL reports that lease negotiations for [redacted] [redacted] have been suspended for the first week of April due to planned vacations of key participants of both parties. Substantive meetings are expected to resume no later than 14 April. [redacted]

h. OL reports that an agreement on a rental rate for [redacted] has been reached between negotiators from Gates Hudson and GSA. The agreed upon rental rate is higher than the original appraisal and now must be approved informally by GSA. Justification for the higher rate is the inclusion in the lease of additional roof top and parking space. GSA approval is expected by 4 April and by Gates Hudson shortly thereafter. [redacted]

i. OL received the final design drawings for the second-floor [redacted] renovation project on 28 March. Requests for Proposals, with a bid closing date of 14 April, were hand-carried to selected contractors that same day. Contract award is anticipated by 18 April. All potential contractors have been informed up front that their construction crews are required to be mobilized ten days after notice to proceed is given, with construction to be completed 45 days later. [redacted]

25X1



n. Work continues on the upgrade of elevators at the Headquarters Building. OL reports that to date, mechanical safety edges have been replaced with electronic detectors on all passenger elevators, and the first microprocessor overlay was completed on elevator eight. Once the microprocessor overlay has been installed on an entire bank of four elevators, they will be taken out of service for 4 to 48 hours to coordinate operation. Ample notice of this event will be given all employees.

25X1

* o. OL reports that the Counterterrorist Center project to renovate 4,667 square feet of space for the Office of Management, Planning and Services, DI, in the 2E corridor in Headquarters Building is on schedule. The completion date is set for 13 April.

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S E C R E T

* p. Technical problems encountered last week on the concrete pours for the new Headquarters Building appear to have been resolved. Proper fluidity of the concrete is now being maintained by wetting the aggregate before mixing it with the concrete. Proper fluidity on long pumping runs is also being maintained by increasing the cement to aggregate ratio. This produces a higher strength concrete than required by the Agency's technical specification, but it enables the contractor to place more concrete more quickly. This enhanced (stronger) concrete mixture costs the contractor (not the government) more money; however, this cost is more than offset by the increase in productivity that the contractor realizes. Major concrete pours are now scheduled for each day this week in both the North and South Towers of the new Headquarters Building.

25X1

* q. Negotiations with Smith, Hinchman & Grylls Associates, Inc., (SH&G) on their cost proposal for the refitup design of the new Headquarters Building (necessitated by the Headquarters Management Board decision to relocate DI and DO personnel there) were broken off on 27 March without agreement. Negotiations will resume on 7 April in Detroit, at which time SH&G will present additional justification to support its proposed fixed price of \$385,912.

25X1

r. Headquarters compound roadway and parking lot construction will soon commence in phases to alleviate the potential for a shortage of parking. The phased schedule is as follows:

- (1) 2 April - South Parking Lot road
- (2) 7 April - East Road (Route 123 entrance to front of Headquarters Building)
- (3) 14 April - Lanes A thru D in South Parking Lot.

An employee bulletin on these activities will soon be disseminated and plans are currently being made for alternative parking arrangements.

25X1

s. OL representatives briefed transportation specialists from the staffs of Congressman Frank Wolf, Senator John Warner, and Senator Paul Trible on planned roadway improvements for Routes 123 and 193. The briefings were well received with each congressional staffer agreeing that the Agency was doing everything within reason to accommodate concerns expressed by nearby residents.

25X1


S E C R E T

25X1 All were invited to attend the next meeting of the Agency's Traffic Advisory Committee now scheduled for 14 April. Formal notifications for this meeting have been mailed.

25X1 t. OL reports that solicitation for 761,400 square feet of carpet for the new Headquarters Building was sent to nine carpet manufacturers on 1 April. The bids are to be received from vendors by 1 May. The carpet will be required on-site in August for installation by the new Headquarters Building contractor (Centex, Incorporated).

2. Significant Events Anticipated During the Coming Week:

25X1 None.

 Henry P. Mahoney (

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CONFIDENTIAL

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 2 APRIL 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:

A. DAS

25X1 NO (1) DAS, RECD and OIT representatives met on 1 April to discuss Wang Systems requirements [redacted] first and second floors. Installation of the Wang distribution system on the first floor must be acceptable to Wang Labs else the maintenance contract could be jeopardized. Wang Labs will suggest a layout of 25 Alliance systems for the present 2nd floor DAC, on the basis that the entire facility will become available for only Wang equipment.

NO (2) Supply Division's FARS system required eleventh hour modification to alter GSA requisition parameters. The new codes become effective on 1 April and are in place.

NO (3) Wallace Computer Services, vendors of the software used in the Mail and Courier Branch to record/track document receipts, has offered to analyze a system bug that is bringing the system to its knees. TG/DAS is recommending that Wallace solve the problem rather than a more inefficient approach of having TG start at square one. [redacted]

25X1 B. Regulations

NO (1) IMSS actions on regulations included the following:

Employee Bulletin, "Rehabilitation of North, South, and West Parking Lots," forwarded to C/RPD/OIS.

LI 45-30-67, "Emergency Situations in the Headquarters Area," forwarded to C/OC/OL-ISC.

25X1 [redacted]
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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 2 APRIL 1986

(3) OTHER

NO

Completed the coordination process of H.R. 3963 within
OL. [redacted] Deputy Director for Legislation, Office of
Congressional Affairs, was provided OL's comments.

25X1

25X1

[redacted]

C. Headquarters Claims Review Board

NO

Status of Headquarters Claims Review Board personal
Property claims for March 1986 is as follows:

Received:	16
Adjudicated:	17
Amount Claimed:	\$30,826.48
Amount Paid:	\$25,633.16
Claims Denied:	1

25X1

[redacted]

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WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING 02 APRIL 1986

1. Progress Report of 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:

116
a. The Production and Services Contracts Branch, Procurement Division, has completed negotiations with Infra-Structures, Incorporated of West Babylon, New York, for the award of an Office of Information Technology requirement for "Command Center" equipment. The Command Center equipment consists of various custom designed furniture modules that can be stacked in various ways to hold communication and computer equipment in the smallest possible space.

25X1

c. On Thursday, 26 March 1986, a meeting was held between General Electric (G.E.) representatives and a contract officer from Production and Services Contract Branch/Procurement Division to discuss purchase of various items from G.E. [redacted]

25X1

25X1

[redacted] G.E. was told that some items would not be purchased and that a decision had not yet been made on certain other items.

25X1

S E C R E T

The two major items still undecided are the furniture and the alarm system. G.E. was requested to provide backup cost data for the items the Agency is interested in purchasing. Because of budget constraints the [redacted] Working Group would like to make the payment for the items in Fiscal Year 1987. A lease with purchase option was offered to G.E., however, they would like a more definite arrangement. The type of contract document is under negotiations [redacted]

25X1

25X1

d. Representatives of the New Building Project Office and Production and Services Contracts Branch, Procurement Division, met with officers of Smith, Hinchman & Grylls on 27 March for the purpose of negotiating a change in scope in the architect/engineer services contract for the Headquarters addition. In response to the government's request for rearrangement of 244,000 square feet of space in the addition, the contractor proposes a lump sum of \$385,912. This figure was rejected by the government because hours proposed for the effort required seemed excessive. Negotiations will be undertaken again after the COTR has reviewed the hours further with the contractor. [redacted]

25X1

See what NRO sends
no

e. On 28 March 1986, in support of the Communications Engineering Division, Network Systems Engineering Group, Office of Information Technology, the Automated Data Processing and Engineering Branch, Procurement Division, issued a request for proposal for the development, integration, testing, installation and maintenance of a Message Handling Facility. Proposals in response to this request for proposal are due no later than 12 May 1986 with an anticipated award of September 1986. [redacted]

25X1

no

f. On 28 March 1986, members of the Automated Data Processing and Engineering Branch, Procurement Division, met with members from Office of Information Technology, Directorate for Administration; Office of Strategic Weapons Development, Director for Intelligence (DI); and Office of Research and Development, Director for Science & Technology to discuss an upcoming DI requirement of an \$11M acquisition of a Cray Computer. [redacted]

25X1

no

3. Significant Events Anticipated During the Coming Week

None. [redacted]

25X1

PMS WEEKLY REPORT

Period Ending on 02 April 1986

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

NO

1. A review was completed of the recommended new foreign ownership, control, or influence policy by the Procurement Management Staff, Security Staff, and the Procurement Division. A final draft is being prepared for coordination.

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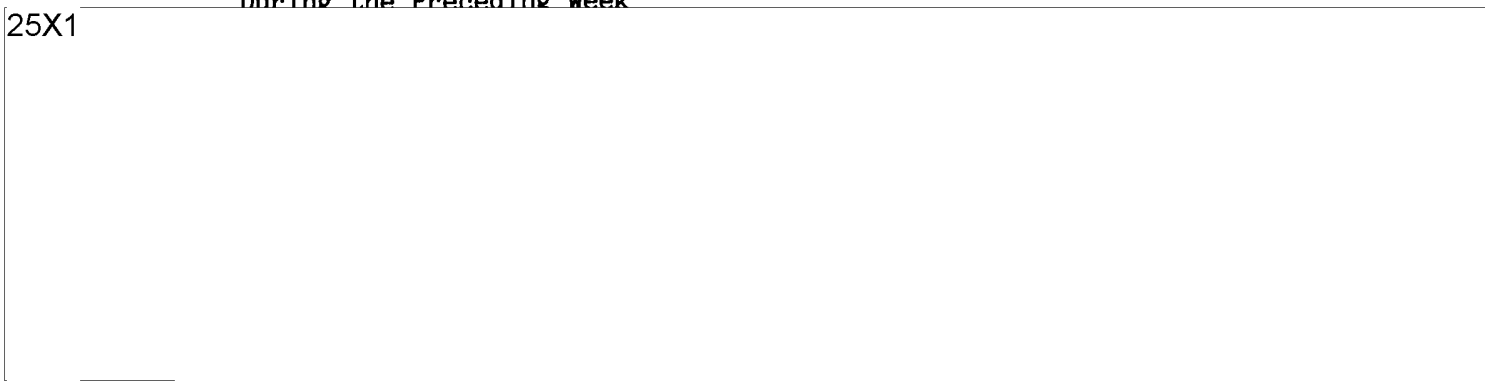
25X1




PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
27 MARCH - 2 APRIL 1986

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

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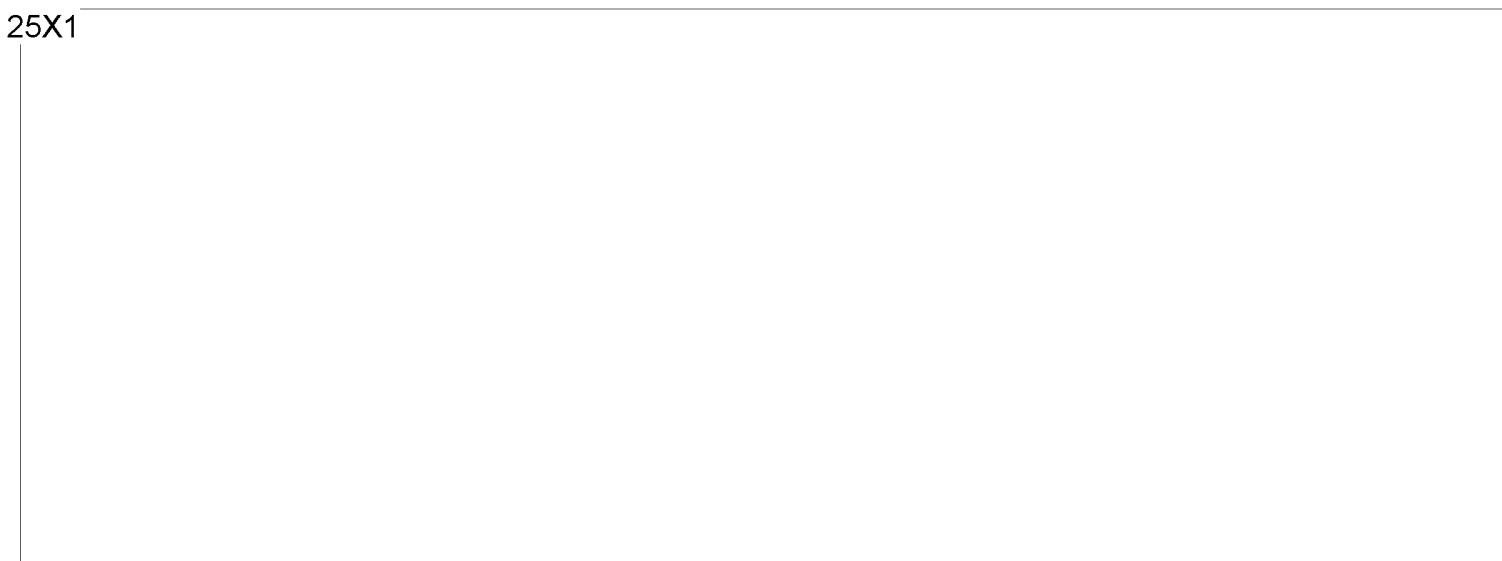
B. On 3 April 1986 the Office of Logistics, ~~Printing and Photography Division (OL/P&PD)~~ will provide media support for a meeting of the Council of American Ambassadors in Headquarters Room 1A07. ^{This meeting is} sponsored by the Office of Public Affairs (OPA). ^{will be attended by} Approximately 80 current and past United States Ambassadors ~~will be present~~ to hear 'Challenges of Intelligence Today'. The guest speakers are the Director of Central Intelligence (DCI), the Deputy Director for Operations (DDO), the Deputy Director for Intelligence (DDI), and a panel of National Intelligence Officers (NIO). A brief question and answer period will follow each session. P&PD will generate an audio recording of this meeting. 

yes

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25X1



S E C R E T

25X1 [Redacted]

NO
used on
weekly report
to DL

D. The Office of Logistics, Printing and Photography Division (OL/P&PD) met the 29 March deadline for producing 'Your Personal History Statement'. This extremely labor intensive job required that P&PD print the title cover and envelope, sort the individual statements (received from the Office of Information Technology), collate the sorted documents, stitch each individual set of materials, and hand-stuff same into envelopes. 'Your Personal History Statement' is a synopsis of each Agency employee's status with regard to insurance, retirement, voluntary investment, and leave status. Comments from other Agency components are highly complimentary with regard to P&PD's efforts on this project. [Redacted]

25X1
Yes

* E. The Office of Logistics, Printing and Photography Division (OL/P&PD) used its new 6-color press to produce an embellished reprint of 'Washington's Best Employers'. The highly complimentary article appeared in the February 1986 issue of The Washingtonian magazine. At the request of the Office of Personnel (OP), P&PD is producing 5,000 copies of a 2-page brochure that begins with the February cover from The Washingtonian, is followed by the cover from the Agency's Professional Career Appointment brochure, and concludes with the reprinted article. This high-quality publication will epitomize the Agency's endeavor toward excellence. [Redacted]

1-e

25X1 F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing to study potential deterrents against the copying of classified documents. Thus far, a variety of alternatives such as the

25X1 [Redacted]

25X1
4/27

G. As a potential means of cutting costs while meeting growing Agency requirements for office copiers, the Office of Logistics, Printing and Photography Division (OL/P&PD) is exploring the benefits of a proposal by the Xerox Corporation regarding the purchase of currently rented Model 1075 copiers. This proposal affects 14 copiers on a 'buy-one, get-a-smaller-model-for-free' basis. [Redacted]

1-f

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110

H. At the request of the Director of Logistics (DL) the Printing and Photography Division (P&PD) sent two employees [Redacted] to conduct an on-location video recording of the recently

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S E C R E T

renovated Auditorium. This recording will be edited for inclusion in a video tape of Office of Logistics (OL) recent accomplishments. Editing will commence as soon as slides [redacted] can be obtained for the purpose of showing 'before and after' comparisons. [redacted]

25X1
25X1
25X1

I. In accordance with the Office of Logistics, Printing and Photography Division (OL/P&PD) mission, more than \$4,000.00 of television equipment purchases were approved during this reporting period. Established as a safeguard against unnecessary duplication, equipment incompatibility, and poor quality hardware, P&PD has conducted an Agency-wide television management program for the past three years. During that time there have been many instances where P&PD's efforts have saved Agency components from procuring equipment that would not completely satisfy their needs. At the same time P&PD has offered guidance as to the current market value of hardware, what 'track record' the equipment has with other Agency users, and other information that is pertinent to the component's requirements. While the direct dollars saved have been small (as high as \$500.00 per line item), the payoff in terms of customer satisfaction has been well worth the effort. To date P&PD has signed-off on \$247,196.83 worth of television equipment for FY-1986. [redacted]

no
25X1

* J. The Office of Logistics, Printing and Photography Division (OL/P&PD) is searching for a replacement for the badge numbering device located in the Office of Security (OS). The existing unit was identified by P&PD personnel when the original identification camera system was installed in Headquarters. This unit is currently suffering from intermittent mechanical problems. P&PD is looking for a state-of-the-art personal computer (PC) controlled unit. Due to the unique requirements of this system P&PD may have to design and install a custom-built badge numbering device. [redacted]

no
25X1
25X1



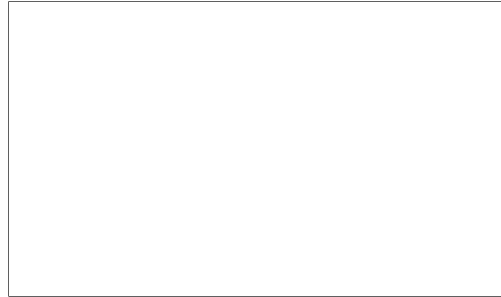
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II. Significant Events Anticipated During the Coming Week

None

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S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 1 APRIL 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:

25X1 a. [redacted] ~~Negotiations~~ - Lease *OL reports that*
25X1 negotiations for [redacted] have been suspended ~~for~~ the *1-C*
25X1 first week of April due to ~~the~~ planned vacations of ~~the~~ key
25X1 participants of both parties. Substantive meetings are expected to
25X1 resume ~~during the week of 7 April, 1986.~~ [redacted]

no later than 14 April.

25X1 b. [redacted] Proposed Allocation of Parking Spaces -
25X1 The parking coordinator for the external buildings has prepared a
25X1 drawing proposing the location of Reserved, Visitor, Official, and
25X1 Handicapped parking spaces at the [redacted] facility. The
25X1 parking coordinator will present the proposal to the working group
25X1 meeting and give copies of the drawings to the components'
25X1 representatives. The Real Estate and Construction Division OL, will
25X1 request their comments and work with Office of Development and
25X1 Engineering and Foreign Broadcast Information Service to ensure that
25X1 parking [redacted] is a non-problem. [redacted]

OL report that an

S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report for Period Ending 1 April 1986

with a bid closing date of 14 April,

Office of Logistics received

25X10
25X1

d. Renovation Project - The final design drawings for the second floor renovation project ~~were received in the Real Estate and Construction Division, et,~~ on 28 March, 1986. Requests for Proposals were hand carried to selected contractors that same day. ~~The bid closing date is 14 April 1986.~~ Contract award ~~will be made~~ ^{is anticipated} by 18 April 1986. ~~As~~ ^{potential} contractors have been informed up front that their construction crews are required to be mobilized ten days after notice to proceed is given with construction to be completed 45 days later.

1-I

25X1

^(TSD) The Technical Security Division has been advised in writing that ~~the beneficial occupancy date~~ ^{will} ~~is~~ ^{has been} ~~moved from June 86 to late June 86.~~ ~~Two~~ ^{Two} weeks have been added to the schedule to allow for the possibility of construction change orders. Delays may also occur due to the coordination problems associated with installing Office of Technology's communications hardware at the same time outside, uncleared construction crews are working.

25X1

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25X1

25X1

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f. Renovations to Credit Union - The renovations to the old Credit Union space are scheduled to be completed by 4 April 1986.

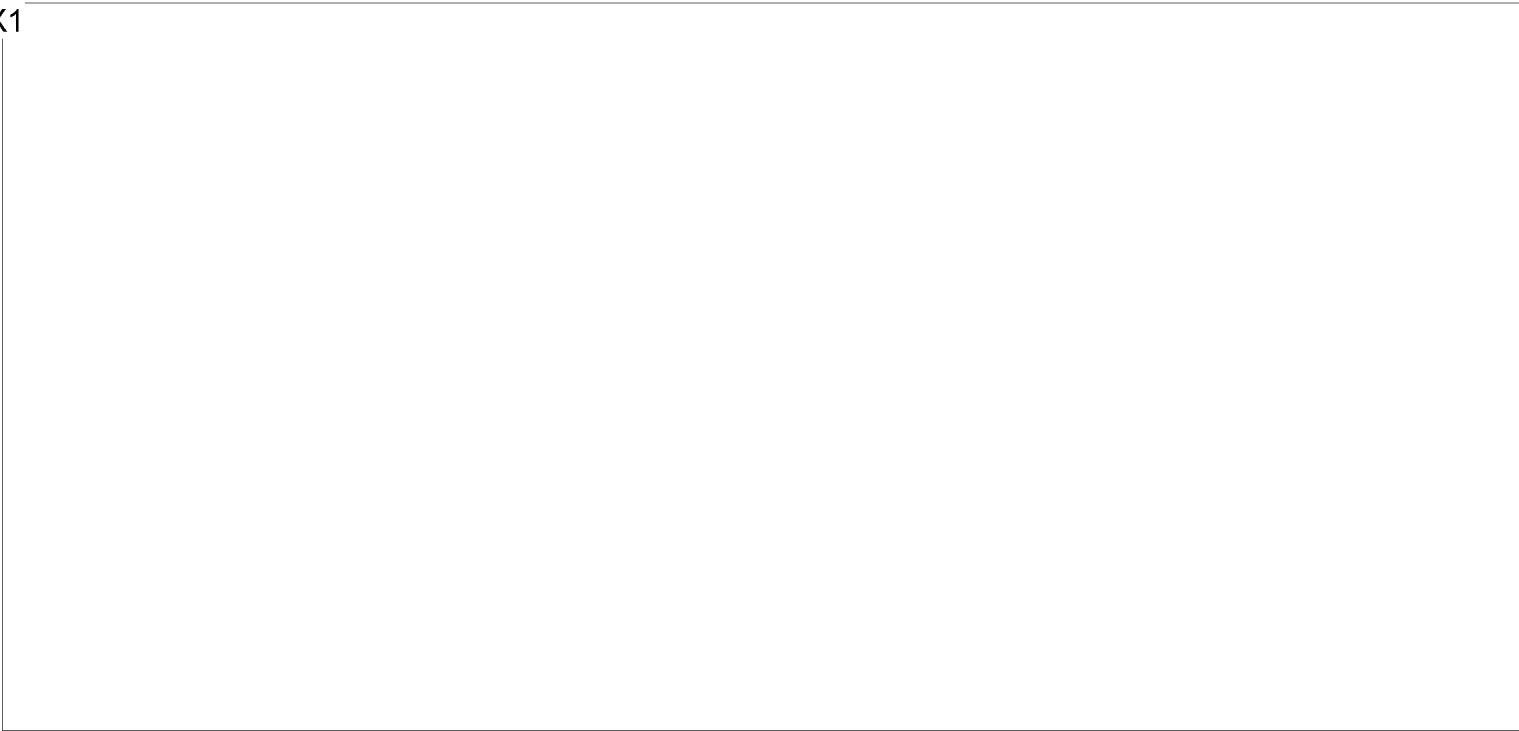
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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 1 April 1986

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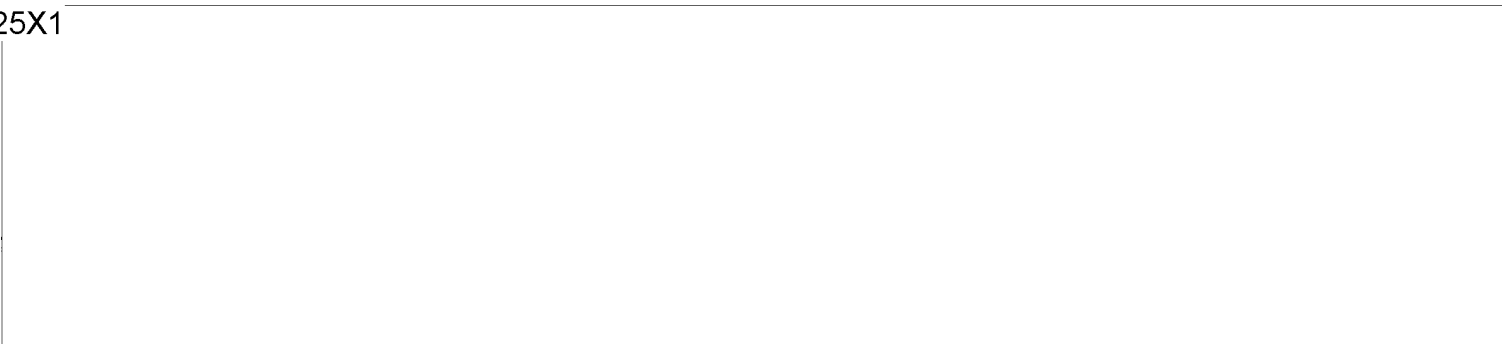


110

i. Real Estate Branch Representative Attends Management Concepts Course - A Real Property Officer from Real Estate and Construction Division, OL, attended a course entitled "Cost and Price Analysis of Lease Proposals" on 24 - 28 March 1986. This course was given by Management Concepts Incorporated, and was held in Tysons Corner, Virginia. The course was designed to focus on analysis techniques used in negotiating lease contracts. The course was both relevant and informative, and will be of assistance when negotiating leases for our Agency's space requirements.

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25X1

25X1

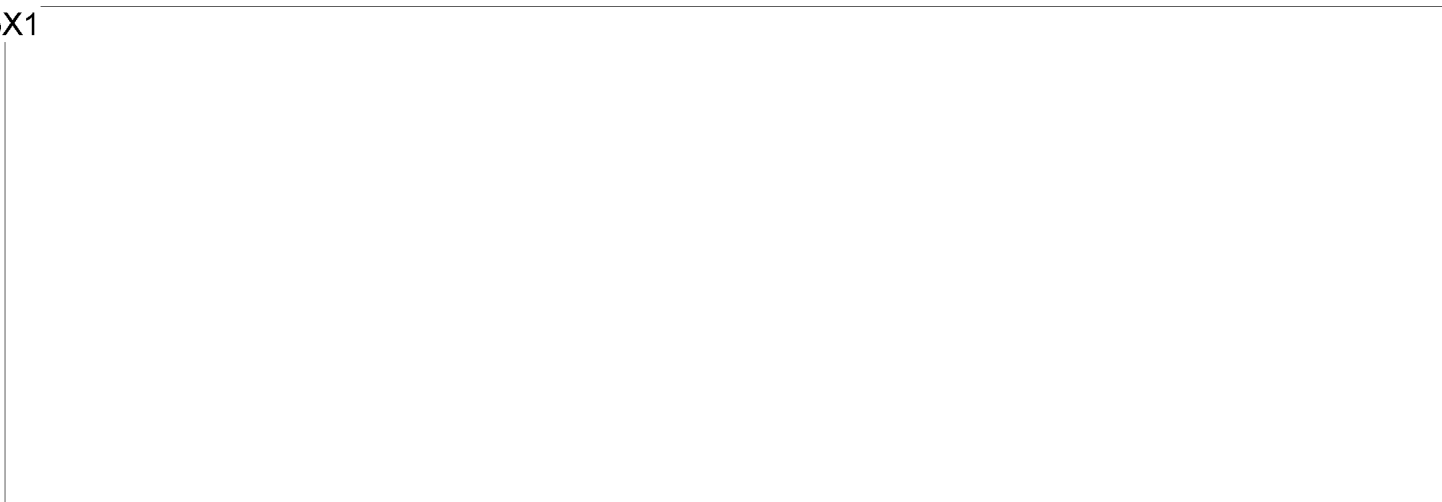


S E C R E T

S E C R E T

SUBJECT: Real Estate and Construction Division Report for
Period Ending 1 April 1986

25X1



3. Significant Events Anticipated During the Coming Week:

None.

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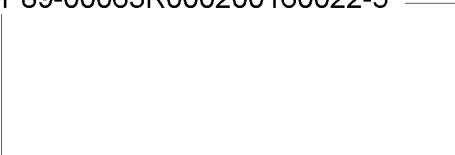
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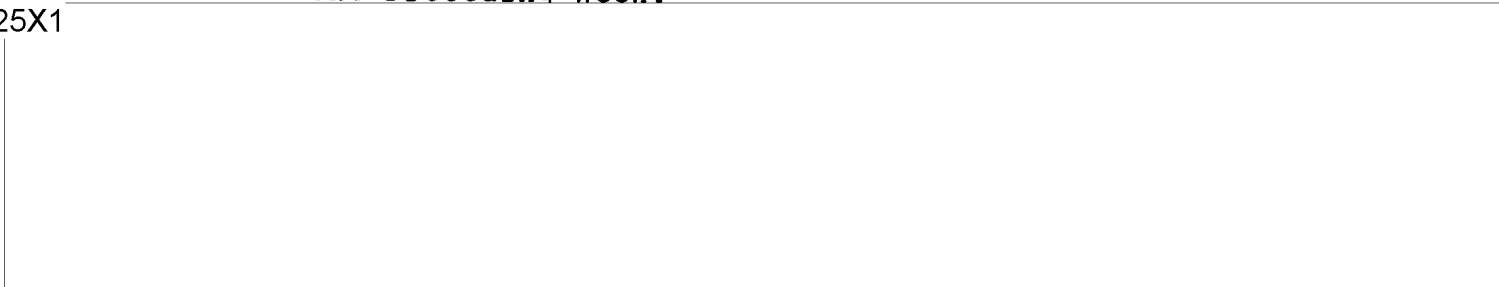
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FACILITIES MANAGEMENT DIVISION, OL
WEEKLY REPORT PERIOD ENDING 2 APRIL 1986

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

25X1



Yes

The Office of Logistics reports that work continued on the upgrade of elevators at Headquarters Building

TO date, mechanical safety edges have been replaced with electronic detectors on all passenger elevators, ~~at~~ and Headquarters. The first microprocessor overlay was completed on elevator eight. Installation of this first overlay required considerably more time because of the unanticipated unorthodox installation of a "Fireman's Emergency Service" package by GSA seven years ago. Painstaking tracing of each circuit and connection was necessary to create a model procedure for subsequent overlay installations. Now that this has been accomplished, downtime for each succeeding elevator will not exceed five days. Once an entire bank of four elevators has been completed, it must be taken out of service for 4 to 48 hours to coordinate operation of the four elevators. Ample notice of this event will be given all employees.

1-11

25X1

The Office of Logistics reports that

yes

c. The Counterterrorist Center (CTC) project to renovate 4,667 square feet of space for DDI/MPS in the 2E corridor in Headquarters is on schedule. The completion date is set for 13 April. Building

1-10

25X1

d. The DDO/PPS renovations for the 3D00 area have been delayed because was not completed on time. Phase II completion date has been extended to 14 May vice 29 April and Phase IV completion has been scheduled for 30 June.

25X1

25X1

NO

e. The Engineering Branch, Facilities Management Division, OL, completed the preparation of guidelines for an operations and maintenance program for the Headquarters compound. Copies of the document were issued to the Allied Site Manager on 31 March for his review. A meeting with Allied representatives is scheduled for 2 April to discuss the guidelines and to develop a methodology for a comprehensive operations and maintenance plan.

25X1

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*NO
Previously
noted.*

f. During the week of 24 March, the Mail & Courier Branch (M&CB), Facilities Management Division, OL, hand sorted and delivered the Office of Personnel, Personal Benefits Statement for each Agency employee. The statements were packaged by the Printing and Photography Division and given to M&CB in five shipments, each containing between four and five thousand envelopes. The shipments were spread out over four days and delivery was completed by COB Friday, 28 March.

25X1

2. Significant Events Anticipated During the Coming Week:

None

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Chief, Facilities Management Division, OL

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