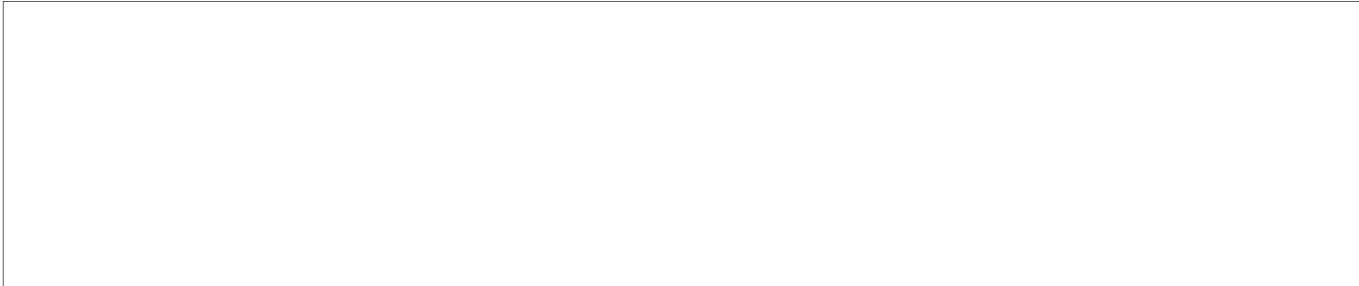


DDA 87-0095
16 January 1987

MEMORANDUM FOR: Acting Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 16 January 1987

1. There are currently 61 Career Trainees (CTs) fully cleared and confirmed for the January 1987 CT class.
2. As of 9 January 1987, the Summer-Only Program had a total of 675 applicants, including 106 dependents of covert employees.
3. The Equal Employment Opportunity Office hosted a social function for 24 Summer Fellows being processed for summer employment. These included university and college professors representing 17 historically black colleges and universities. This event proved to be an excellent opportunity to discuss a host of issues of mutual concern. This is the largest group of Summer Fellows applicants to date.
4. The Minority Undergraduate Program for summer employment also reached a new high of 55 candidates. These students will work in the Directorates of Administration, Intelligence, and Science and Technology.
5. On 1 January 1987, the Office of Personnel assumed responsibility from the Office of Personnel Management (OPM) for the internal administration of all retirement programs for Agency employees.

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~~S E C R E T~~

7. The Office of Training and Education (OTE) started the following programs during the week of 5-9 January 1987:

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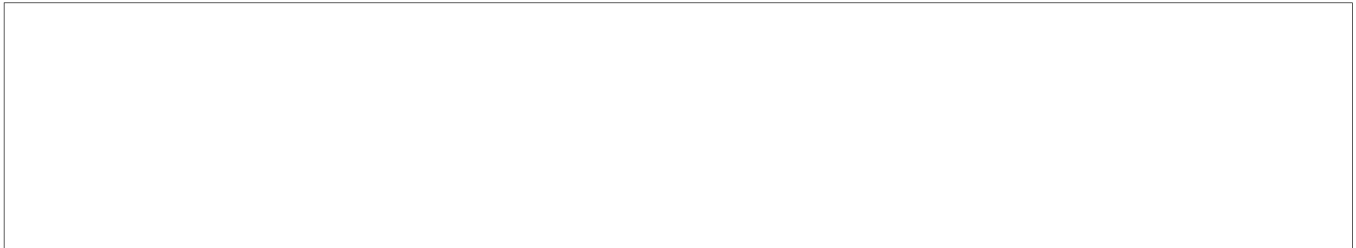
8. Senator Malcom Wallop will visit the Deception Analysis Course at its next running [redacted] on 26 February 1987.

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9. Agency employees are increasing their use of the OTE Learning Center at Headquarters. From 26 November through 6 January 1987, 841 employees signed into the Center as compared with 90 who used the Center during the same period last year. A cable TV grid has now been hooked up in the Center, and, in the near future, OTE will present a variety of training materials on the cable network.

10. The Office of Information Technology successfully tested the KY-40 secure voice unit using a briefcase portable cellular telephone in a moving vehicle. The package is a viable, if cumbersome, mobile secure voice system.

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13. Electrical contractors are modifying the electrical system in the Agency Archives and Records Center (AARC) in preparation for installing new movable shelving which will temporarily relieve storage problems at the AARC. Installation is scheduled to begin on 20 January 1987.

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William F. Donnelly

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 14 JANUARY 1987

1. Status of Tasks Assigned by Senior Management:

25X1 a. An increasing number of requests for wall storage for manuals, televisions and VCR's necessitated a consolidated response on the part of FMD. Manufacturers' products were researched and the Interior Design Consultant arranged for a demonstration of the Bretford Manufacturing Walltrack Shelving System. The area representative provided a sample shelf and wall mounted track which Allied has installed in an FMD office. The product is being evaluated for practicality, strength and aesthetic appeal. [redacted]

25X1 b. The Executive Dining Room has been tasked by Mr. David Griese, Director of Congressional Affairs, to prepare and serve on a monthly basis, a working lunch for 12 people in his office. The date for these lunches are being worked out at this time. [redacted]

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

25X1 [redacted]

25X1 b. The Disposal Section, Building Services, destroyed 46,000 pounds of classified trash from Headquarters Building and 85,495 pounds from outlying buildings. A total of 6,800 pounds was destroyed in the Hammermill. A total of 5,000 pounds of burn classified waste was destroyed at the Andrews Air Force Base incinerator. Allied transported 20 loads of Somat waste to the landfill. [redacted]

25X1 c. On 10 January 1987, a total of 545 square yards of carpet was shampooed in 804 Key Building [redacted] 1016 Ames for the DCI/PAO and 1013 Key Building for FBIS. [redacted]

25X1 Additionally, on the same date, BSB offloaded eight trailers of carpet tile at the West Lot Parking garage for NBPO. [redacted]

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25X1 d. During the week, a total of 148 pieces of PTI furniture was collected by Services Section. A total of 251 work hours were required to accomplish those tasks reported herein. [redacted]

25X1 e. During the past week, the Passenger Vehicle Section transported 811 passengers on pool assignments. [redacted]
25X1 [redacted]

25X1 f. On Monday, 12 January 1987, the Mail & Courier Branch provided special support to the National Security Council (NSC) located in the Old Executive Office Building. Seventy-five boxes of material will be picked up from the NSC and transferred to the Agency's Archives and Records Center
[redacted]

25X1 h. In response to a request from the Office of Security, FMD solicited a cost proposal from Dicon for the design and construction of static security barriers at the main entrance of the DCI garage, Northeast, Northwest and Southwest entrances of the Original Headquarters Building, and auditorium entrance; modification to the grassy area fronting the main entrance; and the design and construction of a new VIP parking lot guard house. The cost proposal will be returned to the Office of Security for their review and comment. [redacted]
25X1 [redacted]

25X1 i. The domestic water outage in P&PD on 10 January was accomplished with only one problem. A faucet in one of the bathrooms on the first floor was left on and when the water was turned back on, the bathroom flooded. The outage affected all bathrooms and water faucets throughout the building. The purpose of this outage was to tie the new domestic water pipe to the existing piping system. The outage was coordinated with P&PD. [redacted]

25X1 j. The partial steam outage scheduled for 10 January was cancelled and rescheduled for 17 January due to the outdoor temperature falling below 40 degrees Fahrenheit. [redacted]

25X1 k. On Monday, 5 January, Allied responded to a call regarding a water leak in GE78 for OIT. Upon arriving at GE78, they were not permitted to enter the area. After an hour, OIT provided an escort to Allied to fix the leak. On Tuesday, OIT was called to ask what the delay was in letting Allied in and a possible explanation was that there were new people on the main desk and since you need a special clearance to get in, they did not let them in. [redacted]

1. A representative from FMD completed a six-day TDY in support of a Counterterrorism Center Operation request.

3. Upcoming Week:

25X1 a. The Mail and Courier Branch will conduct the first of two week-long penalty indicia, official mail counts, during the week of 10-16 January. This count, along with a second count scheduled for June, will be used to determine the Agency's financial liability for FY-87 to the United States Postal Service for penalty indicia usage. [redacted]

b. The Passenger Vehicle Section of the Motor Pool Branch will transport 307 passengers during the coming week.

25X1 c. There will be a partial steam outage in the North Penthouse and North Basement on 17 January, from 0600 to 1400 hours. The outage is to replace the condensate piping. The outage will be rescheduled for the following week or weeks if the outdoor temperatures are below 40 degrees Fahrenheit. [redacted]

25X1 d. On 16 January 1987, the DDA will host a working lunch in the DDA Conference Room. Nine guests will be present for this scheduled working lunch. [redacted]

4. Management Activities and Concerns:

25X1 a. The North Loading Dock was turned over to BSB/FMD on 13 January. Building Services is ready to clean up J and K corridors and set up the Dockmaster's office and begin operation. [redacted]

25X1 b. The W-4's and 3280's were disseminated to all Headquarters component personnel officers for distribution to each employee. This was deemed the most efficient means to preclude employees inflating the actual quantity required for this exercise. The [redacted] OF requested a limited quantity for distribution to the field along with the W-2's being disseminated the week of 12 January. The Office of Finance expects host elements to supply the majority of the forms to employees serving overseas.

c. The Chief of the Motor Pool and the Chief Dispatcher met with the Deputy for Services and representatives of the Parking Office last week to discuss arrangements of the new Visitors Center. The discussion was regarding Metro buses, waiting time and leave time after passengers are let off at the Visitors Center.

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Chief
Facilities Management Division

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
07 January 1987 - 13 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. On 9 January 1987 a meeting was held with personnel of the Office of Logistics, Printing and Photography Division (OL/P&PD) to discuss the status of P&PD's video replicating system. It was noted that customer demands during the last calendar year have unexpectedly and grossly exceeded system design limits. As a result, P&PD could soon find itself in a position where it may not be able to fulfill its tape replicating mission to the Agency. Several alternative solutions to this problem were presented. The outcome of this meeting is that P&PD will draft a memorandum soliciting information regarding anticipated changes in videotape replicating requirements from Agency components. In addition, P&PD will draft a Headquarters Notice with respect to recycling used videotapes through P&PD. Further discussions will be held among appropriate parties after additional information has been obtained by P&PD personnel.

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B. On 7 January, the Micrographics Specialist from the Office of Logistics, Printing and Photography Division (OL/P&PD) hosted a meeting with the Agency Micrographics Officer (AMO), and personnel from P&PD's Computer Output Microform (COM) Center. The purpose of this meeting was to explore the possibility of expanding the Agency microfilm approval process to P&PD's COM applications. It was agreed that sufficient need, authority and coordination exists to initiate this expansion. To eliminate unnecessary delay to P&PD requestors, an interim procedure was proposed to

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simultaneously test new COM applications and evaluate new customer requests. When completed, this expansion will enhance the AMO's evaluation and monitoring capabilities. Existing P&PD Micrographics applications will be resurveyed concurrent with the planned revalidation of source document applications. It was also agreed to investigate a possible redesign of forms 3239 (Microfilming Proposal for Evaluation) and 3487 (COM Processing/Microform Request) to streamline these forms to make them easier for customers to complete. [redacted]

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C. A memorandum is being drafted by the Office of Logistics, Printing and Photography Division (OL/P&PD) to initiate the use of an additional format for micrographics applications. In cases of widely varying image ratios or sizes within the same source document application, the standard-of-choice will be the National Micrographics Association (NMA) format. Although this format is different from the NMA Microfiche format, both formats share the same titling card (3431A). The major difference in the two NMA formats is images/fiche; 96 images for NMA Microfiche compared with 60 for NMA format. However, the loss of storage in NMA format is offset by increased versatility. Originated to solve a one time application problem, the NMA format will become the standard format for similar cases in the future. [redacted]

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D. On Friday, 9 January 1987, representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD), along with representatives of the Directorate of Intelligence, Current Production Analysis Support (DI/CPAS) met with a representative of Eastman Kodak at their office in Rosslyn to view the Kodak Ektaprint Electronic Publishing System (KEEPS). CPAS has purchased two KEEPS for use in quick turnaround, low volume publications. With the growth of desktop publishing systems, P&PD is interested in how documents created in such a system could be interfaced with P&PD's electronic photo composition equipment for high quality output, and to determine the effect desktop publishing technology will have on P&PD's production requirements and methods. [redacted]

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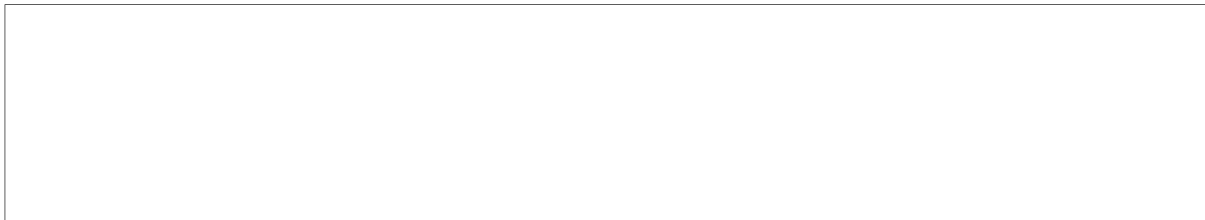
E. The Office of Logistics, Printing and Photography Division (OL/P&PD) has altered the methods by which Joint Publication Research Service (JPRS) documents are disseminated within the Intelligence Community. The old method required these unclassified documents be stuffed into

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

labeled envelopes with the envelopes then placed in labeled boxes. These boxes were then disseminated to the Intelligence Community through the Mail and Courier Branch. The new method is to label the document directly, then utilize reuseable mail bags instead of boxes, and forward the mail bags to Mail and Courier Branch for dissemination to the Intelligence Community. Expected material savings alone will average \$380.00 per week. [redacted]

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G. The Office of Logistics, Printing and Photography Division (OL/P&PD) continues to work on requests for the production of slides for the Office of Logistics Quarterly. Of special note this quarter, OL/P&PD will be doing board art in addition to computer graphics. OL/P&PD felt that certain illustrations planned for this Quarterly can be done quicker by hand, and at the same time make them more attractive. [redacted]

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H. The Office of Logistics, Printing and Photography Division (OL/P&PD) videotaped Robert Gates' address to Agency employees in the Headquarters Auditorium on January 8. An overflow crowd [redacted] were in attendance. Thus far, 40 copies of the speech have been created. [redacted]

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III. Significant Events Anticipated During the Coming Week

None.

IV. Management Activities and Concerns:

None.

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S E C R E T

g. The Agency Contract Review Board has approved the award of a competitive contract for documentation support services to Computer Sciences Corporation. The contract is on behalf of the Office of Information Technology's Training and Information Branch, which is tasked with preparation and publication of user materials for Agency hardware and software. A cost-plus-award-fee type contract for a base and three option years will be negotiated, with an expected value of \$1.3 million. [redacted]

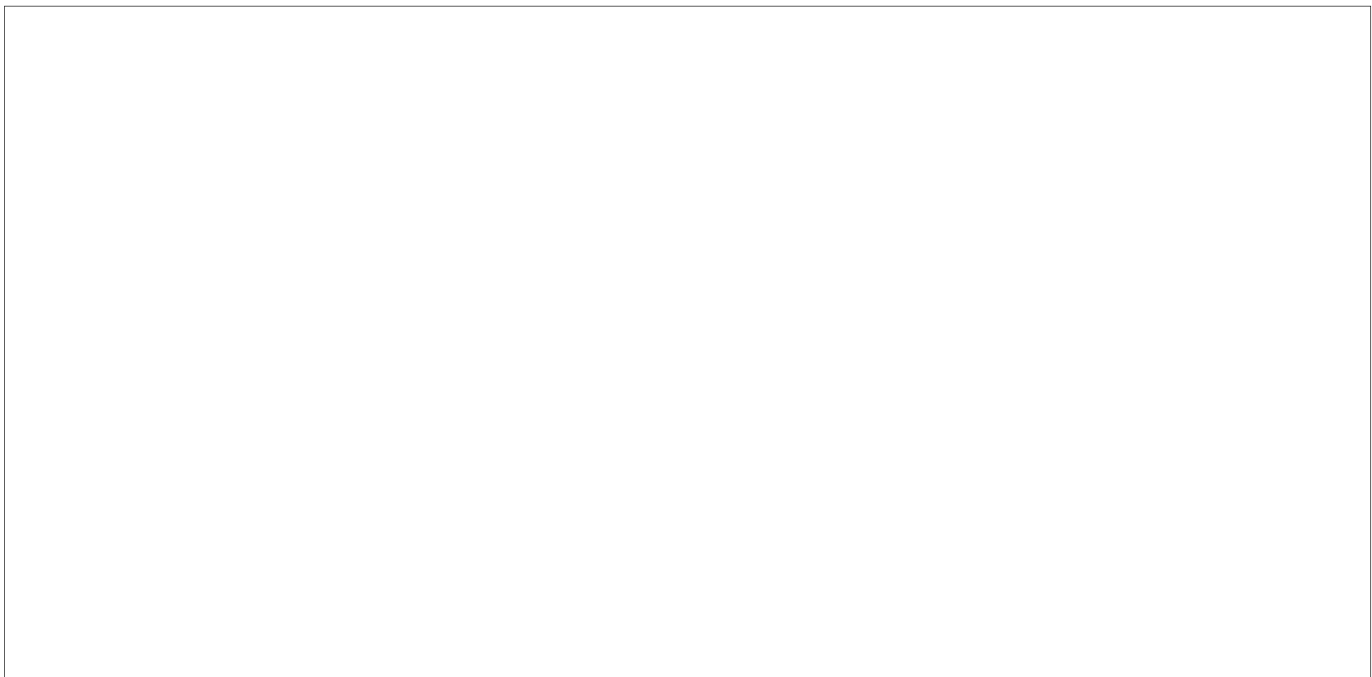
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S E C R E T

h. Procurement Division, Office of Logistics, has recently awarded various preventative maintenance contracts for outlying locations. Brown Mechanical, MET Electrical, Williard, and West Group contracts have been renewed for the upkeep of air-conditioning systems for the computer operations in some of the outer buildings. These contracts also provide for emergency service in the event a problem develops, which can cause the shut-down of the computer system, outside the normal inspection and maintenance periods. [redacted]

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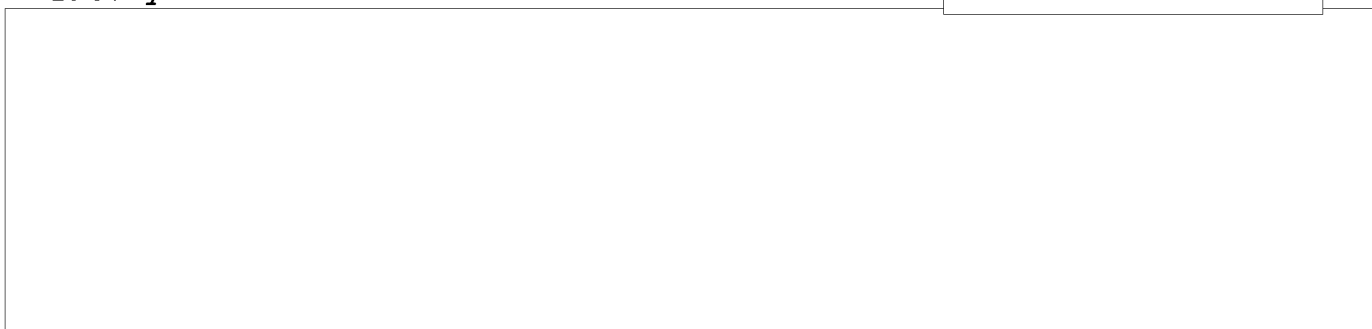
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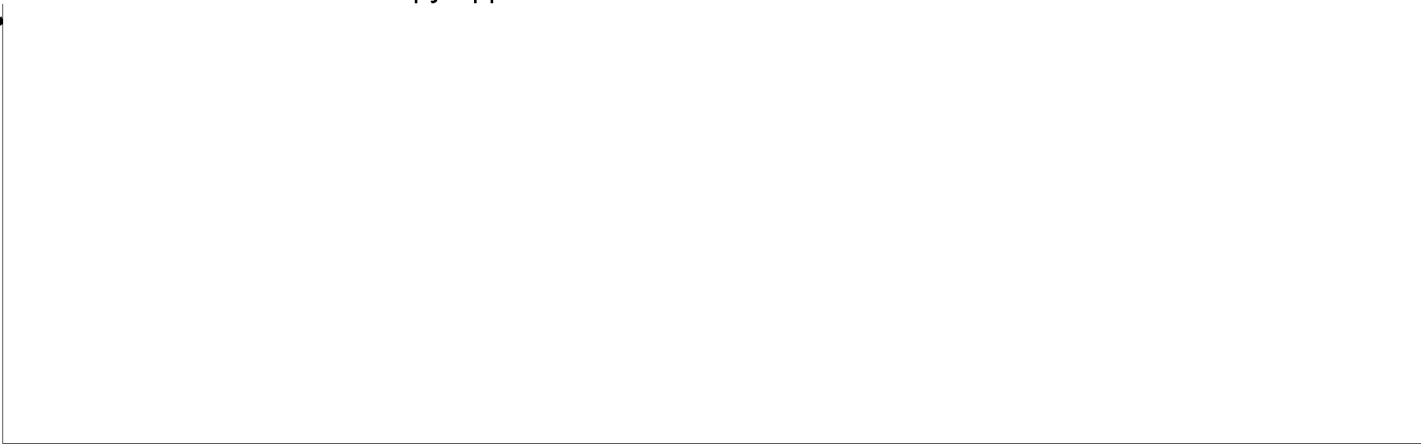
j. The Procurement Division, Office of Logistics, completed contract negotiations with IBM for systems support and development of ALLSTAR - DORIC (Directorate of Operations Central Records Processing System) computer software applications for the fiscal 1987 year. The contract amount is \$2,168,721. [redacted]

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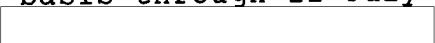


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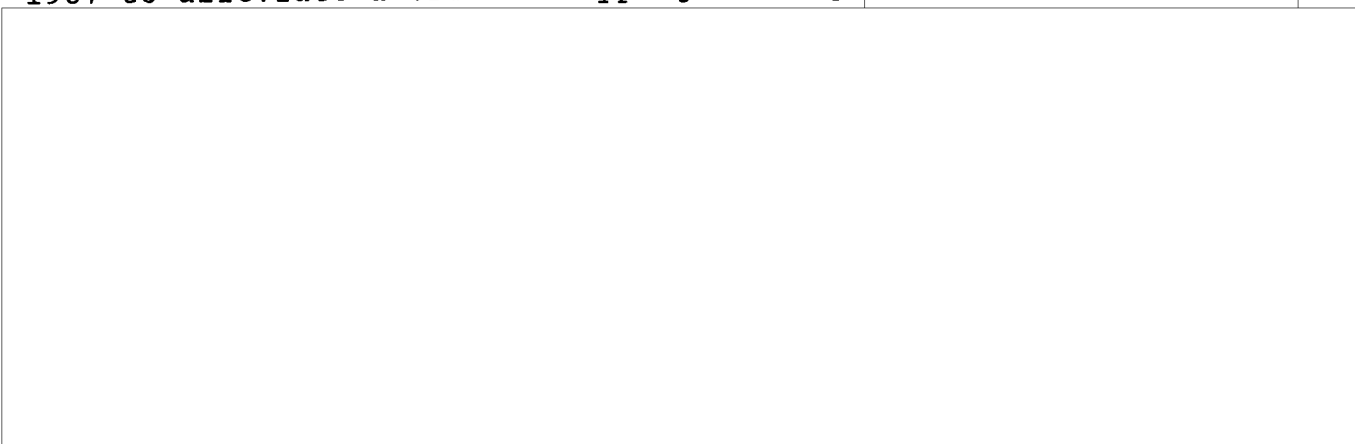


m. Procurement Division, Office of Logistics, awarded a contract to Temporary Placement, Incorporated for word processing/clerical services. The contractor will be responsible for typing, proofing, and assembling unclassified contracts. The work will be accomplished in the contractor's Vienna, Virginia facility. Contract is on a trial six-months basis through 12 July 1987 to alleviate a critical typing backlog.

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 13 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 196 contracts and 84 amendments during this past week. Additionally, CONIF has input data on the settlement of a number of completed firm fixed price (FFP) contracts in an effort to retire them from the system.

b. Training:

(1) The in-house training course (MANAGEMENT OF DEFENSE ACQUISITION CONTRACTS BASIC) began, as planned, 5 January 1987, at the Chamber of Commerce Building. The course has an enrollment of 20 students. [redacted] Chief, Procurement Management Staff (PMS), OL, welcomed the students and [redacted] (OL/PMS) coordinated last minute efforts, i.e., the security roster, parking permits, etc. Printing and Photography Division (P&PD) has been requested to take a class picture on 20 January 1987 at 1100 hours.

(2) OL/PMS prepared and submitted a confirmation memorandum to all guest speakers for the "Introduction and Overview of Procurement in CIA" course to be given 9-10 February 1987, in [redacted] Building. [redacted] is working on creating a course certificate for participants.

(3) [redacted] briefed the foreign ownership, control, or influence (FOCI) segment of the "Contract Process Course," which was held [redacted] on Thursday, 8 January 1987.

(4) [redacted] attended a 2-day seminar, entitled "Negotiate to Win," at the Chamber of Commerce on 6 and 7 January 1987. The course was presented by James Thomas, a local attorney.

c. Portable Computer For Negotiation Purposes:

[redacted] met with [redacted] Financial Information Center, Office of Finance (OF/FIC), to discuss the potential

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SUBJECT: OL/PMS Weekly Report for the Period Ending 13 January 1987

application of microcomputers in the procurement process and the future assistance by OF/FIC in researching and developing applications to procurement.

d. Directorate of Intelligence Contract Team Review:

A memorandum to the Deputy Director for Intelligence (DDI) was prepared for the Deputy Director for Administration's signature, informing the DDI that OL/PMS plans to begin a Procurement Management Review of the DI Contract Team in late January 1987.

e. Federal Acquisition Requirements Implementation Guide:

OL/PMS has issued tasking memorandums to all contract personnel who have been assigned the responsibility to review carryover items from the 15-16 December 1986, conference in Fredericksburg, Virginia. Responses are due in OL/PMS on 16 January 1987, except for one action - the review of letter contracts and supporting documentation, which is being done by a study group. The due date for the letter contract study group is 23 January 1987. The contractor, Sterling Institute, is scheduled to meet with OL/PMS personnel on 21 January 1987.

f. Coopers and Lybrand Action Plan:

On 12 January 1987, C/PMS/OL, met with senior contracting officers and the Procurement Executive to review the action plan for Coopers and Lybrand (C&L) recommendations and progress made to date. C/PMS/OL has been tasked to take the lead on all action plan items and has prepared statements of objectives to cover the recommendations. Further input is required from Chief, Procurement Division, OL, to prepare the staffing requirements of the restructured procurement organization.

g. Briefing on Coopers and Lybrand Report:

On 6 January 1987, C/PMS/OL briefed the Office of Communications, DA, front office on the C&L report. The briefing lasted about one hour and generated significant interest on the additional staffing and slotting of positions to support the further decentralization of the Contracts Staff, OC. OC stated its viewpoint that additional positions, as may be required, are the responsibility of OL. OC expressed appreciation for the briefing.

h. Meeting With Directorate of Intelligence and Office of Training and Education Representatives

On 8 January 1987, Chief, Procurement Management Staff, OL, along with the Procurement Executive met with Office

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SUBJECT: OL/PMS Weekly Report for the Period Ending 13 January 1987

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of Training and Education, DA, and [redacted] Chief, Resource Planning and Management Center, Management, Planning and Services, DI, and other representatives of their respective offices; to discuss the "Contracts Process Course." The DI acknowledged the revisions previously made to the Course and will outline to OL further changes it is requesting, which will be submitted in writing. Other OL training initiatives were discussed at the meeting along with a recommendation that DI requirements be considered at the same time, since there appears to be a substantial degree of commonality of training requirements. DI and OTE were both supportive in their approaches.

i. Procurement Newsletter:

The January Procurement Newsletter was sent to P&PD for printing on 8 January 1987; distribution is targetted for 16 January 1987.

3. Upcoming Events:

- a. Two members of CONIF will visit the Contract Staff, National Photographic Interpretation Center (NPIC), DS&T, on Wednesday, 14 January 1987, to review how Form 1218 (B.J.) documentation is processed in NPIC and to review required data points.
- b. On Friday, 16 January 1987, Chief, CONIF will brief General Electric Corporation personnel, who are working on the use of bar coding within OL, on the CONIF system and how it interfaces with the Inventory Control System (ICS), Supply Division, and General Accounting System (GAS), OF.
- c. On Thursday, 15 January 1987, there will be a CONIF/GAS Working Group Meeting.

4. Management Activities and Concerns:

None of a significant nature.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 13 JANUARY 1987

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

The Memorandum of Agreement concerning the Corporate Data Base Project for CLAS, between the Directors of Logistics, Information Technology and Finance has been drafted and is being revised and edited. When completed it will be coordinated for signature by the Office Directors.

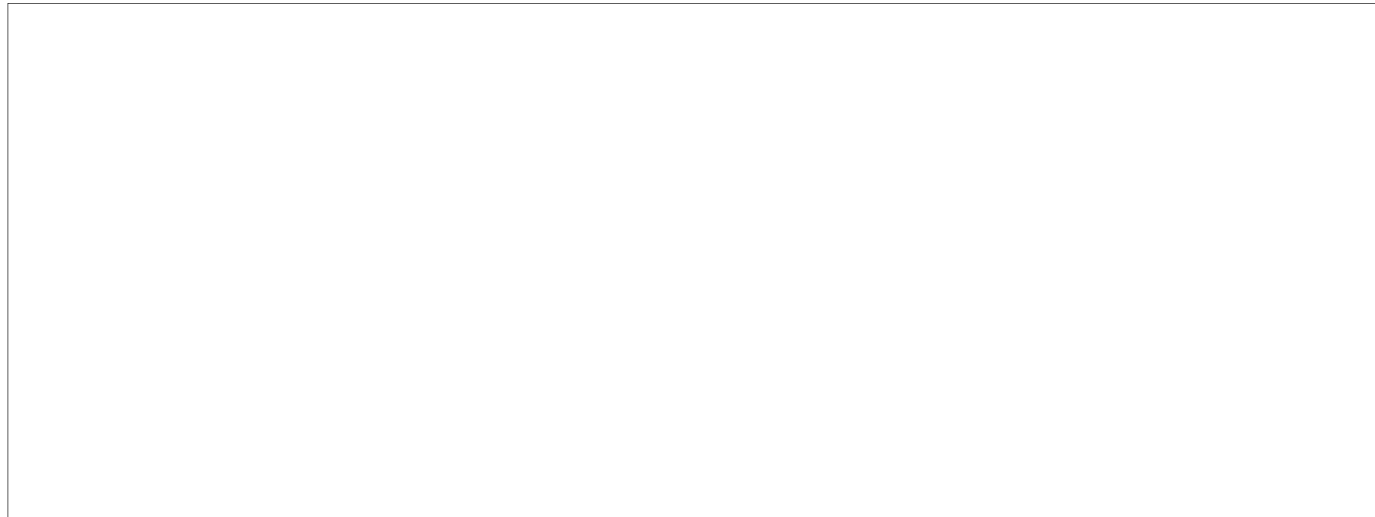
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) A representative from EA/LOGS visited Document Control Branch and was given a tutorial on how to query the Inventory Control System (ICS). EA/LOGS indicated they will be requiring several new ICS reports in the future.

25X1 (2) During four of the last five days, FARS personnel have experienced difficulty receiving their GIMPROD reports. The reports come from the Data Base Control Center and print out on the FARS printer in Page Building. [redacted] of Technical Group is working to resolve the problem.

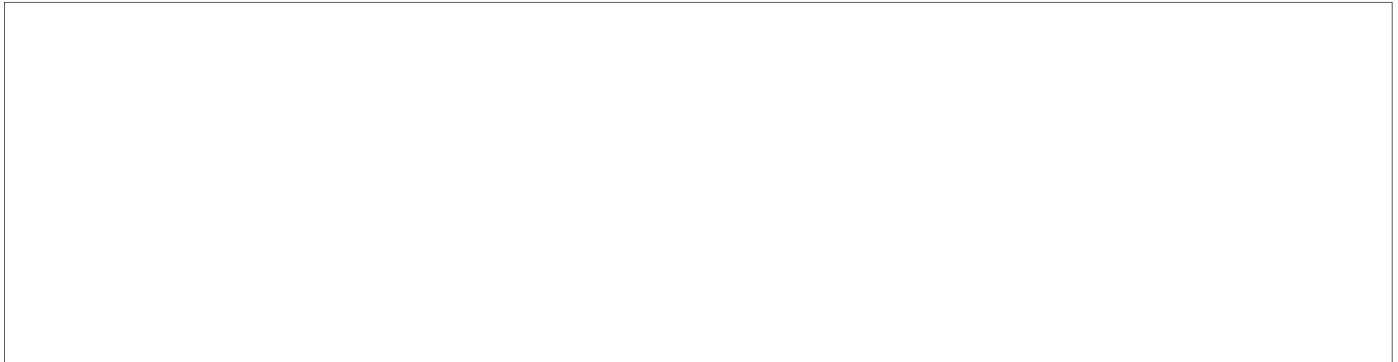
25X1 (3) At the request of OL/P&TS, [redacted] TG/DAS demonstrated the Logistics Employee Training and Tracking System (LETTS) to a group of eight DDA Training Officers. LETTS was well received by the group and we anticipate additional requests for copies of the LETTS software in the near future.



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WEEKLY REPORT FOR PERIOD ENDING 13 JANUARY 1987

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(3) We reviewed proposed EB re CIA Child Day Care Center, coordinated it with NBPO and FMD, and per A-D/L's direction, changed paragraph 4. The A-D/L concurred with the caveat that paragraph 4 be changed as OL wished. [redacted] editor, RPD/OIS, was so advised telephonically, and the A-D/L signed the original memo which was returned to RPD/OIS. (C/Regulations/IMSS will report this item.) [redacted]

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(4) In response to a request from the Executive Assistant to the DDA (EXA/DDA), IMSS and SD/IDSB are soliciting information from the Defense Advanced Research Projects Agency (DARPA) concerning their SIMNET, an advanced research project for interactive simulator networking. Initially, IMSS was requested to respond with information by 9 January. However, at the request of IMSS, the EXA/DDA extended the suspense date until 16 January. The extension was requested because DARPA is not a part of the focal point system and SD/IDSA had to rely on informal contacts to reach DARPA and because it is taking time to clear information through DARPA. IMSS will prepare a response to go through the D/L to the EXA/DDA when DARPA information is received.

(5) The Executive Officer/OL, C/B&FB and the OL Planning Officer met with the C/DDA Management Staff and representatives from the Office of the Comptroller and the Office of Security to revise OL and OS initiatives narratives to make them clear to outsiders who will review them. Final changes will be keyed and submitted to the DDA Management Staff on 12 January.

C. CLAS

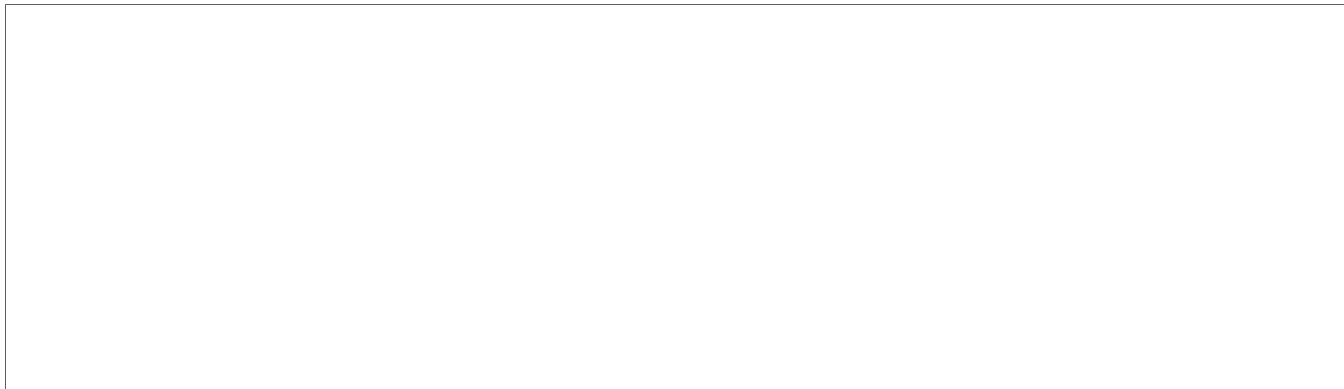
(1) Members of the CLAS teams are reviewing documentation of Cullinet's training courses as they prepare a training schedule for the new software packages.

WEEKLY REPORT FOR PERIOD ENDING 13 JANUARY 1987

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(2) Meeting w/OIT OF: DC/IMSS met with [redacted]
[redacted]
[redacted] (FSD/OF) to discuss an Agenda for an upcoming meeting with Cullinet. Topics on the agenda will include discussions on Beta-Site Agreements, training packages, support, tasking, etc.

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3. Significant Events Anticipated During the Coming Week

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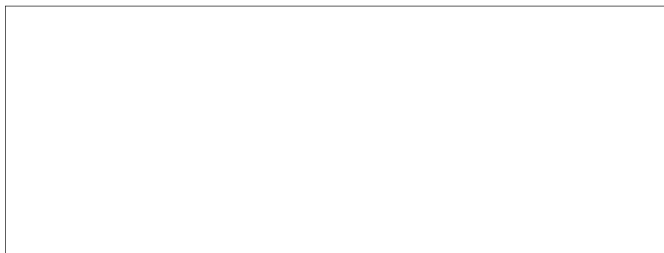
1. C/IMSS will meet with [redacted] Admin. Officer/DCI and Logs. Officer [redacted] on 14 January 1987 as part of the OL Visitation Program.

2. Representatives from CLAS/IMSS/OL will attend a meeting with Cullinet Software, Inc., and OIT on Thursday, 15 January to begin the formative process for establishing a relationship with the vendor.

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3. On January 16, [redacted] will brief members of the GE Barcode study team on CONIF and how it interfaces with ICS and GAS.

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S E C R E T

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 14 January 1987

I. Status of Tasks Assigned by Senior Management:

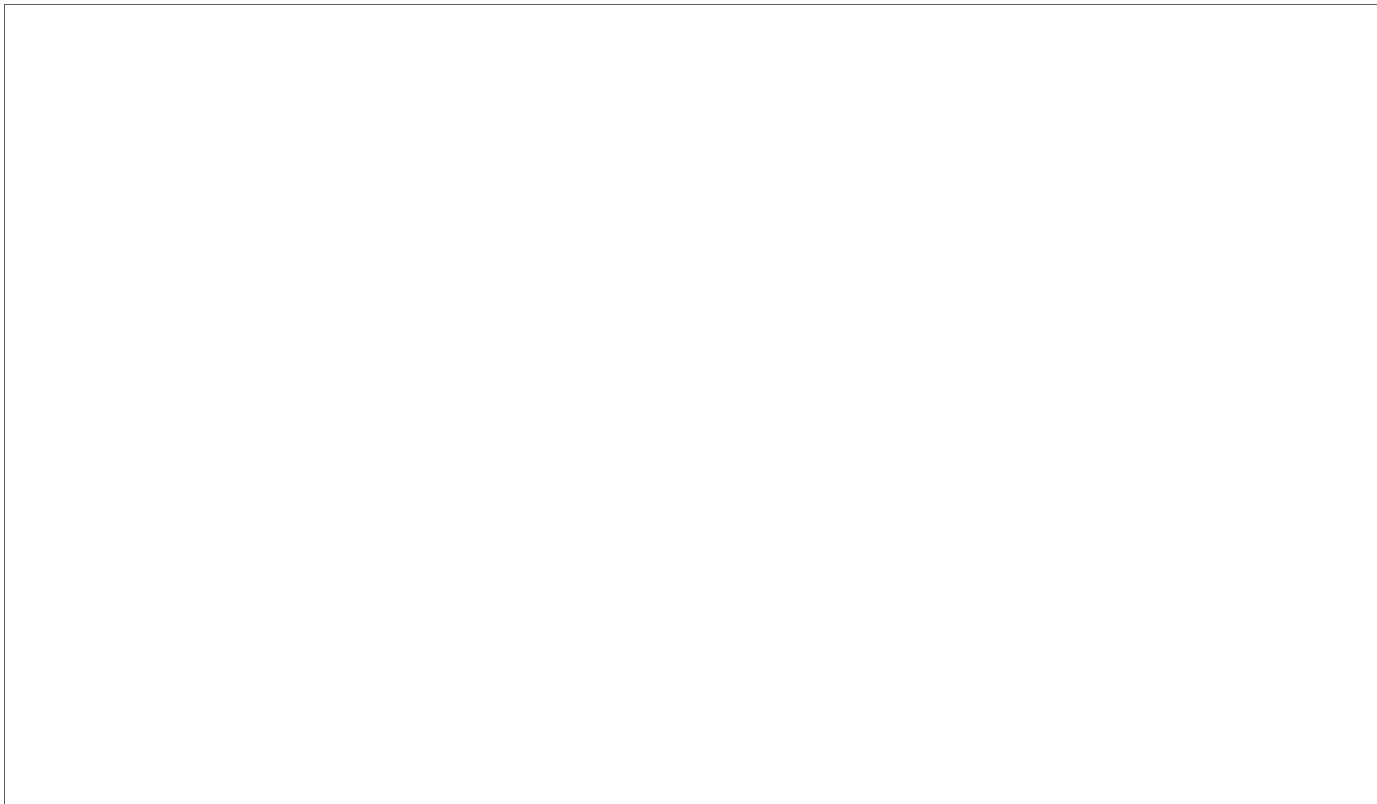
PTPE UPDATE:

The bidders' conference for a contract to provide technical support to the Plain Text Processing Equipment Program will be held on 14 January 1987 in room 2C19 at [redacted] Six contractors have been invited to bid on the contract. [redacted]

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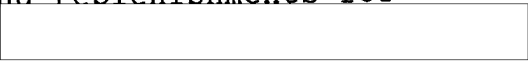
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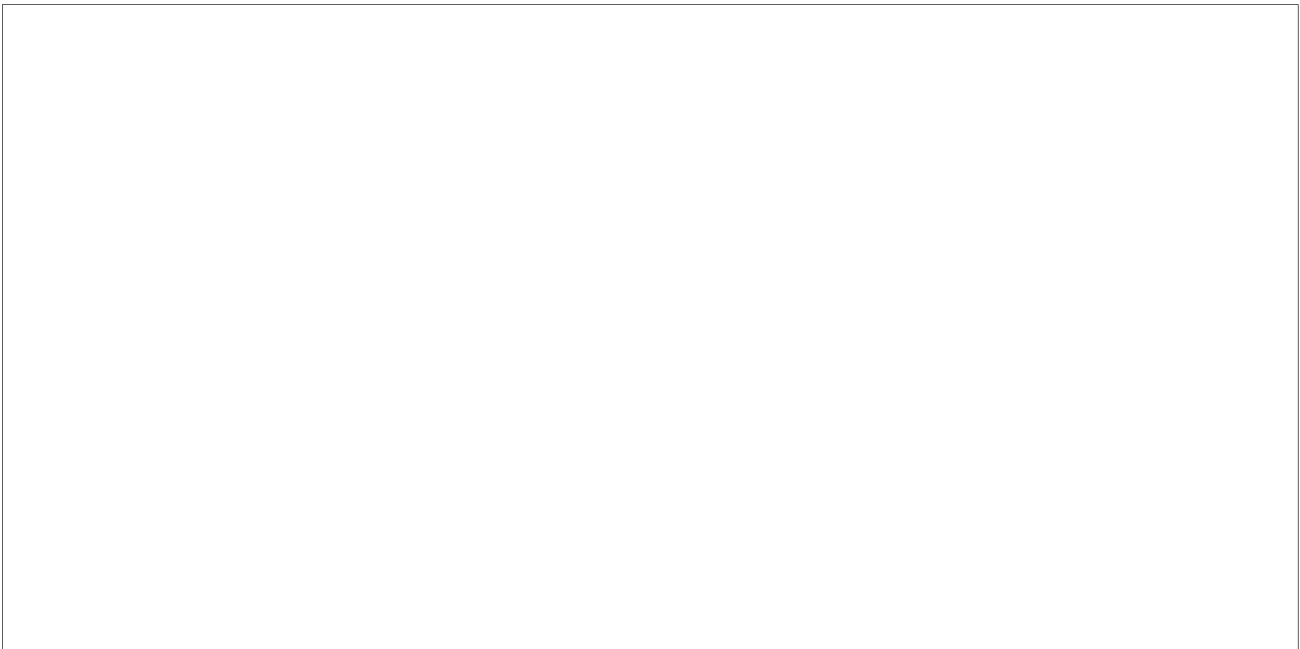


H. IBM again has given notice that they will stop manufacturing the Selectric Typewriter in February 1987. IBM has agreed to maintain a reserve of Selectrics to meet Agency procurement projections through November 1987. Supply Management Branch, Supply Division, is working with PTP personnel to determine requirements through FY 88. Stock replenishment requests for FY-87 requirements will be issued as soon as requirements are determined and replenishments for FY 88 will be issued in October 1987.

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25X1 K. Two representatives from Interdepartmental Support
25X1 Branch, Supply Division, met with Mr. Charles Portale, Chief,
Automotive Purchasing Branch, General Services Administration,
for an overview briefing and meeting with procurement officers
who purchase this Agency's vehicles. [redacted]

25X1 L. A mini-tutorial was given to a representative from
25X1 EA/LOGS on how to query the Inventory Control System (ICS).
Questions were also answered on the reporting techniques that
are available to users. In the near future EA/LOGS will be
requesting several new reports that will extract data from the
Suspense and Activity files. [redacted]

25X1 P. Inventory and Audit Section has completed counting of
25X1 approximately 50 percent of the January inventory. Review of
25X1 previously discrepant items continues and in three cases during
this week, corrective action was taken. [redacted]

25X1 Q. On 9 January, the Chief, [redacted] participated in the
Supply Division Staff Meeting. This was the first of weekly
25X1 visits by area logs officers as part of this Division's effort
to increase information exchange. [redacted]

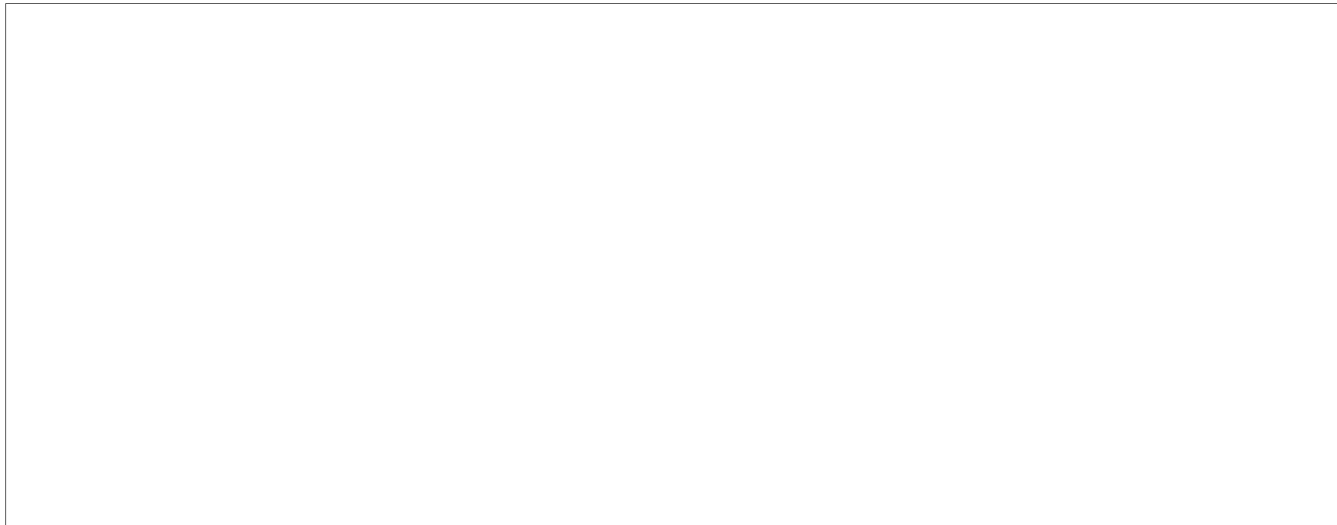
25X1 III. Upcoming Events:

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 13 January 1987

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e. Office of Personnel, Clerical Staffing Branch Relocation - Real Estate and Construction Division, OL, is working with the Office of Personnel (OP), to develop new architectural drawings based on revised requirements received from the Clerical Staffing Branch. Efforts are being made by OP to minimize their space requirements for the relocation site, now identified as the [redacted]

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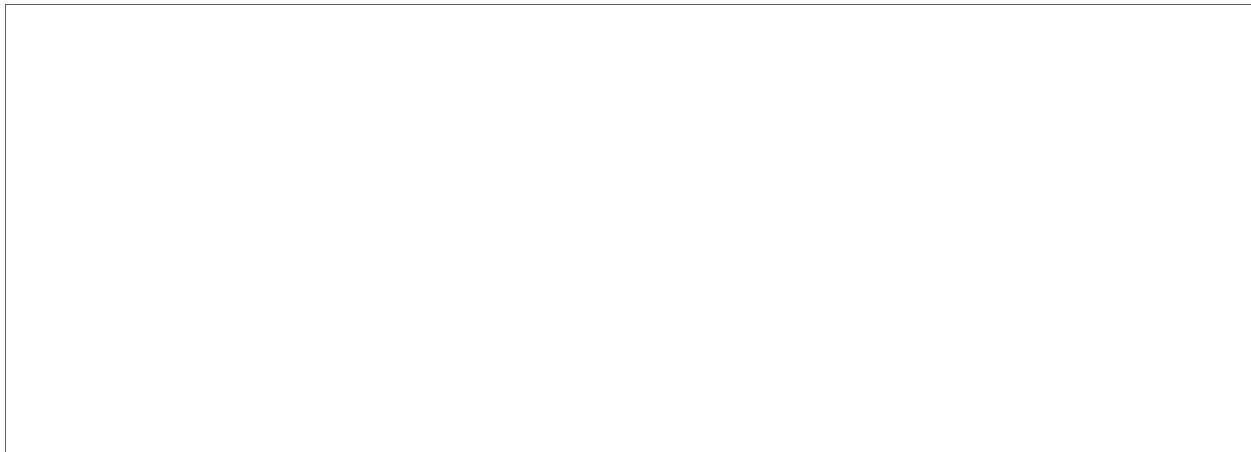
[redacted] A meeting is scheduled for 13 January to review the latest partition plan. [redacted]

f. Map Service Center, Office of Information Resources Lease Renewal - The present lease for the Map Service Center, Office of Information Resources (MSC/OIR) expires in April 1987, and the Real Estate and Construction Division, OL (RECD) has requested that the renewal of the lease be accomplished by GSA [redacted]

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 13 January 1987

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k. Preventive Maintenance Schedule on the Air
Handlers and Chillers at the Ames Building - On 7 January, 1987
a representative from the Real Estate and Construction Division
met with representatives of General Services Administration (GSA)
and Dominion Management (Ames Building Manager), regarding a
preventive maintenance contract on all air handlers and
chillers in the Ames Building. GSA will contract directly with
Dominion Management. The contract is expected to be ready by
31 January, 1987 to enable Dominion Management to begin a
regular preventive maintenance schedule.

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 13 January 1987

1. Testing of the Fire Alarms, Ames Building - The Arlington County Fire Department notified property owners of the Ames Building that the Arlington County Board has enacted a revised Fire Protection Code. Under this code all manual fire alarm systems must be tested monthly and a written log shall be maintained on the premises. A representative from the Real Estate and Construction Division met with Safety Division and it was decided that on every second Monday of the month at approximately 6:00 a.m. the Building Manager will test the alarms. All employees of the Ames Building will be made aware of this testing and signs will be posted around the building.

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n. Renovations to Chamber of Commerce - The final design drawings for the major renovation project at the Chamber of Commerce Building are expected to be completed on 12 January. The estimated cost for the relocation of the guard post to the ground floor and the first floor renovation is \$320,000.

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3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

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15 January 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 14 January 1987

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

a. The Office of Logistics (OL) reports that in response to a request from the Office of Security (OS), OL solicited a cost proposal from an architectural firm, Dicon for the design and construction of static security barriers at the main entrance of the DCI garage, Northeast, Northwest and Southwest entrances of the existing Headquarters Building, and auditorium entrance; modification to the grassy area fronting the main entrance; and a new VIP parking lot guard house. The cost proposal will be returned to OS for their review.

b. OL reports that there will be a partial steam outage in the North Penthouse and North Basement on 17 January, from 0600 to 1400 hours. The outage is to replace the condensate piping. The outage will be rescheduled for the following week or weeks if the outdoor temperatures are below 40 degrees Fahrenheit.

d. OL reports that the W-4's and 3280's were disseminated to all Headquarters component personnel officers for distribution to each employee. The Deputy Chief, Compensation Division, OF, requested a limited quantity for distribution to the field along with the W-2's being disseminated the week of 12 January. The Office of Finance

S E C R E T

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j. OL reports that Bigelow-Sanford, Inc. delivered eight truck loads of carpet tiles to be installed in the New Headquarters Building on 10 January. The carpet delivery, which represents the third of four shipments, is being stored in an enclosure on the ground floor of the parking garage until it is installed.

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25X1 k. OL reports that favorable weather conditions have allowed the paving subcontractor to finish paving the Route 123 Security Control Center. [redacted]

25X1 l. The security fence around the new North Dock was removed to allow the Office of Logistics to begin storing and transshipping materiel for the existing Headquarters Building on 12 January. Punch list items will continue to be resolved by the New Headquarters Building contractor in the upcoming weeks. Construction on the new South Dock will begin in 30 to 60 days. [redacted]

25X1 m. The Printing and Photography Division, OL, videotaped the ADCI's address to Agency employees in the Headquarters Auditorium on 8 January. An overflow crowd of 550 people were in attendance. Thus far, 40 copies of the speech have been created. [redacted]

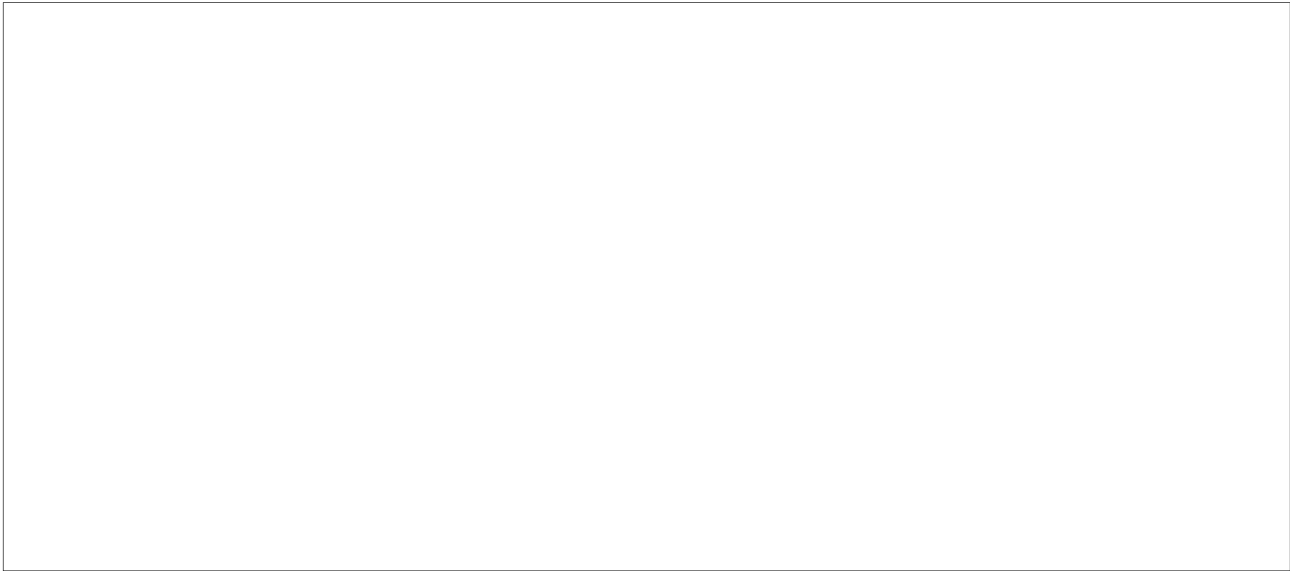
25X1 n. The Logistics Employee Training and Tracking System (LETTS) was demonstrated to eight DDA Training Officers. LETTS was well received. [redacted]

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q. The Arlington County Fire Department notified property owners of the Ames Building that the Arlington County Board has enacted a revised Fire Protection Code. Under this code all manual fire alarm systems must be tested monthly and a written log shall be maintained on the premises. OL reports that it was decided that on every second Monday of the month at approximately 0600 hours the Building Manager will test

the alarms. All employees of the Ames Building will be made aware of this testing and signs will be posted around the building.

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J. M. Ray John M. Ray

OL/NBPO WEEKLY REPORT - PERIOD ENDING 14 JANUARY 1987

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

None.

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

a. On 7 January 1987, representatives from Stewart-Stevenson Services, Inc. (SSSI) arrived on site. SSSI has been retained by the Bid Package 3 contractor, MCI Constructors, Inc. (MCI), to complete work on the emergency generators and Load Management System at the Powerhouse. MCI and their former subcontractor, Williams and Lane (W&L), have been embroiled in an ongoing contractual dispute. As a consequence, no work has been done on the generators for six weeks. SSSI is surveying the work to be done and hopes to have a schedule by 16 January of the activities required to complete the job. We anticipate a protracted legal entanglement involving General Services Administration, MCI, and W&L on this issue. [redacted]

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b. On 10 January 1987, Bigelow-Sanford, Inc. delivered eight truck loads of carpet tiles to be installed in the New Headquarters Building. The carpet delivery, which represents the third of four shipments, is being stored in an enclosure on the ground floor of the parking garage until it is installed. [redacted]

STAT

c. Favorable weather conditions have allowed the paving subcontractor to finish paving the Route 123 Visitor Control Center (VCC). In addition, corrections were made to the grade of the roadway at the main entrance to the Headquarters building. The paving subcontractor has demobilized until spring. The striping subcontractor has striped the intersection of the east and south roads, the parking area at the Route 123 VCC, and is currently striping the parking areas around the perimeter of the compound. [redacted]

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d. The security fence around the new North Dock was removed to allow the Agency to begin storing and transshipping material for the Original Headquarters Building on 12 January. Punch list items will continue to be resolved by the New Headquarters Building contractor in the upcoming weeks. Construction on the new South Dock will begin in 30 to 60 days. [redacted]

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e. Representatives from the New Building Project Office, OL, attended a preconstruction meeting on 13 January at the Fairfax County Department of Public Works to discuss the County's project to expand and modernize the sewage pumping station which serves the compound. This pumping station is

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3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

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Chief, New Building Project Office

D/OL
C/FMD/OL