PRINTING AND PHOTOGRAPHY DIVISION WEEKLY REPORT FOR PERIOD OF 04 February 1987 - 10 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
- Following the established of the DCI/IG group for the Congressional investigation of the Iranian arms transfer, the Office of Logistics, Printing and Photography Division (OL/P&PD) received an urgent request for a copier to support their activities. The request was received on Friday morning, 6 February, for an immediate placement of a copier (no later than Monday morning, 9 February). to the friendly, supportive and cooperative relationship that exists between P&PD and Canon Government Marketing Center representatives, Canon was able to obtain a copier that met all the DCI's requirements, for placement on Monday Canon also insured the availability of a service technician for immediate installation and a customer support representative to train the users. P&PD feels that had the rapport between Canon and the Agency not existed, it would not have been possible to place a machine in the timeframe demanded by the requestor.

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B. On Thursday and Friday, February 5-6, 1987 a member of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives of the OL-designated consultants to further discuss bar coding uses within P&PD. Facts gathered from the review of P&PD will be incorporated into a report for the Director of Logistics which is to be completed by the end of February.

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* C. On Tuesday, 2 February, a representative of the Office of Logistics, Printing and Photography Division

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(OL/P&PD) attended a briefing for component safety officers. Major safety topics were reviewed with emphasis on recent changes in policy or procedure. Of interest to P&PD "Flying Squad" personnel is that the Office of Medical Services, Safety Branch will loan selected safety equipment to TDYers, including a portable smoke sensor and emergency safety light. Contact Safety Branch or the P&PD Safety Officer for more information. For two days, 5 & 6 February, a representative from the Office of Logistics, Printing and Photography Division (OL/P&PD) attended the Network Publishing Conference in Rossyln. The conference, sponsored by the National Composition Association, focused largely on the growth of personal computers and desktop publishing packages as front-end typesetting equipment and even as complete publishing systems. One trend noted at the Conference sighted the migration of technology into the hand of the ultimate user. This trend has occurred in many areas, but

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* F. As of 9 February, the Office of Logistics, Printing and Photography Division (OL/P&PD) has completed all 13 volumes of the Congressional Budget Justification Books (CBJB) except Volume I (The Executive Overview) which is to be disseminated on 10 February and Volume 5 (Navy) which will be finished by 12 February.

publishers. They sacrifice the high-quality output through

users can get a product that meets their standard of quality

more quickly and visibly in computers, and now in publishing. Users are now able to produce finished documents, by outputting to laser printers, in a form similar in quality to what they were getting from

typesetters and the design experience of publishers.

in a timely manner and retain control of the product,

popularity of such systems will continue to grow.

III. Significant Events Anticipated During the Coming Week

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IV. Management Activities and Concerns:

None.

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WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

10 FEBRUARY 1987

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

No tasks assigned during this reporting period.

- Items or Events of Major Interest that have Occurred During the Preceding Week:
- Procurement Division, Office of Logistics, has issued a delivery order for \$27,688 to Motorola Computer Systems. order is for FY87 maintenance service of two mini-computer systems supporting Information Management Systems in the Directorate of Operations.

Procurement Division, Office of Logistics, on behalf of the Office of Communications, has awarded a fixed price contract in the amount of \$262,743 to Wang Laboratories for the purchase of 39 Intelligence Communication terminals and associated hardware.

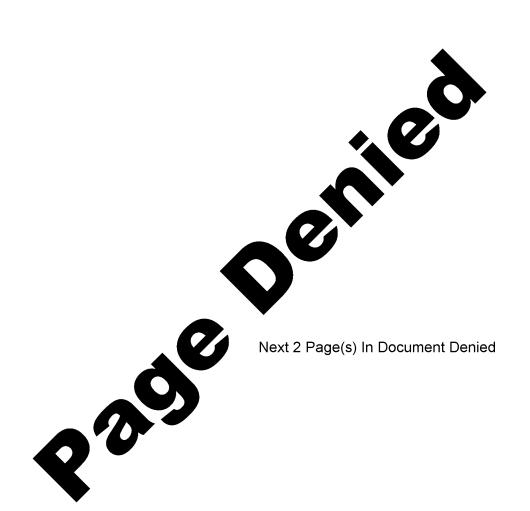
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Procurement Division, Office of Logistics, received several requests from the Office of Security, Information Systems Branch to solicit proposals for contracts in support of the polygraph work station research program. Four separate contracts are anticipated; three consultation contracts with recognized experts in the polygraph field and one research and development contract with Ultrasystems Space and Defense, Inc.

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e. On 3 February 1987, the Agency Contract Review Board approved the recommendation of Procurement Division, Office of Logistics to terminate two outstanding Duracell battery contracts for default. Under the conditions of the default, Duracell will convey to the government a royalty-free license to produce three types of cells, tooling and jigs associated with the battery production, and free access to specialized battery technology. Duracell will not be assessed reprocurement costs, and will make arrangements with a follow-on contractor to transfer subcontracts	
for parts on order. The termination is an amicable one, even though classified as a default, and the few outstanding issues are expected to be resolved in the near future. Other battery	
contracts with Duracell are unaffected by this action.	25) 25)
f. Procurement Division, Office of Logistics, awarded an indefinite quantity/firm-fixed price contract to Communications Techniques. An amount of \$75,000 has been obligated for the maintenance, repair, overhaul, and/or minor modifications of communications equipment. These services are in support of Office of Communications FY87 requirements.	25) 25)
g. Procurement Division, Office of Logistics, negotiated a time & materials type contract with Stanford Telecommunications, Inc. for repair and return of communications equipment. This contract was written on behalf of the Office of Communications, Foreign Networks Division and is in the amount of \$20,000.	25) 25)
	25)
4. Management Activities and Concerns:	
None	
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PROCUREMENT MANAGEMENT STAFF, OL WEEKLY REPORT
Period Ending on 10 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 126 contracts and 94 amendments during this past week.

b. Training:

(1) On 9 February, Procurement Management Staff (OL/PMS) initiated a 2-day course entitled "Introduction and Overview of Procurement in CIA." The students consisted mainly of new entrants on duty from the Offices of Finance (OF) and Logistics.	
	STAT
(2) gave a presentation to the Logistics Orientation course on 3 February.	STAT
c. Meetings:	
	STAT
(2) discussed with and received agreement in principle from Deputy Director of Finance, to obtain the consulting services from OF's personal compute expert.	STAT STAT STAT
(3) met for several hours with three representatives of the General Electric Company, which is conducting a study of OL operations and how bar coding technology can improve operations within OL/PMS.	

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SUBJECT: OL/PMS Weekly Report for the Period Ending 10 February 1987

(4) 27 February has been confirmed as the date for the next bimonthly meeting of the Procurement Executive with the contract teams.

d. Interview:

position in procurement. The applicant has a law degree and an MBA and is working on a doctorate in business. He is presently a GS-12 contracting officer (CO)

e. Contracting Manual:

A memorandum was sent to the Chief, Logistics and Procurement Law Division, Office of General Counsel, requesting a review of a recently published briefing paper on bid protests and an opinion as to whether or not the Agency should develop procedures for inclusion in the Agency Contracting Manual.

f. Coopers and Lybrand:

The Chief, PMS/OL reviewed data provided by senior COs and other sources and prepared for the Procurement Executive a staffing plan which identifies CO positions required for the reorganized procurement system.

g. Agency Contract Review Board (ACRB)

On 3 February, the ACRB reviewed 10 actions, all of which were recommended for approval by the Director of Logistics, two with caveats. Due to the fact that its total value was contractual action was forwarded to the Deputy Director for Administration for approval in accordance with Headquarters Notice

3. Upcoming Events:

None of a significant nature.

4. Management Activities and Concerns:

None of a significant nature.

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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD ENDING 11 February 1987

I. Status of Tasks Assigned by Senior Management:

PTPE UPDATE:

None

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

A. The Chief, Operations Support Branch, Supply Division, has been detailed to the IG Office for four to six weeks to examine Agency activities associated with the Contra Support

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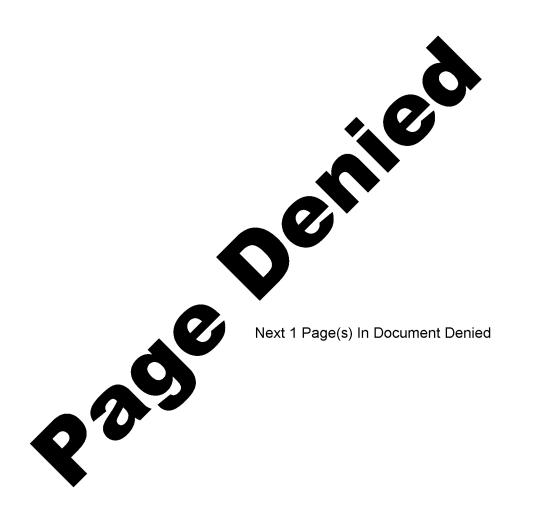
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J. Two Operations Support Branch, Supply Division, staffers are participating in the Introduction to Procurement Course being held this week. Deputy Chief, Operations Support Branch, Supply Division, briefed this course on 9 February concerning the functions of a Supply Officer in a component support role.	25X1 25X1
K. This week Supply Management Branch, Supply Division, submitted stock replenishment requisitions to Procurement Division for 250 IBM typewriters at a total cost of \$258,200. This quantity plus present on-hand balances should carry us through FY 87.	25 X 1
III. UPCOMING EVENTS:	25X1
IV. MANAGEMENT ACTIVITIES and CONCERNS:	
Insufficient staffing to support near and mid-term PCS and TDY requirements remains the most significant item of concern for Supply Division management.	Ą
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OL/NBPO WEEKLY REPORT - PERIOD ENDING 11 FEBRUARY 1987

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

The Associate Deputy Director for Administration (DDA) has requested that the New Building Project Office (NBPO), OL, provide a briefing on and a tour of the New Headquarters Building for component support officers. Chief, NBPO, will work with the DDA Career Management Officer to schedule the briefings/tours for groups of 8-10 support officers. (R.

STAT

- 2. Major Events that Have Occurred During the Preceding Week:
- a. One of the more unusual pieces of correspondence received by the New Building Project Office, OL, this week is a disclaimer by the Bid Package 4 contractor for damages sustained by newly planted trees outside the Route 123 entrance. It seems that due to the heavy snow, deer have been foraging in the area and have stripped the bark from several white pines.

STAT

b. During preliminary testing, the Bid Package 3 contractor has successfully demonstrated the automatic operation of four of seven emergency gas turbine generators at the Headquarters Powerhouse. This automatic operation is an important part of the load management system. It involved automatic start-up of the generators, power sequencing, and breaker closure. Other aspects of the load management system are still being tested and once completed, performance of the load management will be demonstrated in a comprehensive test.

STAT

c. The Bid Package 3 contractor has substantially completed installation of the fifth and sixth Carrier chillers in the Headquarters Powerhouse. Once Carrier Corporation has completed start-up procedures, the two chillers will be placed into operation and will represent a total of eight chillers in the reconfigured Powerhouse.

STAT

d. Work at the George Washington Memorial Parkway Security Control Center (SCC) is continuing. The foundation for the canopy had to be moved approximately one foot to avoid a conflict with an existing storm drain. Resolution of a problem with the sanitary sewer line also has been reached. Sewage from the SCC will be pumped uphill for approximately 280 feet before it is discharged into a gravity line. (J.

STAT

e. On 9 February 1987, the Bid Package 2 contractor began work on the construction of a new entrance into the Original Headquarters Building (OHB). This entrance will be adjacent to the old North loading dock and will connect into GG corridor. Considerable jackhammering of existing concrete will be required.

STAT

f. On 9 February 1987, representatives from the New Building Project Office, OL, attended the pre-construction conference for the realignment of Routes 123/193 adjacent to the Route 123 entrance to the Headquarters compound. Temporary construction signs will be installed this week, while work on the project is expected to begin within the next two weeks. One of the first tasks under the project will be the clearing of the area along Route 193 in preparation for the precast concrete barrier to be constructed behind the Evermay community. Road work which may impact traffic entering the compound will not begin until later this spring. In addition, the terms of the construction contract restrict the contractor from working during peak rush hour periods. The project is scheduled to be completed by 15 October 1987.

STAT STAT

g. In response to a request from the Office of Security (OS), the New Building Project Office (NBPO), OL, met with the architect for the New Headquarters Building to discuss modifying one of the guard booths at the Route 123 Security Control Center (SCC). OS has requested that the SCC be altered so that one guard can process visitors without leaving the guard booth. In addition, NBPO is preparing a request for the architect to submit designs that would provide additional waiting areas for visitors in the SCC.

STAT

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

Chief, New Building Project

STAT

Office

D/OL C/FMD/OL

FACILITIES MANAGEMENT DIVISION WEEKLY REPORT FOR PERIOD ENDING 11 FEBRUARY 1987

Status of Tasks Assigned by Senior Management:

a. A member of the Design Branch/ FMD, Allied
Maintenance and the Chief, DCI Support Staff, will survey the
ground floor of the DDCI's residence to establish the
feasibility of enclosing a room and installing a water closet
and sink for the DCI Security Staff. The survey will decide
what drawings and building permits are required for the
installation.

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b. Support was provided during the week for the upcoming DDS&T ceremony on 19 February. A move of approximately 10 pieces of furniture including tables and boxes were moved from NPIC to Headquarters and several pieces have been received through the New North Loading Dock which were given priority handling. This type support will continue on a call-in basis through the reception the evening of 19 February.

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

a. The partial steam outage in the North Penthouse and North Basement was performed on Saturday, 7 February 1987, from 0600 to 1400 hours. The outage was to replace the condensate piping. There were no problems associated with this outage which was coordinated with an Agency-wide FMD notice.

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b. Representatives of Operations/FMD met with representatives of DDI/ALA to discuss approximately personal computers currently being installed in 3f and 4F corridors. These installations were not coordinated with FMD and have tripped a number of circuit breakers since 6 January. The request to install power to support this equipment was received on 29 January. After much discussion, a plan was developed to remedy the problem. It will take approximately 2 months to get the required circuits installed. HVAC problems are also expected. ALA agreed to cooperate with FMD to minimize tripped circuit breakers until new circuits are installed.

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c. The Disposal Section of Building Services destroyed 44,000 pounds from Headquarters Building and 120,780 pounds from outlying buildings. A total of 6,800 pounds was destroyed in the Hammermill. A total of 4,000 pounds of burn waste was destroyed in the Hammermill. A total of 4,000 pounds of burn waste was destroyed at the Andrews Air Force Base incinerator. Allied transported 22 loads of SOMAT waste to the landfill.	25 X ^
d. On Wednesday, 4 February, a suspect package was received in the Mail and Courier Branch Postal Section. The package had been mailed to former DCI William J. Casey and the return address indicated that it had been mailed from an individual in New York City. Upon x-ray inspection, it was apparent that the package contained a transistor radio and an extra set of batteries. Due to the unknown nature of the possible contents of the radio, the Security Duty Office/OS was alerted and upon their inspection of the package, the Ordnance Team from Ft. McNair was called out. The package was opened on the South Loading Dock and the contents were what they originally appeared to be.	25X ²
e. On Thursday, 5 February, considerable damages were incurred to a Mail and Courier truck when it struck the rear end of a privately owned Mercedes Benz in Arlington. The driver of the Mercedes misunderstood a red signal light indicated no left hand turn to be intended for the lane in which she was driving. Although the green light for the forward moving lane was illuminated, she came to an abrupt halt. There was only minor damage to both vehicles, no citation was issued and no personal injuries were sustained.	25X ²
f. A total of 224 pieces of PTI furniture was collected by Services Section and a total of 261 manhours were expended during the week.	25 X ′
g. During the past week, a total of 7,300 passengers were transported by the Motor Pool Branch. Out of this total, 528 passengers were transported by Pool assignments, 638 by special requests and 6,134 by shuttle service.	25 X 1
3. Upcoming Week:	

a. The Executive Dining Room will cater the food to a large reception to take place on 19 February in the main lobby for the 40th anniversary of the DS&T.

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4. Management Activities	and Concerns:
a. Personnel - New	M&CB M&CB

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Chief 25X1 Facilities Management Division

3

11 February 1987

MEMORANDUM FOR:	Deputy Director for Administration	
FROM:	Acting Director of Logistics	25X
SUBJECT:	Report of Significant Logistics Activities for the Period Ending 10 February 1987	25 X ′
l. <u>Events o</u> <u>Precedi</u>	f Major Interest That Have Occurred During the	
Package 2 contra Original Headqua entrance will co	Office of Logistics (OL) reports that the Bid ctor began construction of a new entrance into the rters Building, at the old North loading dock. This nnect into the GG corridor. Considerable existing concrete will be required.	25X ⁻
Project Office, meeting for the Headquarters Cominstalled for th Road work which begin until late contract restric	eports that representatives from the New Building OL, attended a Virginia Department of Transportation realignment of Routes 123 and 193, adjacent to the pound. Temporary construction signs will be e work which is scheduled to begin in two weeks. may impact traffic entering the compound will not r this spring. The terms of the construction t the contractor from working during rush-hour oject is scheduled to be completed by 15 October.	25X ⁻
(OS), an OL repr Headquarters Bui at the Route 123 process visitors architect was re	esponse to a request from the Office of Security esentative met with the architect for the New lding to discuss modifying one of the guard booths Security Control Center (SCC) so that a guard can without leaving the guard booth. In addition, the quested to submit designs that would provide for ng areas for visitors in the SCC.	25 X
Counterterrorist	eceived a priority request on 5 February from the Center, Directorate of Operations, requiring 24 each of 11 originals. The photographs were s of suspected terrorists. The job was completed on	25X1
		25X ⁻

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	nits are required for the installation.
Branch Postal Section on 4 to former DCI William J. Control that it had been mailed from transistor radio and an expanding of the possible confice was alerted and, up Ordnance Team from Ft. McN	Rage was received in the Mail and Courier I February. The package had been mailed Casey and the return address indicated from an individual in New York City. Upon apparent that the package contained a fixtra set of batteries. Due to the unknown fixtra set of batteries. Due to the unknown fixtra set of the radio, the Security Duty from their inspection of the package, the fixed was called out. The package was fixed Dock and the contents were what they
Latin American Analysis (Apersonal computers which a corridors. These installation have tripped a number of crequest to install power to 29 January. After much dithe problem. It will take required circuits installed	es from OL and the Office of African and ALA) met to discuss approximately the are currently being installed in 3F and 4F ations were not coordinated with OL and circuit breakers since 6 January. The so support this equipment was received on scussion, a plan was developed to remedy approximately two months to get the ed. HVAC problems are also expected. ALA OL to minimize tripped circuit breakers stalled.
at Reston. at Reston. Broadcast Information Serve begin on 16 February. The scheduled to be completed respectively. At the requires been incorporated in the server in t	at the HITT Contracting Company of accessful bidder for the construction of is to be occupied by Foreign vice (FBIS). Construction is scheduled to third, second, and first floors are in 90, 120, and 150 calendar days lest of FBIS, a daily monetary incentive the contract for early completion of the onstruction on is complete.
	cure data line installations and security

2. Significant Events Anticipated During the Coming Week:

main lobby for	the 25th a	ammiversary	or the ps&	I •	

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INFORMATION AND MANAGEMENT SUPPORT STAFF WEEKLY REPORT FOR PERIOD ENDING 10 FEBRUARY 1987

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

Memorandum of Agreement: The memorandum of Agreement (MOA) between the Directors of Logistics, Finance, Information Technology, and the Deputy Director for Administration has been reviewed and is now ready for signature. It will be routed to the above for final disposition.

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

A. DAS

General Electric has submitted a proposal to Technical Group (TG) for the tasks associated with the downloading of LADS III inventory software to a small Wang VS system or an IBM PC. TG is in the process of reviewing the proposal.

B. Planning

- (1) In response to a DDA Management Staff request, IMSS reviewed a DA draft of the 1987 Program for Standard Support Requirements and outlined sections that OL components should review/revise. The OL divisions and staffs should respond by 24 February to allow IMSS and B&FB time to prepare a consolidated OL response to the DDA Management Staff.
- (2) In support of a B&FB task from the DDA Management Staff, IMSS is reviewing/revising the Ongoing Initiative Resource Schedule Form for CLAS. The proposed revisions, if approved by the D/L, will be used as a basis for determining a funding request for future years FY 89-93.
- (3) IMSS met with Agency photographers to take new shots for the upcoming OL Quarterly. Also, IMSS met with representatives of the Design and Presentation Center to plan graphics for the event.

C. CLAS

(1) The CLAS teams have continued to work on the implementation plans for their respective packages. The planning process involves identifying tasks, breaking the tasks

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WEEKLY REPORT FOR PERIOD ENDING 10 FEBRUARY 1987

into sub-tasks, assigning personnel the responsibility for doing the sub-tasks and estimating man-days necessary to complete the sub-tasks. In addition, the sub-tasks are assigned a time sequence for completion.

(2) Other: Discussions with Procurement personnel regarding contracting for the procurement of Cullinet software packages, consulting services and training credits, indicate that the best solution is to write new contracts as opposed to amending existing contracts.

PDP&E/PD has been STAT identified as the contracting officer for these contracts.

D. Headquarters Claims Review Board

Status of Headquarters Claims Review Board personal property claims for January 1987 is as follows:

Received	22
Adjudicated	15
Appeal	1
Reconsideration	1
Amount Claimed	\$16,827.90
Amount Paid	\$12,527.72

E. Records Management

- (1) The OL/RMO and two representatives from OIS met with a representative from P&TS/OL to discuss the assignment info system. The information gathered will be used to develop machine-readable (electronic) records schedule.
- (2) The information handling audit was completed in O-D/L, SS/OL, P&TS/OL, B&FB/OL, and IMSS/OL and the component logistics offices. One logistics office from each directorate will be reviewed.

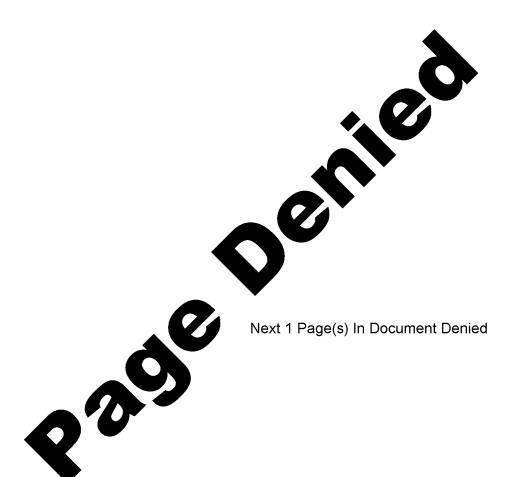
F. Regulations

(1) The new Agency policy on smoking was finalized and approved by the Deputy Directors. Monday, 9 February 1987, was selected as the day of implementation for the Agency and an excellent was published to formally announce this STAT policy. The EXA/DDA, deserves accolades for his STAT leadership, intuitiveness and expert authorship of this model



WEEKLY REPORT FOR PERIOD ENDING 10 FEBRUARY 1987

	(3) Reorganization Committe		STA on STA
	February 17 and 18 for the purpore reorganization study.		
	(4) At the request of the OL Planning Officer in IMSS will DDA Management Staff, Chief, OL/Mand Planning Officers on 11 February is to review the 89-90 Planding from the Comptroller resprograms.	B&F, and other DA Office Budge uary. The purpose of the rogram Call and to receive	1e
•	Perspective of Staff Activities		STA



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DDA 87-0258 12 February 1987

MEMODANIDIM	EOD.	Action	Director	of Control	Intalligance

FROM:

William F. Donnelly

Deputy Director for Administration

SUBJECT:

Weekly Report for Period Ending 12 February 1987

1. This month	officers graduated from the Office of Security	25X1
Polygraph School, bringing	he total number of on-line polygraphers	As 25X1
a result, the number of poly	graphers conducting staff reinvestigations will	
increase from		25 X 1

2. Office of Logistics (OL) representatives attended a Virginia Department of Transportation meeting regarding realigning the portions of V Routes 123 and 193 that are adjacent to the Headquarters Compound. Work will begin in two weeks and is scheduled to be completed by 15 October. The terms of the construction contract preclude any work during rush-hour periods.

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- 7. OTE's Intelligence Training Division prepared a memorandum for the White House Crisis Management Center on the "lessons" of the "intelligence failure" on Iran in 1978. The memorandum, based on the Seminar on Intelligence Successes and Failures course, will be incorporated in a National Security Council staff study on crisis management procedures.
- 8. The redesign of the Agency Off-Campus Program resulted in a 53 percent increase in enrollment over last semester. There are 200 students enrolled currently in the program.
- 9. The DDA hosted a briefing for Dr. James Colvard, Deputy Director of the Office of Personnel Management (OPM), on the organization and direction of the Human Resource Modernization and Compensation Project. Dr. Colvard was supportive of the effort and offered OPM assistance.

11. The Cable Disseminatio tem (CDS) received a record 16,731 messages on 5 February. The previous results over 15,000 messages received for one 24-hour period occurred on 11 September 1986.

William F. Donnelly V

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