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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD  
ENDING 04 February 1987

I. Status of Tasks Assigned by Senior Management:

PTPE UPDATE:

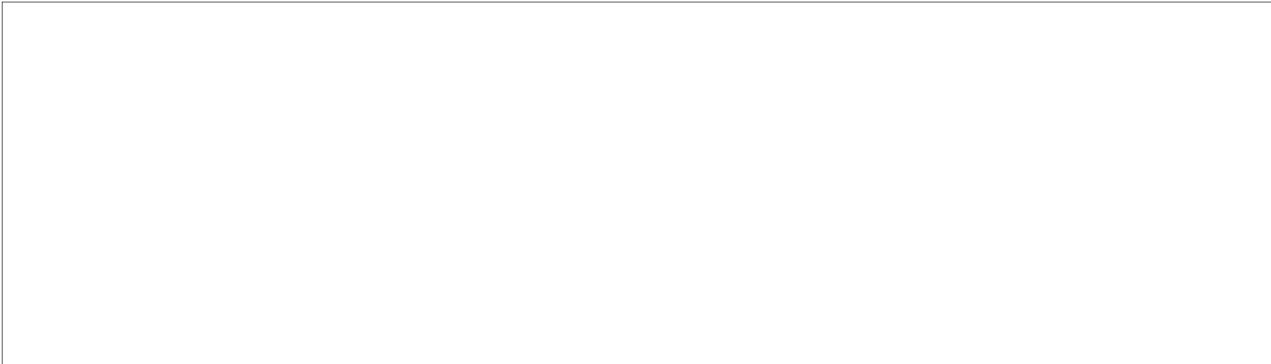
On 7 January 1987, the Supply Management Branch (SMB), Supply Division, Forms Manager received notification from General Procurement Branch, Procurement Division, that Form 812, classified Confidential, could not be printed outside the Agency. There are no cleared vendors available to print this form, which has been printed by Wallace Computer Services since 1984. Upon receiving this notice, the SMB Forms Manager ascertained that the form initially was printed outside the Agency because it is a carbon interleaf set, which Printing and Photography Division (P&PD) does not handle. After checking with the DO Forms Officer, however, it was decided that the form could be printed on NCR paper and a Form 70 (P&PD Printing Requisition) with a sample attached was sent to P&PD. Closer inspection determined that the use of spot carbon for the last two copies (to be sent to field stations) would negate the use of NCR paper. P&PD reexamined the feasibility of this form being printed in-house. At the same time, P&PD queried GPO regarding their classified printing facility. Neither P&PD nor GPO can handle this job. The Agency Forms Officer contacted SMB on 30 January to relay P&PD's final decision. He will contact the DO Forms Officer on 2 February to determine whether the form should be declassified, sterilized, or redesigned to eliminate the spot carbon requirement. [redacted]

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

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E. Personnel from Operations Support Branch and Supply Management Branch, Supply Division, have designed, loaded and put into operation a visual memory drawer to manage MLS assignments. This tracking system provides the Chief and Deputy Chiefs of Supply Division immediate access to all information concerned with current personnel assignments and vacancies as well as work sheets for each action requiring attention during personnel meetings.

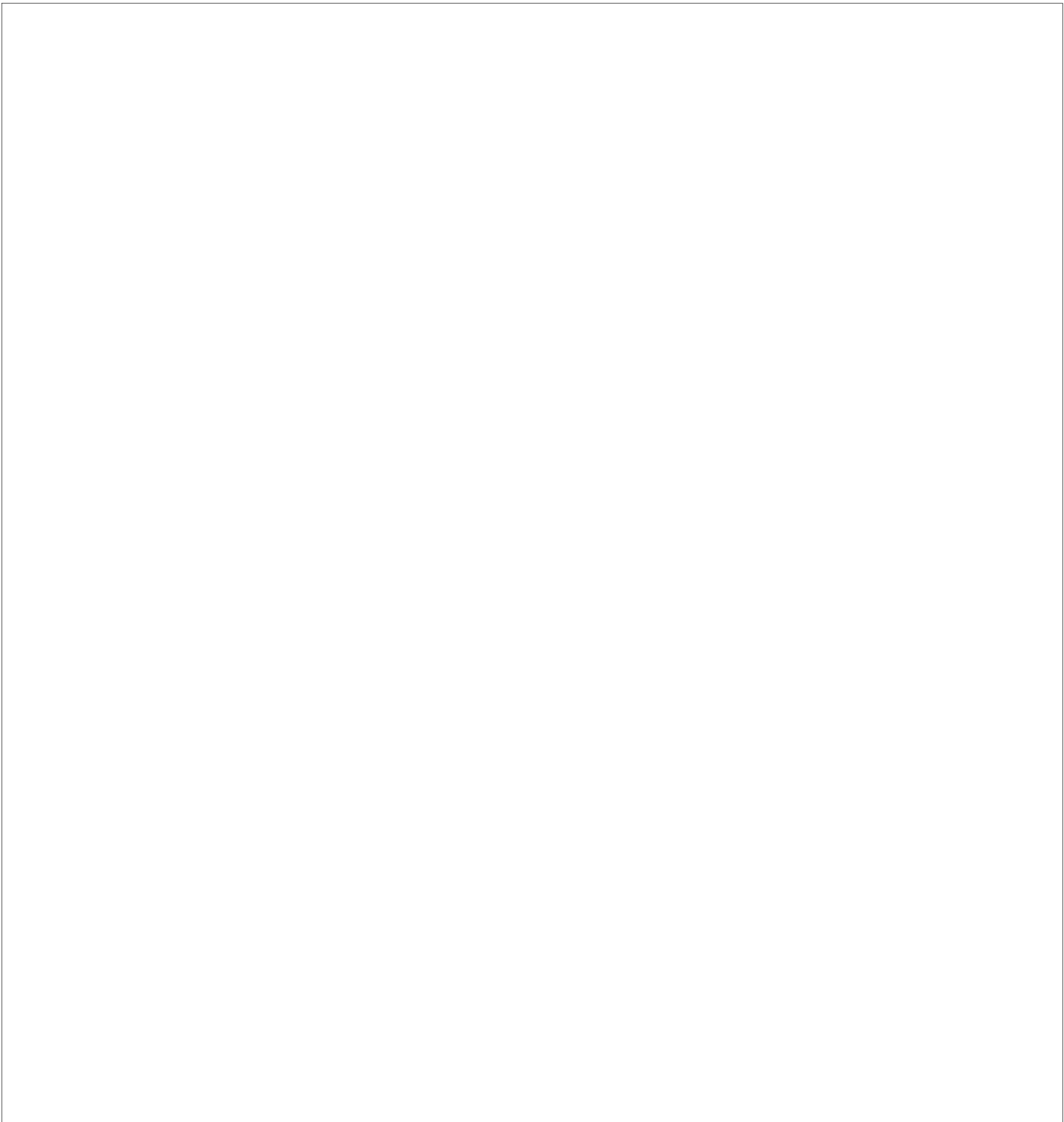
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O. Data Control Branch, Supply Division, has generated several reports for Small Purchases Branch. These reports provide a count of line items and total dollar value for each month of FY 85. [REDACTED]

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P. Data Control Branch, Supply Division, has been unable to process any floppy disks [REDACTED] because a wrong country code had been input into the disk. The problem has been researched and the necessary steps are being taken to correct the problem. [REDACTED]

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IMSS →

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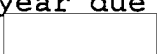


PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
28 January 1987 - 04 February 1987


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 production of the 13 volume Congressional Budget Justification Books (CBBJ) continues as a high priority task for the Office of Logistics, Printing and Photography Division (OL/P&PD). As of 2 February, Volumes 6, 8, 10, 11, and 13 have been completed and disseminated. All other volumes are in the production cycle with the exception of Volume 5 which is awaiting OK of page proofs. The processing of the CBBJ has been hindered this year due to the slow verification process by the customer. 

25X1

B. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives of the Office of Finance (OF) and the Office of Information Technology (OIT) on 29 January to discuss a change to OF's Master Leave Payroll program. This change requires P&PD to change the Master Leave form slide which is used as an overlay on the Computer Output Microfiche recorder when producing the Master Leave job. P&PD has contracted with Photographic Sciences Corporation (PSC) to modify the existing form slide, and a proof of the new form slide was reviewed at this meeting. It is anticipated that further program changes will be requested by OF. 

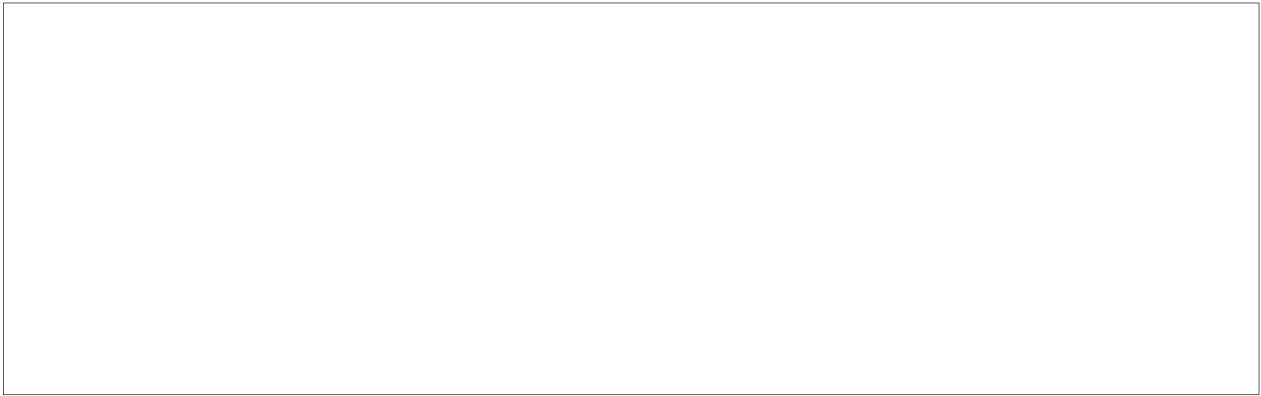
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C. On 28 January, representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) accompanied the Agency Micrographics Officer (AMO) on an initial survey of an Office of Technical Services (OTS)

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The Agency Micrographics Officer (AMO) from the Office of Information Services (OIS) is in the process of conducting a biannual source document microfilm survey in the OL/P&PD. This survey, which is expected to be completed in two weeks, will examine personnel, production, equipment, and job throughput time. [redacted]

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D. The Office of Logistics, Printing and Photography Division (OL/P&PD) completed the replication of [redacted] videocassettes in VHS, Beta, and U-Matic formats depicting the activities of the Human Resource Modernization and Compensation Task Force. The replication effort of this 27 minute tape was completed on January 30, with the tapes available for dissemination that day. [redacted]

25X1

E. In an effort to eliminate misunderstandings concerning data transmission and how it relates to our Computer Output Microfilm (COM) and vugraph output, representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with a representative of the Office of Information Technology (OIT) to discuss this matter. A long held belief that a fiber optic communication link between the Headquarters building and the Printing and Photography building would be the only means by which graphic data could be transmitted in a timely manner was determined to be incorrect. The existing link which was upgraded in 1984, is able to transmit at the rates necessary for our equipment. It was further determined that delays attributed to transmission distance should actually be blamed on the inability of existing equipment to receive the data fast enough. When a fiber-optic communication link is installed, it will not increase the capabilities of the link, but will make the system more efficient. Fiber optics should be installed within 2 years. [redacted]

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

III. Significant Events Anticipated During the Coming Week:

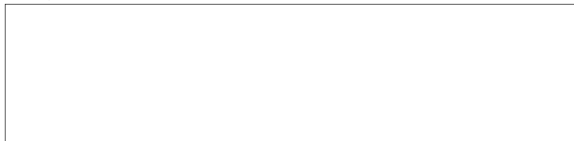
Diacomed Briefing: Beginning at 1300 hours on Monday, 9 February 1987, several representatives from Dicomedia, Inc. will brief Office of Logistics, Printing and Photography Division (OL/P&PD) personnel on specific costs and system integration requirements for the incorporation of a Dicomed "File Manager" into P&PD's computer graphics system. The addition of the File Manager is part of an ongoing P&PD effort to enhance its computer graphics equipment to meet increasing Agency demands for high quality graphic products. The File Manager will place P&PD equipment on-line with the Agency's VM mainframe which will give Agency mainframe users direct electronic access to P&PD graphic design personnel and film recorders. The net result will be a reduction in the turn-around time required for P&PD generated graphics. It is anticipated that the File Manager will be fully operational by the end of FY-1987.



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IV. Management Activities and Concerns:

None.



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PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Period Ending on 3 February 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 149 contracts and 87 amendments during this past week.

b. Training:

(1) The in-house training course, Management of Defense Acquisition Contracts (Basic), is complete and all students have returned to their components. Procurement Management Staff (OL/PMS) is now reviewing other courses in order to evaluate whether or not they can be given by qualified accredited instructors at our facilities. The courses under consideration at this time are Negotiation Techniques and Cost and Price Analysis.

(2) Preparation and coordination continue on several other Agency courses -- Logistics Support Program and Introduction and Overview of Procurement in CIA.

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c. Procurement Management Review (PMR):

25X1

[redacted] (OL/PMS) and [redacted] (Commercial Systems and Audit Division, OF) initiated the PMR of the DDI Contract Team on 2 February.

d. Agency Contract Review Board (ACRB)

Eleven ACRB dockets were reviewed and questions prepared by OL/PMS for the 3 February meeting.

25X1



SUBJECT: OL/PMS Weekly Report for the Period Ending 3 February 1987

e. Meetings:

25X1 (1) [ ] met with personnel from the Defense Systems Management College, Fort Belvoir, and obtained a comprehensive list of software being developed for application to program management and procurement. OL/PMS acquired, free of charge, three software programs -- Contract Appraisal System (CAPPS), Competition Evaluation Model, and Software Cost Estimating Module. Mr. Snoderly, Associate Dean of the Department of Automated Resources and Education, School of Acquisition Education, has indicated a willingness to work closely with the Agency. 25X1 [ ] plans to meet with Mr. Snoderly and his computer application chiefs in about two weeks. While there, 25X1 [ ] acquired several publications relevant to acquisition planning and procurement management.

25X1 (2) A meeting with [ ] of the Information and Management Support Staff, OL, was held to discuss their participation in a government property symposium to be conducted in February on the Automated Inventory Management System (AIMS) presently in use by the U.S. Air Force, Special Projects, Property Management Office. Mr. Lewis Brauthwaite of that office has been contacted to provide a 4-hour briefing to Agency personnel. Details of the briefing are still being coordinated.

f. Government Travel Requests:

A policy paper on the use of government travel requests (GTR's) by contractors was drafted for inclusion within the Agency Contracting Manual.

g. Procurement Note (PN) 185

25X1 [ ]

3. Upcoming Events:

Bimonthly Team Chief Meeting

The meeting is scheduled for 27 February 1987. (See the OL/PMS weekly report for the week of 27 January 1987.)

4. Management Activities and Concerns:

Personnel Assignment:

25X1 No confirmed date has been provided for [ ] arrival in OL/PMS.

5 February 1987

MEMORANDUM FOR: Deputy Director for Administration

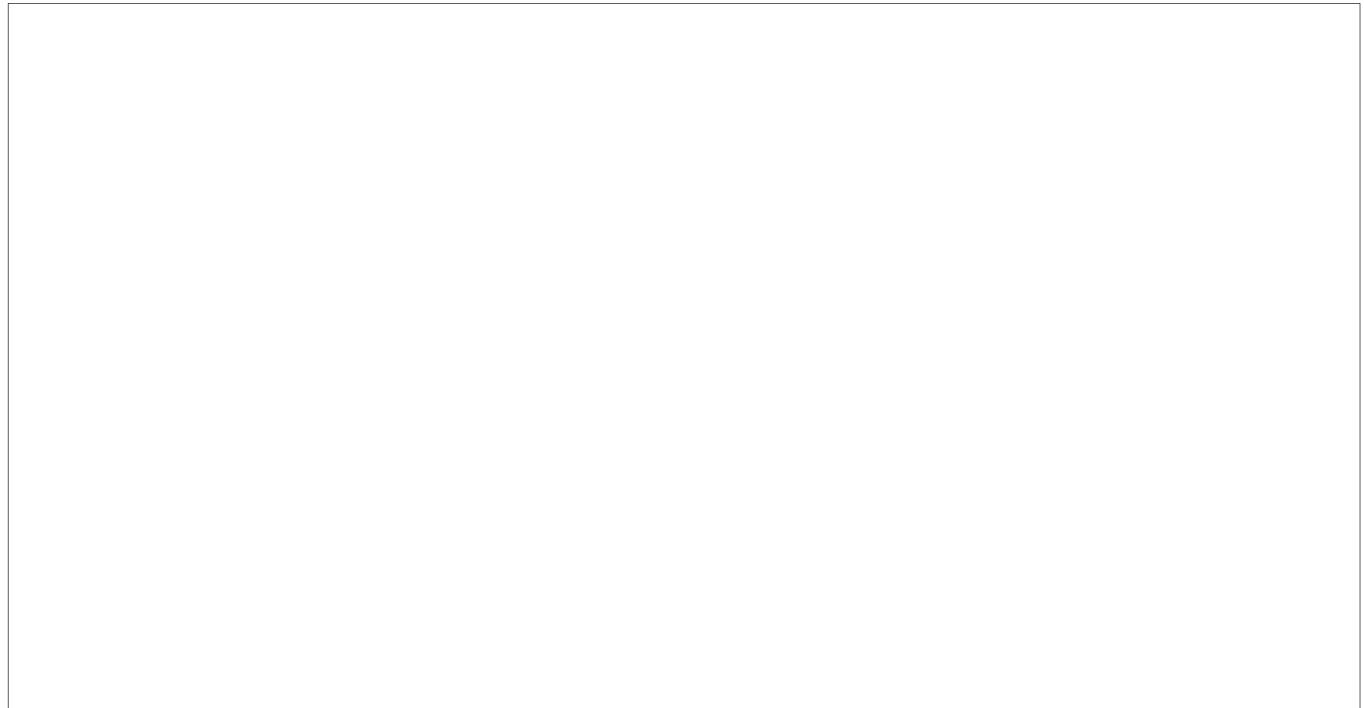
FROM: [redacted]  
Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 4 February 1987 [redacted]

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

a. The New Building Project Office, OL, responded to a request from the Office of Security (OS) for an aerial photograph of the New Headquarters Building. OS, in coordination with the Office of General Counsel, plans to release it to the Helicopter Pilots' Association for inclusion in an upcoming story in their magazine. [redacted]

b. OL reports that the Bid Package No. 2 contractor has begun installation of the terne metal in the first floor atrium area of the New Headquarters Building. It forms an important part of the RF shielding. The terrazzo flooring will be installed at a later date. [redacted]



S E C R E T

25X1



k. On 28 January OL received a report that a 50-ton chiller at the Ames Building was not functioning. As a result, computer equipment belonging to the Office of Research and Development, D/S&T, went down. The chiller was found to be shutting off due to a high freestat setting which was corrected through an adjustment of the chilled water thermostat.

25X1

l. OL's Architectural Design Branch has completed a new equipment plan to modify the main cafeteria, which will relieve the traffic congestion near the hot food serving lines.

25X1

m. OL reports that two officials from the Fort Wayne Museum of Contemporary Art and Mr. Vincent Melzac, who has loaned the paintings on display at Headquarters, visited the Agency on 29 January to view the paintings. Mr. Melzac is arranging an exhibit of "Washington Color School" painter's works to be shown at the Fort Wayne Museum in Sarasota, Florida, to include many of the Headquarters paintings. Mr. Melzac has arranged for restoration of the large painting currently hanging in the Main Reception area.

25X1

n. A suspect package was received in the OL Mail and Courier Branch Postal Section. The package had been mailed to a P.O. Box used by the Office of Personnel in conjunction with their recruitment efforts. The Security Duty Office, and the Ordnance Team from Ft. McNair were called in. The package was opened and contained two solid pieces of chrome, a bottle of pills, a cassette tape and various pieces of hand written material. The Office of Security has the contents in their possession. [redacted]

25X1

o. OL reports that a total of 602 hours of overtime were spent on 26 January and 586 hours of overtime were spent on 27 January in support of the Snow Emergency Plan. Even though the government offices were closed on 26 January, the Motor Pool Branch had a total of 21 people working. [redacted]

25X1

p. The production of the 13-volume Congressional Budget Justification Books (CBB) continues as a high priority task for OL. As of 2 February, five volumes (6, 8, 10, 11, and 13) have been completed and disseminated. All other volumes are in the production cycle with the exception of Volume 5, which is awaiting approval of page proofs. The processing of the CBB has been hindered this year due to the slow verification process by the customer. [redacted]

25X1

q. OL completed the replication of [redacted] videocassettes in VHS, Beta, and U-Matic formats depicting the activities of the Human Resource Modernization and Compensation Task Force. The replication effort of this 27-minute tape was completed and made available for dissemination to Agency components. [redacted]

25X1

25X1

r. OL concluded negotiations and definitized a letter contract with Booz, Allen & Hamilton, Inc., for technical services to supply the software engineering and quality assurance expertise needed for the Multilateral Counterterrorism Database Systems Program as required by the Office of Information Technology. The contract was negotiated in the total amount of \$370,559. [redacted]

25X1

s. Representatives from OL and the General Accounting Office (GAO), met on 3 February to discuss the Agency's experience in changing from a GSA-supported facility to a contractor-supported facility.

GAO is currently negotiating with GSA to take over responsibility of their building. The majority of GAO questions related to the size of OL's organization, experiences with the contractor, and the advantages of a fixed-price versus a cost-plus-award-fee contract.

At the conclusion of the meeting, a tour was given of the existing Headquarters Building with major emphasis on space occupied by the Allied shops. [redacted]

25X1

2. Significant Events Anticipated During the Coming Week:

An Office of Security representative will visit the Logistics Operations Center on 11 February to discuss details of the replacement of Federal Protective Officers by Security Protective Officers at the Center.

25X1

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S E C R E T


REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT  
FOR PERIOD ENDING 3 FEBRUARY 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

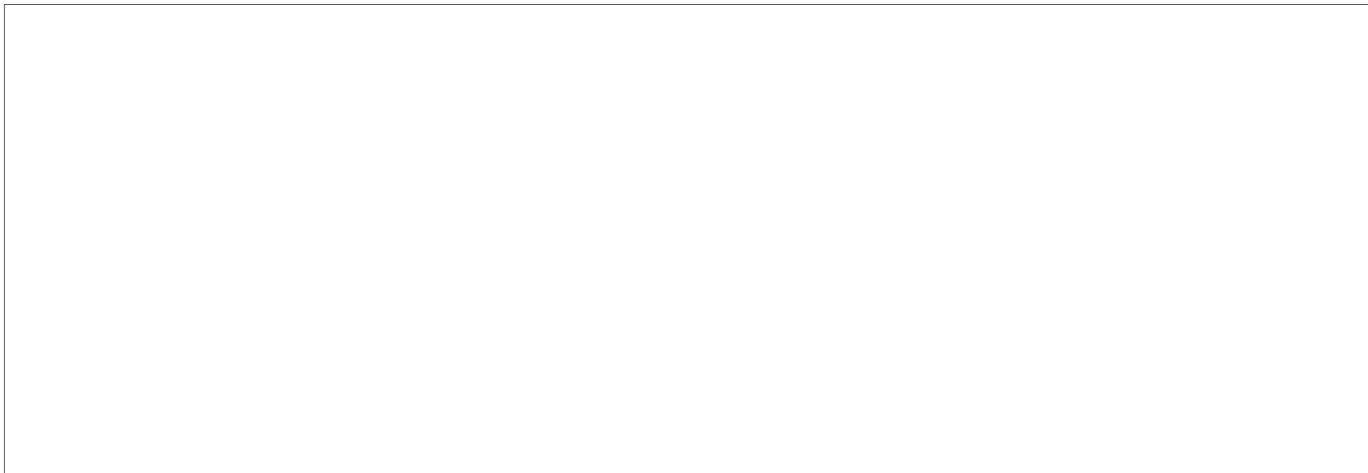
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c. Parking Survey, Chamber of Commerce Building - Ogden  
Allied Building Services was tasked by the Office of Logistics (OL)  
to perform a survey of the parking facilities at the Chamber of  
Commerce Building. The survey results which address optimal use of  
the present site and the concept of end-to-end/stack parking have  
been received by the Real Estate and Construction Division. After  
evaluation within the Division, recommendations will be forwarded  
to the Director/OL. 

25X1

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ILLEGIB



SUBJECT: Real Estate and Construction Division Weekly Report for  
Period Ending 3 February 1987

25X1



h. Preventive Maintenance Schedule on the Air Handlers and Chillers at the Ames Building - On 28 January 1987, representatives from the Real Estate and Construction Division, General Services Administration and Dominion Management (Ames Building Manager) inventoried all the special air handlers and chillers in the Ames Building. This information will be used to prepare a preventive maintenance contract. [redacted]

25X1  
25X1

i. Failure of 50-Ton Chiller, Ames Building - On 28 January 1987 the Real Estate and Construction Division, OL received a report that the 50-ton chiller at the Ames Building was not functioning. As a result the computer equipment belonging to the Office of Research and Development went down. The chiller was found to be shutting off due to a high freestat setting which was corrected through an adjustment of the chilled water thermostat. [redacted]

25X1

3. Upcoming Events:

None.



SUBJECT: Real Estate and Construction Division Weekly Report for  
Period Ending 3 February 1987

4. Management Activities and Concerns:

None.

25X1



OL/NBPO WEEKLY REPORT - PERIOD ENDING 4 FEBRUARY 1987

1. Progress Reports on Tasks Assigned by the Senior Management:  
None.

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

a. A close examination of new gas turbine generator No. 7 has revealed that it has suffered serious damage to its compressor (jet engine). Compressor blades are chipped and cracked. The metal appears to be blue in color suggesting that the unit was subject to excessively high temperatures at some time. Since the unit has never been run at Headquarters, it appears the damage must have been sustained during testing at the Williams and Lane plant in California. Arrangements are being made to ship the compressor to a repair facility. Repairs may take up to four months. At the present time, units 2, 3, 4, and 5 are available for service. Preliminary testing of the Load Management System indicates that the programmed logic as it pertains to the operation of the 13.2KV switchgear is correct. Arrangements are being made to demonstrate this fact using a test board made up of lights representing circuit breakers. [REDACTED]

b. Due to the recent hazardous weather conditions, the rerouting of traffic at the George Washington Memorial Parkway (GWMP) entrance was delayed. The start of construction and the altering of traffic at the GWMP entrance was started after the 2 February 1987 morning rush hour. [REDACTED]

c. On 29 January 1987, the Bid Package 4 contractor reported that all recently paved areas on the Headquarters compound have been striped. [REDACTED]

d. On 28 January 1987, the New Building Project Office, OL, responded to a request from the Security Duty Office for a recent aerial photograph of the New Headquarters Building. The Physical Security Division, OS, in coordination with the Office of General Counsel (OGC) plans to release it to the Helicopter Pilots' Association (HPA) for inclusion in an upcoming story in their magazine. Both OS and OGC have been working with the Federal Aviation Administration (FAA) to limit overflights of the Headquarters compound by unauthorized aircraft. We understand that the HPA believes that publication of the article will encourage local helicopter pilots not to make their aircraft available for non-official overflights. [REDACTED]

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25X1  
e. The 20 five-inch, northside building-to-building conduits were cleaned by the New Headquarters Building (NHB) contractor on 30 January. Ford Aerospace inspected and measured these runs on 2 February. The NHB occupancy is keyed to completion of these building-to-building communications links. [redacted]

25X1  
f. The Bid Package No. 3 contractor has substantially completed the new domestic water pumping station in the Headquarters Powerhouse. The new system will replace the original system and primarily consists of new ariable speed pumps with associated controls. This system serves the water tower and provides water to the Headquarters complex. The new system will be phased into operation during the month of February and a scheme was developed so that water service to the compound will not be affected. [redacted]

25X1  
g. The Bid Package No. 2 contractor has begun installation of the terne metal in the first floor atrium area of the New Headquarters Building. The terne metal forms an important part of the RF shielding, and in this instance will be embedded in terrazzo flooring which will be installed afterwards. [redacted]

3. Upcoming Events:

25X1  
The Office of Training and Education New Headquarters Building space briefing has been rescheduled for 18 February at the [redacted]

4. Management Activities and Concerns:

None.

25X1  
[redacted]  
Chief, New Building Project Office

D/OL  
C/FMD/OL

FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 4 FEBRUARY 1987

1. Status of Tasks Assigned by Senior Management:

25X1 a. Installation of an exhibit celebrating the Directorate of Science and Technology Silver Anniversary began on 1 February. Each office in the directorate is spending a day setting up and the first was NPIC. The Interior Design Staff is assisting the exhibitors and supervising the use of the Exhibit Hall property. [REDACTED]

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

25X1 a. Architectural Design Branch has completed design drawings and specifications for modification to the main cafeteria. The new design will relieve the traffic congestion near the hot food serving lines. [REDACTED]

25X1 b. On 25 January at 0300 hours, the Emerson 60 Hz UPS in Room GE2803 Headquarters, went into bypass. The Allied duty electrician was called and placed the system back on-line. Module #2 was the cause of the problem and was left off-line. True Power from Richmond was notified and arrived on 27 January. The unit was repaired and the system was back to 100% normal operation at 1030 on 27 January. Cause was determined to be a blown output filter capacitor. [REDACTED]

25X1 c. Vincent Melzac and two officials from the Fort Wayne Museum of Contemporary Art visited the Agency on 29 January to review all the paintings lent by Melzac to the Agency. Melzac is trying to arrange a joint exhibit of "Washington Color School" painter's works to be shown in Fort Wayne, Sarasota and another city unnamed as yet. Included in the proposed show would be many of the paintings on loan at Headquarters. Additionally, Melzac has arranged to remove, for restoration, a large painting currently hanging in the Main Reception. This is advantageous for us since the area is about to undergo renovation. [REDACTED]

CONFIDENTIAL

d. The Disposal Section of Building Services Branch destroyed 19,000 pounds of classified trash from the Headquarters Building and 70,970 pounds from outlying buildings. A total of 6,000 pounds was destroyed in the Hammermill. A total of 4,500 pounds of burn waste was destroyed at the Andrews Air Force Base incinerator. [redacted]

25X1  
25X1

e. On Thursday, 26 January, a suspect package was received in the Mail and Courier Branch Postal Section. The package had been mailed to a P. O. Box used by the Office of Personnel in conjunction with their recruitment efforts. The Security Duty Office/OS and the Ordnance Team from Ft. McNair was called in. The package was opened and the contents were determined to be two solid pieces of chrome, a bottle of pills, a cassette tape and various pieces of hand written material. The Office of Security has the contents in their possession. [redacted]

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f. Due to the weather conditions on 25 January and 26 January, the Snow Emergency Center of FMD put Plan A into effect for the Motor Pool. One dispatcher and two chauffeurs were called in for standby duty. Later that evening as bad weather continued, the Chief Dispatcher was requested to call in more people. Fourteen (14) calls were made for drivers. A total of 91 hours of overtime was spent. [redacted]

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g. During the 24-hour period starting at 2400 hours on 25 January through 26 January, a total of 164 hours of overtime was spent in support of various tasks. Even though the Government offices were closed on 26 January, the Motor Pool Branch still had a total of 21 people working during that time in support of the Snow Emergency Plan A. [redacted]

25X1

h. On the morning of 27 January, the DDA and DDO and their secretaries were picked up from their residences and transported to work. In addition, two briefers were transported from their Northern Virginia residences to Headquarters, from Headquarters to their daily assignments, and returned to the Agency. All requirements were handled by four-wheel drive vehicles. [redacted]

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i. The Maintenance Section of the Motor Pool Branch, in support of Allied Maintenance, made repairs on seven pieces of snow equipment. A total of 192.5 manhours was used for the two days of snow emergency, of which 128.5 was overtime. [redacted]

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3. Upcoming Week:

25X1 a. The training session for the MG careerists was conducted by the OP/Retirement Task Force on 30 January. The personal computers were removed from 1A07 and stored by Building Services pending the demonstration scheduled for 3-5 February in the 1J corridor. [redacted]

25X1 b. The Passenger Vehicle Section of the Motor Pool will transport 626 passengers during the coming week. [redacted]

25X1 c. There will be a partial steam outage in the North Penthouse and North Basement on Saturday, 7 February from 0600 to 1400 hours. The outage is to replace the condensate piping. If the outdoor temperature is below 40 degrees, the outage will be rescheduled. [redacted]

25X1 d. Design Branch has submitted design drawings and specifications for the DCI Security Staff for review and approval for the creation of a two-man office in the DCI's garage next to the visitor's lounge. [redacted]

4. Management Activities and Concerns:

25X1 a. The Parking Office/FMD wishes to express its appreciation to all Agency employees for their cooperation during the past week while "open parking" was a necessity in order to park all the vehicles. Some inconvenience will continue until all the snow can be removed from the West "A" lot. Please be aware that the VIP, Northeast/Northwest entrances, Southwest entrance, and the four Visitor Handicapped spaces in the North "A" row are RESERVED 24 HOURS A DAY. [redacted]

25X1 b. On 17 February, a new employee will EOD for the Mail and Courier Branch. [redacted] will enter on duty as an internal courier. With [redacted] coming on board, the Mail & Courier Branch will soon be releasing [redacted] to the Office of Information Resources/DDI.

25X1 [redacted] Chief  
Facilities Management Division

WEEKLY REPORT FOR PROCUREMENT DIVISION  
FOR PERIOD ENDING  
03 FEBRUARY 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, concluded negotiations and definitized a letter contract with Booz, Allen & Hamilton, Incorporated, for technical services to supply the software engineering and quality assurance expertise needed to perform the implementation of major enhancements, support, and quality assurance for the Multilateral Counterterrorism Database Systems Program as required by the Office of Information Technology. The contract was negotiated in the total amount of

25X1

b. The Procurement Division, Office of Logistics, completed negotiations with IBM, Gaithersburg, MD, for FY87 continued support of Applications Development for the Office of Current Production and Analytic Support, Directorate of Intelligence. A savings of 12,000 was realized resulting in a contract for \$288,906.

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d. Procurement Division, Office of Logistics, awarded a firm-fixed price contract in the amount of \$66,000 to Levinson Institute of Cambridge, Massachusetts. This contract is in support of a requirement from the Office of Training and Education for the continuation of the Agency's Executive Leadership Program. The contractor will conduct two five day seminars entitled "... On Leadership." The courses are scheduled to be completed by 12 June 1987.

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[Redacted]

25X1

f. Procurement Division, Office of Logistics, representatives met with technical representatives of the Office of Personnel on 29 January for the purpose of discussing changes to the relocation services contract with Moran, Stahl and Boyer. The Office of Personnel is assuming responsibility for some of the staff functions performed by Moran, Stahl and Boyer and has established an Agency staff member in place at the Relocation Center. Issues to be resolved include the potential conflict of interest arising from the duties of the Agency employee; training expenses proposed by Moran, Stahl and Boyer; and initiation of a new fiscal year contract for home buy services. These issues will be discussed and resolved in coordination with legal counsel.

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g. Procurement Division, Office of Logistics, awarded a contract to MEMOREX Corporation in the amount of \$629,640 for the annual supply of magnetic cartridge tapes and EDP tapes. Seven contractors offered proposals on the requirement.

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25X1

3. Significant Events Anticipated During the Coming Week:

25X1

[Redacted]

4. Management Activities and Concerns:

None

25X1

[Redacted]



**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 03 FEBRUARY 1987**

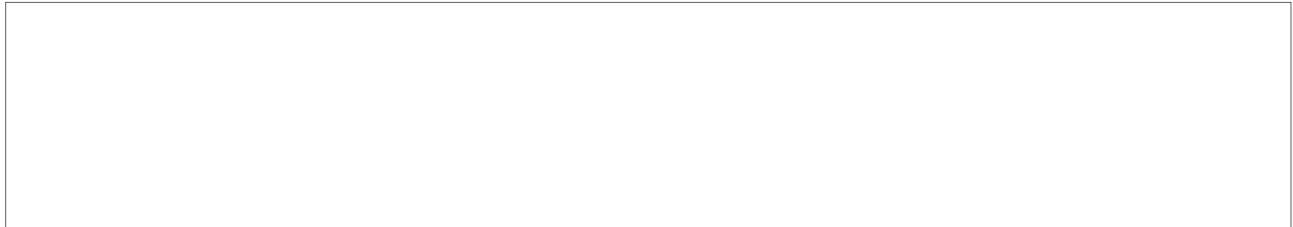
1. Progress Report on Tasks Assigned by the DCI/DDCI:

Memorandum of Agreement (MOA): The MOA between OL, OIT and OF on the topic of Corporate Data, specifically CLAS, is now in the Front Office of OL for review.

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

A. DAS

(1) Representatives from General Electric (GE) visited with members of OL/DAS and TG to clarify requirements for downloading LADS III from a Wang VS-100 System to either an IBM PC or a smaller Wang VS System. GE plans to have a draft proposal outlining the scope of work for downloading LADS III ready by 6 Feb 87.



(3) General Electric Barcode Study is continuing on schedule. The GE team provided an interim briefing for Technical Group and DAS personnel on their progress within OL including some preliminary recommendation on ways to improve work flows. Additional status briefings are planned before a final report is submitted by GE.

B. Planning

(1) IMSS met with the Design and Presentation Center (D&PC) of P&PD to plan graphics for the upcoming OL Quarterly scheduled for 26 and 27 February. Graphics requirements for two of the five OL presentations were defined for D&PC, and preliminary plans for a third presentation were discussed. IMSS will continue meetings with the presenters and graphics personnel to coordinate briefing materials and scripts.

ADMINISTRATIVE - INTERNAL USE ONLY

25X1

WEEKLY REPORT FOR PERIOD ENDING 03 FEBRUARY 1987

(2) IMSS assisted the EO/OL in preparing an inventory of all Corry-Jamestown furniture in OL. The inventory, based on inputs received from OL divisions and staffs, was conducted at the request of the DDA Management Staff to assist them in preparing for a meeting with the Comptroller.

C. CLAS

(1) Functional Meetings: During the past week the CLAS teams, along with OIT technical personnel, met with Cullinet functional analysts to begin the implementation plans for package software. Tasks are being broken into subtasks, projected man-days to complete the tasks are being evaluated and tasking assignments are being made. Training schedules are also being devised.

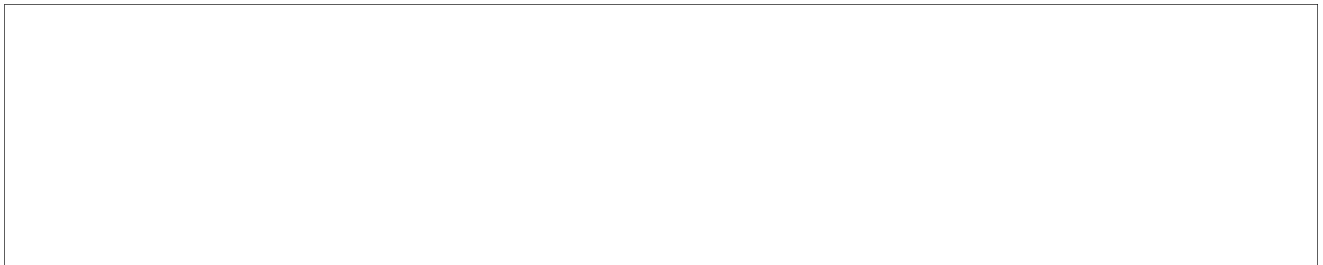
(2) Other: Installation dates for Purchasing and Accounts Payable have been set for 17-20 February; tentatively, Inventory Control, Bill of Materials and Order Entry are being planned for early March.

D. Regulations

(1) IMSS initiated a follow-up meeting with responsible senior Agency managers relative to the new Agency no-smoking policy and to review the proposed wording of the Employee Bulletin and Hqs. Notice originated by the EXA/DDA. Selected areas were also chosen as recommended sites for the Agency Health and Safety Committee to consider as designated smoking areas. (The ADDA recently delegated to Dr. Arvel Tharp the Chairmanship of the Health and Safety Committee.) The goal of the managers meeting with the EXA/DDA was to present a viable no-smoking policy recommendation that the Deputy Directors could approve and implement by 8 February 1987. This subject will become a new Health and Safety Regulation  when issued by RPD/OIS.

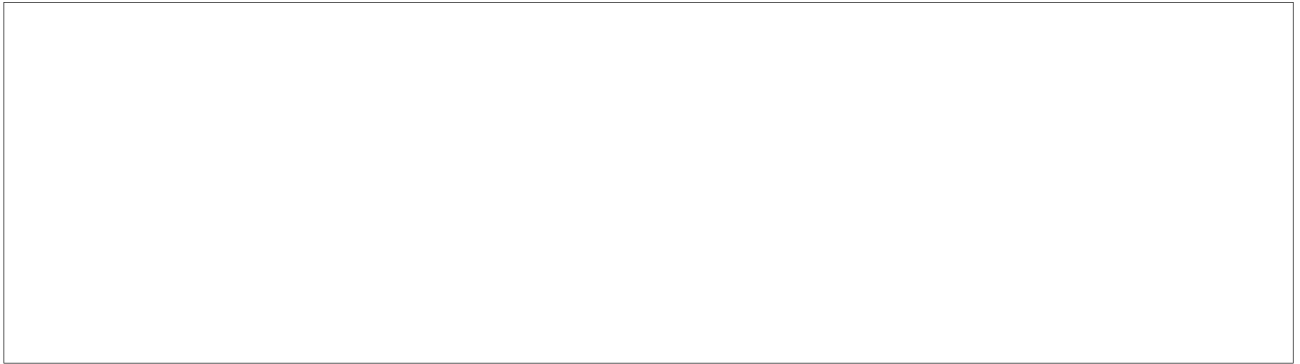
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WEEKLY REPORT FOR PERIOD ENDING 03 FEBRUARY 1987

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3. Significant Events Anticipated During the Coming Week

CLAS:

(1) Implementation Mtn: On Tuesday, Feb. 10, the CLAS teams will meet with Cullinet analysts to review the implementation planning completed at that time. The meeting will be held in 3G-06.

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4. Perspective of Staff Activities

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