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WEEKLY REPORT FOR PROCUREMENT DIVISION
FOR PERIOD ENDING
28 JANUARY 1987

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:

a. The Procurement Division, Office of Logistics, negotiated a contract in the amount of \$105,287 with Xerox Special Information Systems of Pasedena, California for annual software maintenance and user support of the TACK geographic mapping display system. This is in support of the Office of Information Technology, Management and Control Group. [redacted]

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b. The Procurement Division, Office of Logistics, received Agency Contract Review Board approval to enter into a contract with Price Waterhouse's Office of Government Services, Washington, D. C. The contractor shall provide services to the Office of Finance in their Financial Management Improvement Project. This contract has an estimated value of \$4,000,000. [redacted]

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c. On 16 January 1987, Procurement Division, Office of Logistics, received an acquisition requirement from the Office of Security requesting the purchase of alarm control units from Wells Fargo Security Products. These control units will be used in the Reston Center. A purchase order in the amount of \$24,450 was awarded on 21 January 1987 to Wells Fargo for immediate delivery. [redacted]

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
21 January 1987 - 27 January 1987

I. Status of Tasks Assigned by Senior Management:

None.

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

A. The inclement weather conditions we recently experienced have had a negative impact on activities within the Office of Logistics, Printing and Photography Division (OL/P&PD). Due to the weather conditions and hardware problems experienced by OL/P&PD, the Office of Finance (OF) Computer Output Microfilm (COM) payroll applications were not completed as scheduled. Although P&PD maintains redundant systems to ensure production schedules are met in the event of machine failure, both Bell & Howell COM recorders malfunctioned at the same time. A service call was placed to Bell & Howell early on Thursday, January 22, but the weather conditions delayed the arrival of the service technician until Friday, January 23. After the COM recorders were repaired, P&PD again experienced problems with one recorder which reduced production capabilities by 50%. Due to the efforts of personnel assigned to P&PD, enough of the payroll application was processed to enable OF personnel to respond to emergency questions. The weather conditions also resulted in the cancellation of the Special Interest Group on CD-ROM Applications and Technology (SIGCAT) meeting sponsored by the US Geological Survey (USGS), the Laser Disk Interest Group (LDIG) meeting organized by P&PD, and the P&PD and Foreign Broadcast Information Service (FBIS) quarterly status meeting. All of these meetings will be rescheduled in the near future.

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C O N F I D E N T I A L

25X1 B. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) travelled to Boston, MA, on 22 and 23 January to visit Rachwal Systems and Camex, Inc. Rachwal Systems is a vendor of projection platemakers which use 70mm film as a base. A demonstration of the Rachwal system was very impressive. The visit to Camex, Inc. was also very valuable in that Camex states that they can electronically accept page files with text and graphics in place, and output to a Crossfield laser platemaker in the predefined imposition sequence with production time constraints. Both of these systems will be further evaluated to determine their usefulness to P&PD applications. [redacted]

25X1 * C. Printing of the 13 volume Congressional Budget Justification Books continues as a high priority within the Office of Logistics, Printing and Photography Division (OL/P&PD). Currently, four volumes (8, 10, 11, and 13) are in the Bindery Section, with the other nine volumes either in the production stream or awaiting the return of proofs from the customer. The deadline for delivery of all 13 volumes, which is for January 28, will not be met due to the slow approval of proofs by the customer. [redacted]

25X1 D. The Office of Logistics, Printing and Photography Division (OL/P&PD) responded to an urgent request from the Directorate of Operations, Special Activities Staff (DO/SAS) for a medium to high volume copier (75,000 - 125,000 copies per month) that operates on standard power (110 volts) and occupies a minimum amount of space to be installed within one week. After P&PD's investigation of available equipment a Canon model 8570 copier with stapler and finishing unit was installed within five working days. The customer has expressed satisfaction with both the machine and the vendor's response to their requirement. [redacted]

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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 28 JANUARY 1987

1. Status of Tasks Assigned by Senior Management:

a. None to report.

2. Major Events That Have Occurred During the Preceding Week:

25X1 a. Two historic snow storms this past week provided a supreme test for the Headquarters snow emergency program. The joint effort of Agency personnel providing logistics support for the transportation, food, blankets and special requirements, and Allied manning and directing the snow removal, was an overwhelming success. Fourteen Allied personnel worked a total of 602 hours clearing the first storm, and 16 personnel worked 586 hours clearing the second storm. Fortunately, FMD and Ogden Allied agreed on upgrading snow removal equipment this past year. If it was not for the recent acquisition of new blowers and plows, the Compound lots and roads would not have been cleared in time for opening of business on Tuesday, 27 January. [redacted]

25X1 b. For the week, 22 January was the beginning of Building Service Branch's challenge to support employees stranded in the winter snow storm. This challenge included issuing 471 cots, 538 pillows, 631 blankets and 233 Meals Ready to Eat, providing overnight shelter for those stranded on shuttles between buildings to visitors stranded in the Main Reception area. When the night ended at 2400 hours, the nine employees who had given the project their all, exhaustion was shared by each. It is a real pleasure that all our customers maintained a positive attitude whether they were the first served or the last. [redacted]

25X1 c. The Engineering Branch, Operations, is in the process of reviewing all electrical and mechanical systems in the New Headquarters Building (NHB). The objective is to prepare FMD staff to assume responsibility for the NHB when turnover begins in late 1987. [redacted]

25X1 d. The Disposal Section, Building Services Branch, destroyed 24,000 pounds of classified trash from outlying buildings. A total of 6,000 pounds was destroyed in the Hammermill. Allied transported 10 loads of Somat waste to the landfill. A total of 4,000 pounds of burn waste was transported to Andrews Air Force Base for incineration. [redacted]

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25X1 e. The Passenger Vehicle Section of the Motor Pool transported 399 passengers during the past week. [redacted]

25X1 f. The shuttle service of the Motor Pool Branch slowed down considerably during the past week. Two Bluebird buses were involved in accidents during the snow storm. One accident was on the G. W. Parkway when a car slid under the rear of the bus. The U. S. Park Police was notified and investigated the accident. No injuries were reported. The second accident also reported no injuries. [redacted]

The Motor Pool remained open all night on Thursday, and 11 drivers stayed on duty to fulfill all transportation requests. A total of 152 manhours of overtime were provided to support the Agency with these tasks.

The Maintenance Section of the Motor Pool spent a total of 176.5 manhours in support of Allied's snow equipment repair and maintenance. Repairs were made on 21 pieces of equipment.

3. Upcoming Week:

25X1 a. On 30 January, the OP/Retirement Task Force will conduct a training session for MG careerists on the Federal Employees Retirement System in 1A07 Headquarters. Building Services Branch has been tasked with setting up tables and chairs for the PC's that will be used to demonstrate the software program that will compare benefits under the old and new retirement systems. On 3-5 February demonstrations will be conducted for Agency employees in the 1J corridor Headquarters. [redacted]

25X1 b. The Chief, Operations, and the other interim Board of Directors of the Child Day Care Center will meet with the DCI Mag on 28 January to discuss current planning of the project. [redacted]

25X1 c. There will be a partial steam outage in the North Penthouse and North Basement on Saturday, 31 January from 0600 to 1400 hours. The outage will be rescheduled if the outdoor temperature is below 40 degrees. [redacted]

d. The Passenger Vehicle Section is scheduled to transport 595 passengers during the upcoming week.

4. Management Activities and Concerns:

a. Personnel

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Departing: [redacted] (M&CB) to LA/DDO

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b. On 20 January 1987, the Mail and Courier Branch received a memo from the Information Management Officer for the DDI, OSWR, in praise of the service they have been receiving from [redacted] an internal courier, responsible for mail deliveries to OSWR. The intention of the memo was to make particular note of [redacted] exceptional service and to thank him for "a job well done." [redacted]

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c. A review of the quick reaction to the snow emergency on 22 January assisted in projecting the requirement to include the New Headquarters Building (NHB). BSB is replenishing its stock to maintain a stock level to support [redacted] employees based upon the number of employees projected for the Compound. [redacted]

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[redacted] Chief
Facilities Management Division

OL/NBPO WEEKLY REPORT - PERIOD ENDING 28 JANUARY 1987

1. Progress Reports on Tasks Assigned by the Senior Management:

On 20 January, NBPO attended a briefing for the DDA on the Rt. 123 Security Control Center (SCC). During this briefing given by Headquarters Security Division, concern was expressed over the ability to process large numbers of people through the SCC during peak periods. One of the items discussed was the need to provide additional space for personnel waiting for the shuttle busses to take them to the Headquarters Building. [redacted]

None

2. Major Events that Have Occurred During the Preceding Week:

a. Despite an early dismissal due to snow on 22 January, the New Building construction site remained open until the normal closing time of 1530 hours. Site security monitors remained at their posts until the last contractor cleared the building. Although the site was closed on 26 January due to the snowstorm, the Chief, NBPO Site Security and two security monitors did make it in and attempted to open the site. Approximately 12 tradesmen showed up. However, since the site was inaccessible due to the snow and since none of the contractor's supervisors were in, the tradesmen were sent home. In addition to the security staff, the wife of one of the officers accompanied him to work and manned the phones in the security trailer. [redacted]

b. Due to the continued inclement weather, rerouting of traffic at the George Washington Memorial Parkway (GWMP) gate has not yet been implemented. Once icy conditions have been overcome, traffic will be rerouted to allow for the continuation of construction of the GWMP Security Control Center. [redacted]

c. Representatives from Stewart Stevenson Services Inc. (SSSI) are continuing their activities regarding startup of the new gas turbine generators and activation of the Load Management System. On 21 January while starting up gas turbine No. 4, a circuit breaker malfunctioned (closed at the wrong time). This action caused some damage to the diodes in the generator's exciter. A similar problem occurred during the earlier startup of generator No. 2. SSSI is investigating the problem. [redacted]

period due to the inclement weather:

- 1. DDO/SE space briefing (tentatively rescheduled for 3 Feb)
- 2. OTE space briefing (rescheduled for 30 January)
- 3. Briefing and tour for GSA Regional Administrator

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6. On 21 January the Bid Package 2 Contractor (MCI) scheduled a test to demonstrate the reliability of boilers Nos. 2 and 3. The boilers performed very poorly. Considerable work is required before these units will be deemed acceptable by the Agency.

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3. Upcoming Events:

The Director, Office of Technical Services(OTS), has requested a tour of the OTS space in the New Headquarters Building. Chief, New Building Project Office (C/NBPO) has suggested the tour be scheduled during the week 9-13 February. The OTS Logistics Officer will advise C/NBPO of D/OTS' preference for date/time.

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4. Management Activities and Concerns:

None

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Chief, New Building Project Office

D/OL

C/FMD/OL

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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 27 January 1987

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

CONIF input 95 contracts and 67 amendments during this past week.

b. Training:

The in-house training course, Management of Defense Acquisition Contracts (Basic), is continuing into its fourth week.

c. Procurement Management Review (PMR):

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The scope of the Commercial and Systems Audit Division (OF/CSAD) representative's duties to support the PMR was the subject of a meeting between Procurement Management Staff (OL/PMS) and OF/CSAD. [redacted] OF/CSAD, and [redacted] OL/PMS, are working to outline in more specific detail the functions each will perform in the review of the Directorate of Intelligence team.

d. Agency Contract Review Board (ACRB)

On 23 January, the ACRB reviewed and recommended for approval five proposed contract actions. Two of these cases contain caveats developed by the ACRB members.

e. Meetings:

The Chief, PMS/OL met with the Chief, CSAD/OF and representatives of the U.S. Department of Agriculture's Graduate School to discuss training capabilities which have potential for OF/CSAD and procurement personnel.

f. Coopers and Lybrand (C&L) Recommendations:

A review of all C&L recommendations was provided to the Procurement Executive (PE). OL/PMS is working on a strawman package reflecting restructuring and staffing considerations which have

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SUBJECT: OL/PMS Weekly Report for the Period Ending 27 January 1987

been addressed by the Chief, PMS/DS&T and the Chief, Procurement Division (OL/PD). The Chief, PD/OL is forwarding team responses as they are received in reply to his request.

3. Upcoming Events:

Bimonthly Team Chief Meeting

The next meeting of all team and group chiefs with OL/PMS and the PE has been scheduled for 27 February. This meeting will be held at a local facility within the immediate area.

4. Management Activities and Concerns:

Personnel Assignment:

No confirmed date has been provided for arrival in OL/PMS.

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b. Two snowstorms this past week provided a supreme test for the Headquarters snow emergency program. The joint effort of Agency personnel providing logistics support for the transportation, food, blankets and special requirements, and Allied manning and directing the snow removal, was an overwhelming success. Fourteen Allied personnel worked a total of 602 hours clearing the first storm, and 16 personnel worked 586 hours clearing the second storm. If it had not been for the recent acquisition of new blowers and plows, the Compound lots and roads would not have been cleared in time for opening of business on 27 January. On 22 January, Building Services Branch/Facilities Management Division, OL, issued 471 cots, 538 pillows, 631 blankets, 233 Meals Ready to Eat, and provided overnight shelter for those visitors stranded in the Main Reception area. [REDACTED]

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c. The Motor Pool/Facilities Management Division, OL, remained open all night on 22 January, and 11 drivers stayed on duty to fulfill all transportation requests. A total of 152 man-hours of overtime were expended. [REDACTED]

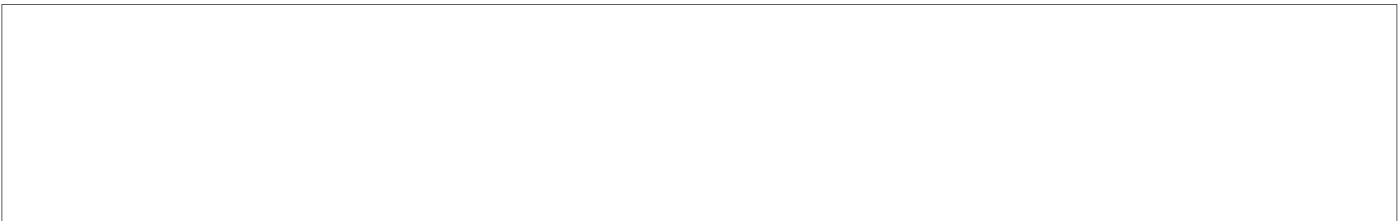
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d. OL reports that due to the continued inclement weather, rerouting of traffic at the George Washington Memorial Parkway (GWMP) gate has not yet been implemented. Once icy conditions have been overcome, traffic will be rerouted to allow for the continuation of construction of the GWMP Security Control Center.

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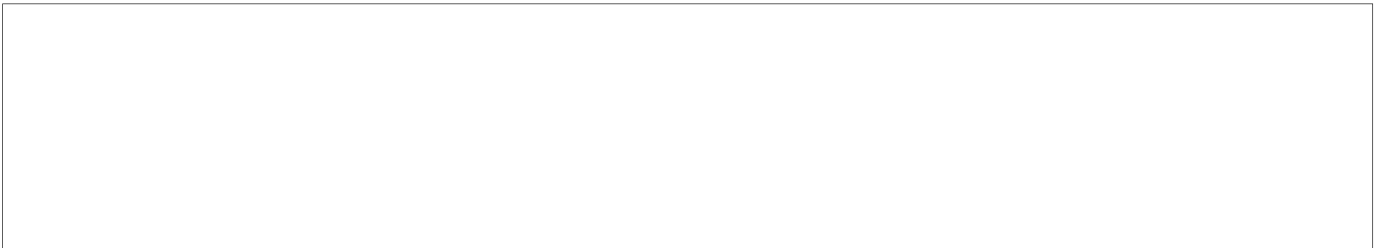
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* i. Printing of the 13-volume Congressional Budget Justification Books continues as a high priority within the Printing and Photography Division, OL. Currently, four volumes (8, 10, 11, and 13) are in the Bindery Section, with the other nine volumes either in the production stream or awaiting the return of proofs from the customer. The deadline for delivery of all 13 volumes, which is for 28 January, will not be met due to the slow approval of proofs by the customer. 

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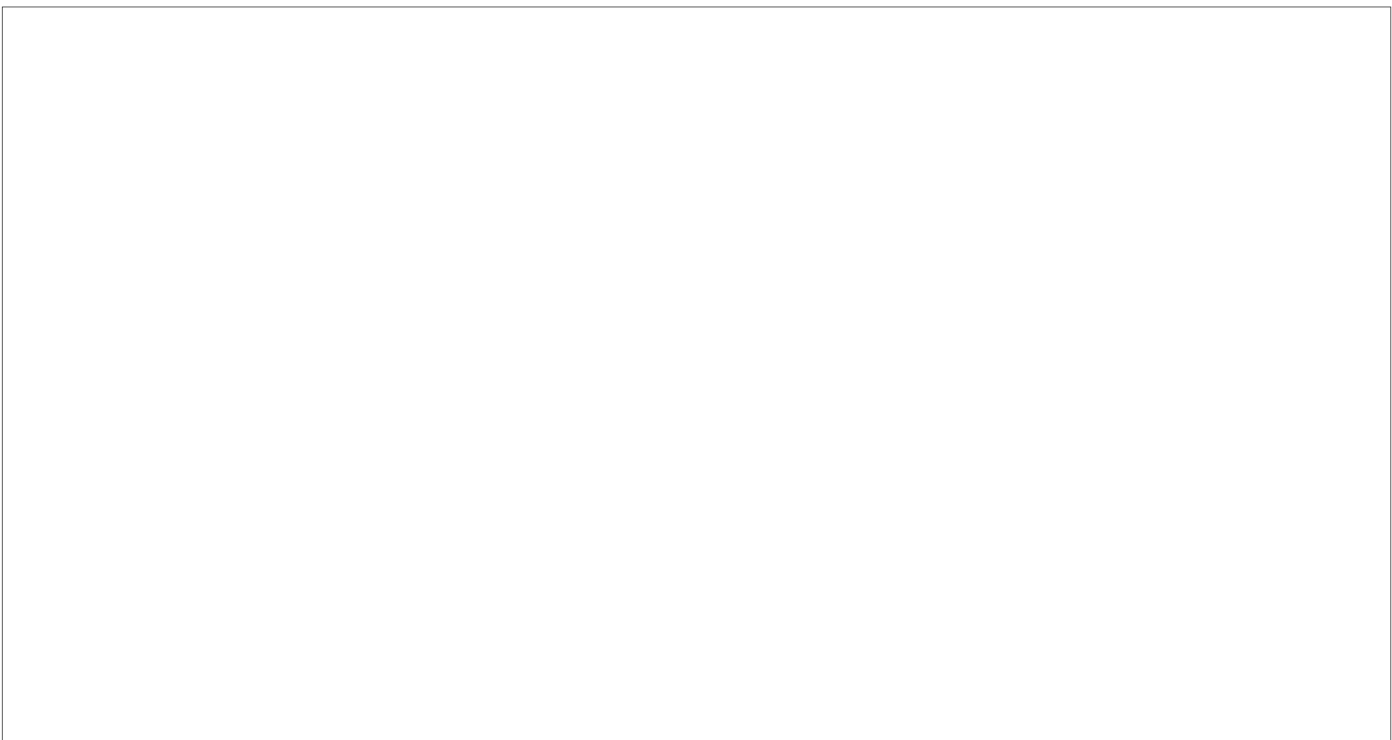
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k. Agency Contract Review Board recommended D/L approval to enter into a contract with Price Waterhouse's Office of Government Services, Washington, D. C. The contractor will provide services to the Office of Finance in support of its Financial Management Improvement Project. This contract has an estimated total value of \$4,000,000 over the four-year performance period. 

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DDA 87-0158
30 January 1987

MEMORANDUM FOR: Acting Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 30 January 1987

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3. In FY 1986 Directorate of Operation stations sent/received 4,960,000 CIA electronic messages. This is an increase of 530,000 over FY 1985 and continues an upward trend over the past ten years. The total number of messages of all types processed by OC in FY 1986 was more than 13 million.

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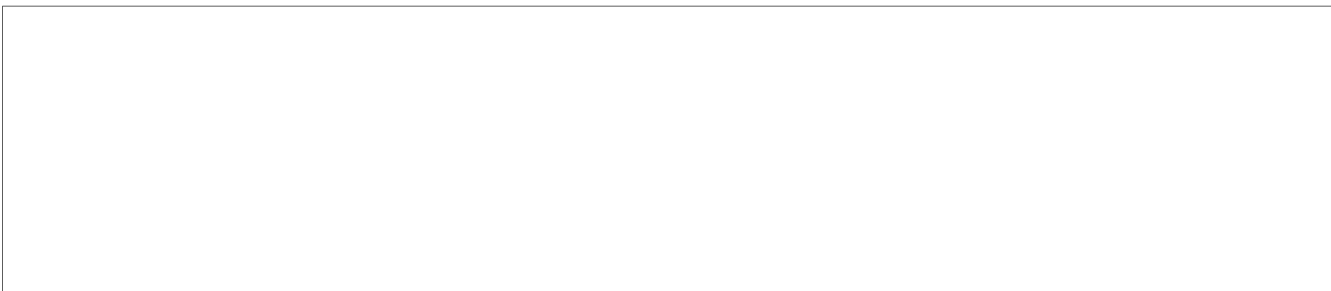


SECRET

6. Dedicated Office of Information Technology (OIT) employees managed to maintain OIT data processing and communications services throughout our recent bouts with winter weather. During the storm on 22 January, one team of operators remained on duty for 24 hours. During the second storm on 25-26 January, another team stayed on duty for a 36-hour period.

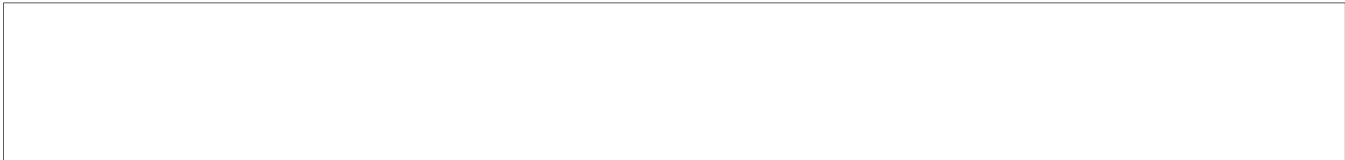
7. OIT is exploring ways to provide information processing technology support for handicapped employees of CIA. Initial discussions with NSA, the State Department, the Interagency Committee for Computer Support of Handicapped Employees, and private sector firms have surfaced several systems with potential for the CIA environment.

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9. OL and Allied personnel have received numerous well deserved kudos for their outstanding support to Agency personnel during the two snowstorms this past week. Fourteen Allied personnel worked a total of 602 hours clearing the first storm, and 16 personnel worked 586 hours clearing the second storm. They voluntarily assisted many grateful employees in digging out their cars in the process. OL personnel also provided substantial assistance to employees, including issuing 471 cots, 538 pillows, 631 blankets, 233 meals and overnight shelter for those visitors stranded in the Main Reception area.

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11. Despite snow conditions, 52 Career Trainees were sworn in on 27 January. Thirty of the new junior officers are destined for the Directorate of Operations, four for the Directorate of Intelligence, 14 for the Directorate of Science and Technology, and four for the Directorate of Administration.

S E C R E T

12. The first running of the Office of Training and Education's "Understanding Insurgency and Counterinsurgency" concluded on Friday, 23 January 1987. This compact course is designed to provide a framework to place the political, military, and economic dimensions of insurgency in perspective.

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William F. Donnelly ✓

S E C R E T

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 27 JANUARY 1987**

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

Memorandum of Agreement (MOA): The MOA being drafted, at the direction of the DDA and D/L, has been coordinated, at the working level, with OL, OIT, and OF. It is now being sent forward to the EO/L, DD/L, and D/L for office level coordination.

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

A. DAS

(1) During the evening of 20 January, [redacted] OL Wang Systems Coordinator supervised the installation of the first OL Wang high density disk drive. The RSD (Removable-Stackable-Disk) drive replaces four conventional Wang disk drives. It was installed on the Supply Division Alliance System. Only one minor problem with a print route remains to be corrected.

B. CLAS

(1) Agendas have been set with Cullinet for the CLAS team members to meet with functional analysts from Cullinet to begin developing implementation plans. On Wednesday the purchasing and accounts payable teams will be meeting with the analysts at Cullinet's Skyline Towers facility. On Friday the inventory and manufacturing teams will meet.

C. Regulations

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WEEKLY REPORT FOR PERIOD ENDING 27 JANUARY 1987

(2) Regulatory issuances reviewed and concurred by IMSS included:

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3. Significant Events Anticipated During the Coming Week

CLAS: By next week we hope to have an implementation plan developed to the sub-task level, and begin a training curriculum for the team members. We also hope to have looked at the existing Cullinet contract to determine if it can be modified to allow procurement of the OL packages, in an effort to expedite the process.

4. Perspective of Staff Activities

The overall mood of the CLAS members is optimistic, with the rapidly accelerating progress on the project. The awareness of the prospect of an implementation by 1 October 1988, has restored the enthusiasm of team members.

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