

~~SECRET~~

DDA 87-0441
6 March 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 6 March 1987

1. The Office of Communications completed the installation of fiber optic modem equipment at [redacted] as part of the Headquarters Area Transmission System (HATS) expansion program. This installation in the communications center and the microwave radio room will result in increased data rates between the two locations.

25X1

2. On 27 February, Office of Security and Department of State representatives reached agreement that unescorted access for Marine Security Guards in CRAFT locations would not be allowed. State Department will advise all regional locations of this decision.

3. Despite a week-long series of protest activities, the Office of Personnel (OP) conducted interviews as scheduled during a two-day recruiting visit to the University of Iowa. A scuffle between the protesters and counter-demonstrators resulted in 25 arrests.

4. OP's first overseas briefing team on the new Federal Employees Retirement System departed this weekend for briefing sessions in [redacted]

25X1

5. On 4 March OP officials provided a briefing on the Human Resource Modernization Task Force effort to a Senate Select Committee on Intelligence staffer, who agreed to work to gain Committee support of the effort.

6. An Office of Medical Services representative briefed airline officials on the specific needs of hijack victims and the support the US Government provides during skyjackings overseas.

ALL PORTIONS SECRET

[redacted]

25X1

~~SECRET~~

7. Effective 1 March the Office of Information Services, Directorate of Administration was abolished. The Information Resources Management Division was transferred to the Office of Information Technology (OIT), and the remaining divisions--Regulatory Policy, Information and Privacy, and Classification Review--were transferred to the Office of the Deputy Director for Administration.

8. OIT personnel worked over the weekend in the Agency Archives and Records Center to respond to a request from the Office of Independent Counsel for the Iranian-related records.

25X1 9. During February OIT activated a satellite circuit between the [redacted] and the Crisis Communications Center (CCC). The first two weeks of circuit activity resulted in a 500 percent increase in narrative message workload for the CCC. 25X1

25X1 10. The [redacted] hit all time highs in January and February 1987, [redacted] 25X1

25X1 11. An Office of Logistics (OL) representative provided an orientation tour [redacted] to two members of the House Appropriations Committee Surveys and Investigations Staff. 25X1

25X1 12. On 6 March OL personnel briefed a Senate Select Committee on Intelligence staff member on the [redacted]

13. An Office of Training and Education instructor of Japanese has been invited to discuss trends in Japanese teaching techniques at Harvard University on 13 April 1987.

[redacted]

William F. Donnelly V

**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 3 MARCH 1987**

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) The first draft of the General Electric Bar Code study was reviewed in detail by DAS/TG. Several discrepancies were noted. A meeting was held with G.E. on 26 February to review the findings and provide suggestion for improvement. The G.E. study team indicated that the suggestions would be incorporated into a second draft. The Agency received the second draft on 27 February. This version was a great improvement over the first. The final document is to be delivered on 3 March 1987.

(2) Bar Code Demonstration. On 25 February Mr. Kramer and Mr. Hensley of DAS/TG accompanied three [] representatives to a barcode demonstration at Wang Headquarters in Lowell, Mass. The demonstration included Wang's quality control tracking system using barcoding to monitor the flow and quality of the production of printed circuit board. [] personnel expressed a high degree of interest in the Wang barcode operation and indicated they desired an additional demonstration for other technical personnel from []

STAT
STAT

STAT
STAT

(3) FARS. The communications problems that plagued the Federal Automated Requisitioning System (FARS), preventing transmission of data, for several days appear to have been solved. No specific problem could be identified. The difficulty seemed to be associated with several different boards in the CER equipment and the Data General computer.

B. Planning

(1) IMSS prepared a proposed OL response to the DDA Management Staff on FY 89/90 Standard Support Requirements (SSRs) for OL. Included were suggested revisions to the formulas for SSRs and changes to narrative sections.

(2) IMSS completed preparations for the OL Quarterly which was held on 26 and 27 February.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

WEEKLY REPORT FOR PERIOD ENDING 3 MARCH 1987

C. CLAS

(1) CLAS team members are preparing to begin formal training courses in Cullinet applications packages. Team members have begun working on the tasks established in the implementation plans.

(2) DC/IMSS met with [redacted] and [redacted] (MISG/OIT), and [redacted] (OF), on Friday 27 February to discuss project status with Cullinet Functional Analyst, [redacted]. This group will meet every other Friday to keep the project on track and in focus. OIT reported at this meeting that they are experiencing stability problems with IDMS/R under stress testing for BARS. STAT
STAT
STAT

(3) MPA/PRA: [redacted] met with [redacted] Office of the Comptroller, to continue discussions on a proposed alternative to the current MPA/PRA System. A proposal will be drafted within the next two weeks, presented to the OL Legal Staff, analyzed, modified, and coordinated with D/L, D/OF, and Comptroller for approval and implementation. STAT
STAT

D. Headquarters Claims Review Board

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

Received	18
Adjudicated	12
Appeal (denied by DDA)	1
Reconsidered	[redacted]
Amount Claimed	[redacted]
Amount Paid	[redacted]

25X1

E. Regulations

(1) Regulatory issuances reviewed and concurred by IMSS included: LAN 87-1, Contracting with Organizations Subject to Foreign Ownership, Control, or Influence

(2) The Scattergood-Thorne property adjacent to the Hqs campus will be transferred to the Agency circa 31 March 1987. C/IMSS has been appointed chairman of the committee assigned to study and evaluate potential use of this property. We have scheduled a series of 12 meetings with representatives of all directorates to examine current agreements, establish an action plan, discuss related projects and recommend a prioritized list

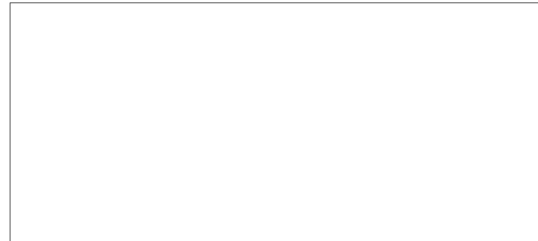
WEEKLY REPORT FOR PERIOD ENDING 3 MARCH 1987

of alternatives to the DD's. The first of these meetings was held 27 Feb under the leadership of the ADDA, Mr. Hank Mahoney, who provided initial guidance for this initiative. A follow-up meeting was held on Monday 2 March, in the DCI Conference Room. A schedule for orientation briefings has been established. Representatives of the directorates will prepare memoranda requesting ideas from employees with responses submitted through their representatives via specific form for this purpose. The third meeting is scheduled for 5 March and will provide orientation briefings for committee members.

3. Significant Events Anticipated During the Coming Week

CLAS: On 5 and 6 March the initial Cullinet training will begin with two, one-day overviews on Cullinet Accounts Payable, Purchasing, and Manufacturing packages. All of the team members will be attending.

4. Perspective of Staff Activities



STAT

5 March 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

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

25X1

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

[]

25X1

c. An OL Ordnance Technician departed 23 February to
[] in support of Project [] training. []

25X1

d. A Logistics Officer departed 2 March for 90 days TDY
to [] provide interim support until a PCS candidate
is processed. []

25X1

25X1

* e. On 2 March, two members of the OL Flying Squad
departed TDY [] to provide support to the
Foreign Building Office, Department of State. []

25X1

25X1

* f. The Congressional Budget Justification Book (CJB)
publication effort by the OL Printing and Photography Division is
completed. This effort went much smoother this year due to the
increased automation of submissions from the contributors.

25X1

[]

~~SECRET~~

g. On 27 February, the Office of Logistics installed a copier system for the Information Management Staff/DO in support of the various Congressional investigations into the Iranian arms sales and the Contra aid monetary transfers. [redacted]

25X1

h. The Headquarters Claims Review Board personal property claims processed by OL for February 1987 are as follows:

Received	18
Adjudicated	12
Appeal (denied by DDA)	1
Reconsidered	1
Amount Claimed	[redacted]
Amount Paid	[redacted]

25X1

* i. The Scattergood-Thorne property adjacent to the Headquarters Compound will be transferred to the Agency circa 31 March. The Chief/Information and Management Support Staff/OL, has been appointed chairman of the committee assigned to study and evaluate potential use of this property. A series of meetings have been scheduled with representatives from all directorates to examine current agreements, establish an action plan, discuss related projects, and recommend a prioritized list of alternatives to the Agency's deputy directors. The first of these meetings was held on 27 February under the leadership of the Associate Deputy Director for Administration, who provided initial guidance for this initiative. Employees will be able to submit ideas for use of this property through their directorate representative. [redacted]

25X1

j. OL reports that the exhibit "American History as Seen Through the Medium of Pewter," is on display from 2 to 26 March in the 1D Corridor Exhibit Hall at Headquarters. The collection, minted by various manufacturers is on loan to the Agency from Michael G. Leatham. [redacted]

25X1

k. OL received a request from the Office of Current Production and Analytic Support/DI to provide courier service to handle delivery of the Midday Intelligence Report to three newly approved recipients. The new delivery locations are in the Department of the Treasury, Department of Commerce, and [redacted]

[redacted] This service will occur on a daily basis, beginning 6 March. [redacted]

25X1

l. A suspect package was received in the OL Mail and Courier Branch on 26 February. The package was x-rayed and the Security Duty Office alerted. Upon their inspection, the Ordnance Team from Ft. McNair was called out. The package was opened and the contents were found to be a toy decoder pen and a letter. [redacted]

25X1

m. On 3 March, the New Building Project Office/OL provided a tour for members of the Integrated Logistics Support Plan Working Group. This group consists of representatives from all directorates to ensure a smooth move into the new building.

25X1

n. OL reports that the contractor completed the installation of the carpet and vinyl tile at the Route 123 Visitor Control Center (VCC). The VCC is expected to be operational by the end of March.

The Shirley Contracting Corporation, the Route 123 realignment contractor, is installing storm drains and sewage lines along the Route 123 median strip.

25X1

* o. OL provided \$79,000 from the New Building Construction Budget for the design and sculpture services of Mr. Laurence M. Ludtke for a life-size statue of General William Donovan. The statue will be of golden bronze on a pedestal of white and gray marble. The contract will specify completion and delivery to the Agency in 18 months.

25X1

p. The [redacted] has hit an alltime high in January and February 1987, with the receipt of 965 tons and 887 tons of materiel, respectively. The monthly average of materiel received is 575 tons. Items contributing to the increase were typewriters for the Office of Security, ADP terminals for the Office of Information Technology, electronic equipment for the Office of Communications, furniture for various Agency components, and conserv-a-files for the new Headquarters Building.

25X1

25X1

q. The OL support flight [redacted] returned to Andrews Air Force Base on 23 February carrying six pallets of cargo weighing 16,000 pounds.

25X1

25X1

25X1

SECRET

s. Personnel from the [redacted] assisted the Office of Communications (OC) in the inventory of excess communications equipment turned over by the Near East Division.

25X1

25X1
25X1

t. On 3 March, the Chief, [redacted] briefed the Chief, Latin America Division and Deputy Chief, LA Support Staff on the proposed [redacted] support flight.

25X1

25X1

u. An OL engineer returned from TDY in [redacted] after completing finishing touches on facilities for Project [redacted]

25X1

25X1

* v. OL reports that the asbestos removal in the basement and first floor of the [redacted] is complete. All that remains to be removed is that from the stairwell ceilings on the third floor and that in the boiler room. Removal of asbestos from the [redacted] Annex is now under way.

25X1

25X1

The move-in schedule for the [redacted] is as follows:

25X1

Basement area/Office of Security (OS)	16 March
East half, 1st floor, Office of Communications	13 April
West Half, 1st floor, OL and OS	18 May

* w. An OL representative provided an orientation/tour of [redacted] to two members of the House Appropriations Committee, Surveys and Investigations Staff. [redacted]

25X1

25X1

x. OL has received a Freedom of Information Act request concerning a Request for Proposal for recruitment advertising services. Thompson Recruitment Advertising, an unsuccessful offeror under the solicitation, has requested copies of the winning proposal, the proposal scoring sheets, scoring criteria, and the basis of the final award determination. All documentation concerning this request has been forwarded to Procurement Management Staff/OL for coordination with the Office of the Information and Privacy Coordinator, which is processing the request. [redacted]

25X1

25X1

y. A contract was awarded by Procurement Division in the amount of [redacted] to the Educational Testing Service for the acquisition of services necessary to administer the Professional Applicant Testing Battery (PATB). These services are to be provided on behalf of Office of Medical Services in support of the Agency's applicant processing procedures. [redacted]

25X1

25X1

z. Procurement Division/OL has negotiated a [redacted] claim submitted by TRW, Inc., on a Secure Analyst File Environment project concluded in 1983. The negotiations, coupled with resolution of accounting errors in previous billings, reduced TRW's claim by [redacted]

25X1

2. Significant Events Anticipated During the Coming Week:

a. The Executive Officer/OL will depart TDY on 5 March for consultations/visits to [redacted] and [redacted]. He will return to the office on 21 March. [redacted].

25X1
25X1

25X1

b. On 6 March, the Deputy Director of Logistics and the Chief, Real Estate Construction Division/OL will brief Mr. Keith Hall of the Senate Select Committee on Intelligence on [redacted]

25X1

c. On 9 March, the Chief, New Building Project Office/OL will conduct a tour of the building for the Chief and Deputy Chief, Information Management Staff/DO. [redacted]

25X1

d. Beginning 11 March, the Director of Logistics, with a representative from the Facilities Management Division/OL, will present a series of briefings to the Comptroller, Executive Director, and the Agency deputy directors regarding the use of renovated space in the existing Headquarters Building. [redacted]

25X1

25X1

[redacted signature box]

John M. Ray

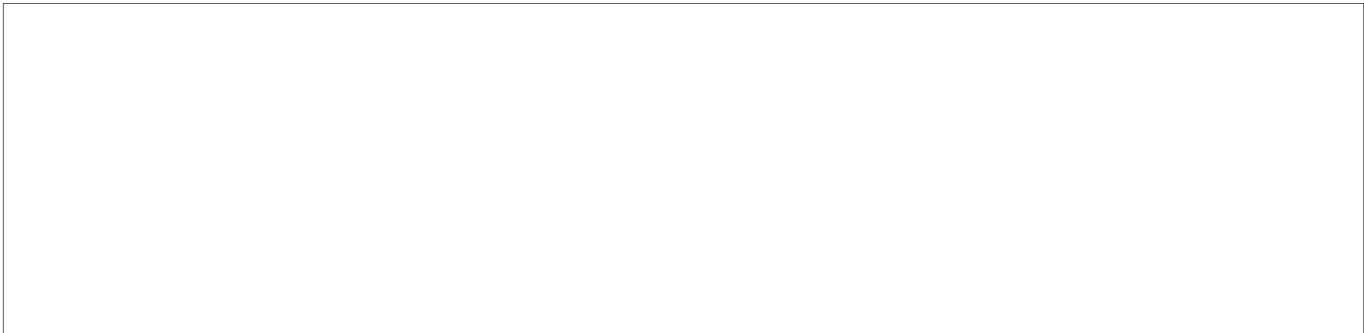
~~S E C R E T~~

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

1. Progress Report Tasks Assigned by Senior Management:

None.

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



25X1

b. Renovation - The asbestos removal in the basement areas and first floor of [redacted] is complete. The only outstanding asbestos scheduled for removal in the [redacted] is in the stairwells, ceilings on the third floor, and boiler room. Removal of asbestos in the [redacted] Annex is now underway. Renovation of the basement and first floor is underway with the following schedule confirmed:

25X1
25X1
25X1
25X1
25X1

<u>Outstanding Work</u>	<u>Schedule for Completion</u>
<u>Basement</u>	
Door installations, carpet and painting	6 March 1987
Telephone installations	13 March 1987
Move-in week of	16 March 1987
<u>East Half of First Floor</u>	
East half of first floor	31 March 1987
Telephone installations	10 April 1987
Move in week of	13 April 1987
<u>West Half of First Floor</u>	
West half of first floor	30 April 1987
Telephone installations	15 May 1987
Move in week of	18 May 1987



25X1

SUBJECT: Real Estate and Construction Division Weekly Report for period ending 3 March 1987

c. [redacted] On 2 March 1987, an Real Estate and Construction Division representative provided Messrs. Al Boudreau and Ron Carpenter, (both members of the Surveys and Investigations Staff, House Committee on Appropriations) with a half hour orientation tour of the [redacted] [redacted]

[redacted]

e. [redacted] - Real Estate and Construction Division (RECD/OL) advises that a detailed cost estimate has been received [redacted]

[redacted] A meeting was held on 24 February 1987, between members of RECD and [redacted] at which time RECD was authorized to approve the construction costs so that the contractors could be allowed to complete the work. It is expected that completion of the construction will be at the end of March 1987. [redacted]

f. [redacted] - A Real Property Officer and Space Planner for Real Estate and Construction Division, OL traveled to [redacted], on 25-27 February 1987, to conduct a survey and locate replacement office space for one of the [redacted] branch offices. A site was chosen and lease negotiations have been initiated. Preliminary build-out drawings will be drafted the week of 2 March 1987. [redacted]

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

[redacted]

S E C R E T

S E C R E T

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 03 March 1987

I. Status of Tasks Assigned by Senior Management:

NONE

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

[Redacted]

25X1

[Redacted]

25X1

B. An inventory team from Operations Support Branch, Supply Division, has been detailed to Printing and Photography Division to conduct a property inventory. This action is being taken to correct deficiencies cited in their last audit. [Redacted]

25X1

[Redacted]

25X1

C. On 19 February, two representatives from the Interdepartmental Support Branch, Supply Division, attended the FARS Executive Review Board meeting to discuss and make changes in the final Detailed System Requirements Document for the new FARS. After review, a recommendation was made to submit the document to the FARS Configuration Control Board (CCB) for approval. The CCB will meet on 10 March for this purpose. [Redacted]

25X1

[Redacted]

25X1

D. The conversion of FARS is tentatively scheduled for completion by the Fall of 1987. The Interdepartmental Support Branch, Supply Division, is anxiously looking forward to the conversion because the current system is becoming increasingly more difficult to maintain and repair. Between 3 February and 19 February, the FARS operators were unable to communicate with either DATEX or OIT computers on a consistent basis.

[Redacted]

25X1

The problem was extremely difficult to pinpoint but was finally resolved by Office of Communications technicians after repeated monitoring and testing of the data lines between Headquarters and the [redacted]

25X1
25X1

E. On Friday, 27 February, the Deputy Chief of Operations Support Branch, Supply Division, and the Chief of Supply Management Branch, Supply Division, participated in festivities celebrating "turn-key" day at [redacted] Logistics when the Logistics Automated Data System (LADS) III was put on line. The upgrading and revision of this system were started thirty months ago, and all dates have been met during the process. Approximately 45,000 line items of materiel/equipment including 50 Consolidated Memorandum Receipt Accounts, were dumped into the new Wang data base and dual posted for only one week to solidify confidence in its capabilities. This version of LADS is designed for Wang terminals using a VS-100. The next planned phase is to complete interfacing an integrated bar-coding system to handle inventories, issues, requisitions, and purchase orders. [redacted]

25X1
25X1
25X1

F. Supply Management Branch, Supply Division, has begun researching 7,550 inactive Federal stock numbers in the Inventory Control System (ICS). Four hundred of these stock numbers have been researched and are now ready to be purged. The research will continue until all the inactive stock numbers are purged from the ICS. [redacted]

25X1

25X1

[redacted]

H. Supply Management Branch's (SMB), Supply Division, Intelligent Communications Terminal link with [redacted] is still down. Office of Information Technology personnel are currently [redacted] trying to locate and rectify the problem.

25X1
25X1
25X1
25X1

[redacted]

25X1

J. An Ordnance Technician departed 23 February to [redacted] in support of Project [redacted] training. [redacted]

25X1
25X1
25X1

K. A Logistics Officer departed 2 March for 90 days TDY to [redacted] provide interim support until a PCS candidate is processed. [redacted]

25X1

25X1

L. Two members of the flying squad departed TDY for 60 days to [redacted] on 2 March to provide support to the Foreign Building Office, Department of State. [redacted]

25X1
25X1
25X1

III. UPCOMING EVENTS:

None

IV. MANAGEMENT ACTIVITIES and CONCERNS:

Chief, Supply Division, will be [redacted] 3-4 March for the Mid Career Course.

25X1

[redacted] 25X1

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 3 March 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:

(1) CONIF input 200 contracts and 55 amendments during this past week. The workload continues at a high level and several personnel have had to put in extra time in order to make up for the loss of one individual.

(2) CONIF is awaiting instructions to add the new team alphas and units into the data base.

b. Training:

Procurement Management Staff (PMS), OL, has prepared a Form 2420, in the amount of \$7,584, and forwarded it to the Procurement Executive for Business Management Research Associates (BMRA) to teach the Defense Cost and Price Analysis course for the period 30 March 1987, through 10 April 1987. BMRA is presently the accredited instructor with the U.S. Navy for this course.

c. Briefings:

On 26 and 27 February 1987, Chief, PMS/OL, briefed the attendees of the D/L Quarterly on the status of the Coopers and Lybrand Study Recommendations. Special emphasis was placed on the reorganization of the procurement system and its impact on the Office of Logistics.

d. Meetings:

(1) PMS/OL coordinated the Senior Contracting Officer's Bimonthly Meeting held in an Office of Development and Engineering, DS&T, facility on 27 February 1987. Four speakers addressing various topical issues of interest and importance to contracting officer's. The next meeting will be scheduled for 24 April 1987. The agenda will be prepared based on topics suggested by the attendees and other items deemed appropriate for the

~~ADMINISTRATIVE - INTERNAL USE ONLY~~
~~ADMINISTRATIVE - INTERNAL USE ONLY~~

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

group. Preliminary feedback has been positive and the two-way communication line between the teams and the Procurement Executive has been increased.

(2) A PMS/OL representative met with personnel from Real Estate and Construction Division, OL, to discuss details of the new office facilities and coordinate plans for the PMS/OL move to the first floor of [redacted]

STAT

(3) [redacted] PMS/OL, met with John Smoderly, Associate Dean, Defense Systems Management College (DSMC), and Hal Schutt, the chief computer scientist at DSMC. They discussed various procurement management software that DSMC has developed or is presently developing. DSMC is presently writing a request for proposal (RFP) for the development of an expert system for acquisition. DSMC will be demonstrating their program management software at the Information Systems Exposition. National Security Agency has just hired DSMC to establish a comprehensive procurement management training program.

STAT

3. Upcoming Events:

None of a significant nature

4. Management Activities and Concerns:

None of a significant nature

ADMINISTRATIVE - INTERNAL USE ONLY

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 3 MARCH 1987

1. Status of Tasks Assigned by Senior Management:

a. "American History as Seen Through the Medium of Pewter" is on display from 2-26 March in the 1D Exhibit Hall. The collection, minted by various manufacturers, is owned by Michael G. Leatham. The Interior Design Staff coordinated all display and publicity arrangements for the show. [redacted]

25X1
25X1

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

[Large redacted area]

25X1

b. The electrical problems at the Falls Church Water Booster Station, which had affected their pumping capacity, was reported to have been corrected as of 1400 hours on 24 February 1987. Their electrical problems had caused a drop in the domestic water pressure serving the Headquarters compound around 2330 hours on 20 February. The compound domestic water pressure was maintained in a stable condition by Allied during these repairs and no major problems were reported. [redacted]

25X1

c. On Sunday, 1 March, a minor chilled water outage was conducted in 6C03 Headquarters to install a booster pump on a piece of computer equipment. The outage was coordinated with OIT and affected two air handlers and one piece of computer equipment. [redacted]

25X1

~~CONFIDENTIAL~~

d. The Interior Design Staff, Maintenance Branch and Building Services Branch participated in the Office Refurbishment and Relocation portion of the component Logistics Support Program at the [redacted]. The subject matter included furniture standards and ordering procedures, design parameters, contract procedures, moving tips and the degree of participation by each staff. [redacted]

25X1

25X1
25X1

e. A total of 35 pieces of PTI furniture was collected by the Services Section and a total of 183 overtime manhours was expended during the week. [redacted]

25X1

f. The Dock Section, BSB, received, processed paperwork for, and delivered 2,020 pieces of materiel. Additionally, 21 skids of classified materiel were received for the Pouch Room. [redacted]

25X1

[redacted]

25X1

h. On Wednesday, 25 February, Mail and Courier Branch received a memo from the Chief of the Operations Center/CPAS, requesting new courier service be provided to handle delivery of the Midday Intelligence Report to three newly approved recipients. The new deliveries will be to locations in the Department of the Treasury, Department of Commerce and to [redacted]. [redacted] Service to the new locations will be incorporated into existing runs. Deliveries will occur on a daily basis and will be fully underway by 6 March. [redacted]

25X1

[redacted]

25X1

j. On Thursday, 26 February, a suspect package was received in the Mail and Courier Branch. The package was

25X1
25X1

addressed to an individual in California and return addressed "CIA Office, Pentagon". The package was x-rayed and the Security Duty Office was alerted. Upon their inspection, the Ordnance Team from Ft. McNair was called out. The package was opened and the contents were found to be a Toy Decoder Pen and a letter. [redacted]

25X1

25X1

k. During the past week, a total of [redacted] passengers were transported by the Motor Vehicle Section of the Motor Pool.

[redacted]

25X1

3. Upcoming Events:

a. Personnel

New: [redacted], Budget & Finance

25X1

Departing: [redacted], O-Ch - Resigned
M&CB - Resigned

25X1

b. The Passenger Vehicle Section of the Motor Pool has advance requirements to transport [redacted] passengers during the coming week. [redacted]

25X1

25X1

[redacted], Chief
Facilities Management Division, OL

25X1

~~SECRET~~

WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING

03 MARCH 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:

[Redacted]

25X1

b. The Procurement Division, Office of Logistics, issued a letter [redacted] contract with [redacted] for 40 MXT-1200 printers and 40 paper pullers. This contract is in support of the Office of SIGINT Operations, System Support Center. Delivery of these items is expected by 30 May 1987, with some earlier partial deliveries. [redacted]

25X11

25X1

c. Procurement Division, Office of Logistics, has received a Freedom of Information Act request concerning a Request for Proposal, which was a solicitation for recruitment advertising services. Thompson Recruitment Advertising, an unsuccessful offeror under the solicitation, has requested copies of the winning proposal, the proposal scoring sheets, scoring criteria, and the basis of the final award determination. All documentation concerning this request has been forwarded to Procurement Management Staff for coordination with the Office of the Information and Privacy Coordinator, which is processing the request. [redacted]

25X1

d. Procurement Division, Office of Logistics, has awarded a Time and Materials service contract to ACD Corporation on behalf of the Office of Communications. The \$50,000 contract provides for the repair of Government-owned CXK-307 high-speed paper tape readers. [redacted]

25X1

[Redacted]

25X1

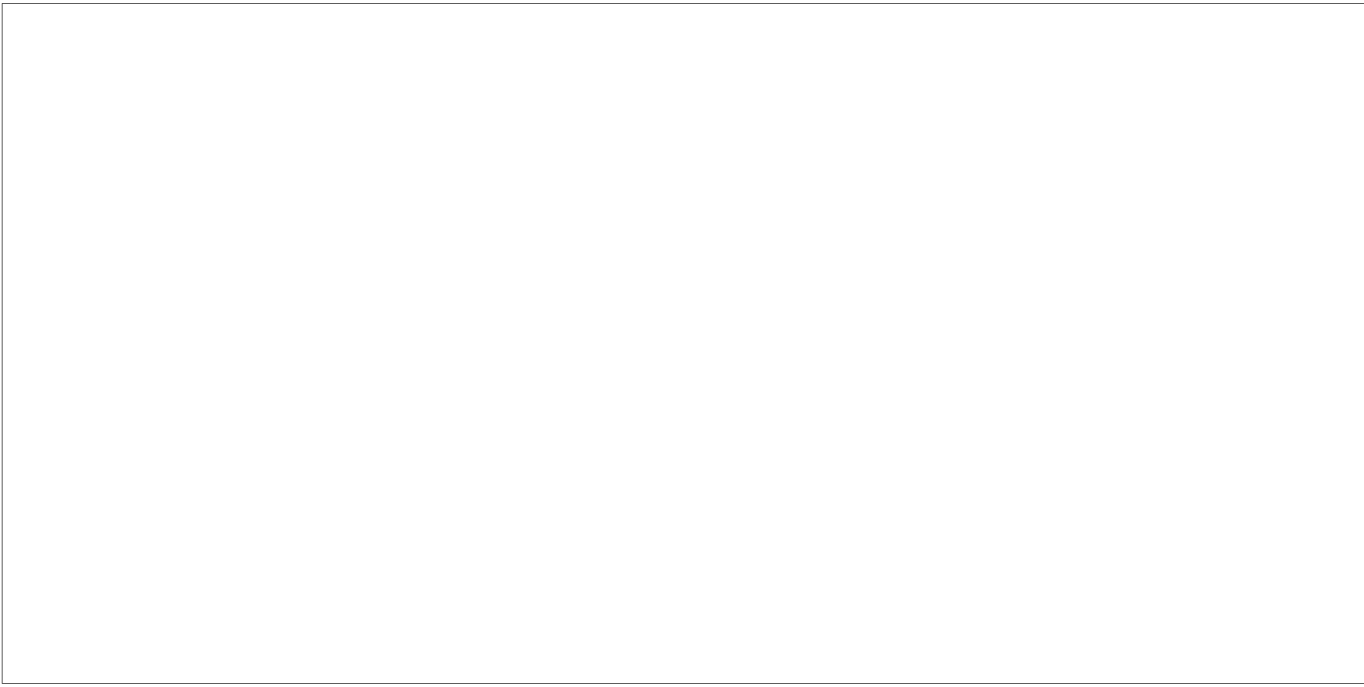
~~SECRET~~

□

25X1

e. Procurement Division, Office of Logistics, awarded a Variable Quantity/Firm-Fixed Price contract in the amount of \$450,000 to Educational Testing Service located in Princeton, New Jersey. The contract provides for the acquisition of services necessary to administer the Professional Applicant Testing Battery (PATB). Subject services are to be provided on behalf of Office of Medical Services, Psychological Services Division requirements to support the Agency's applicant process. [redacted]

25X1
25X1



25X1

h. Procurement Division, Office of Logistics, finalized negotiations on a letter contract with General Electric resulting in a net savings of \$22,000 -- some 22% less than the contractor's original proposal. The letter contract was originally expedited as an Office of Logistics priority request for the Bar Code Evaluation Study Initiative. [redacted]

25X1

i. As a result of a reduction in the CAMS Program Office FY 87 budget, Procurement Division, Office of Logistics, negotiated a [redacted] reduction in scope in the CAMS contract with [redacted].

25X11
25X1

3. Significant Events Anticipated During the Coming Week:

4. Management Activities and Concerns:

None

[redacted]

25X1

OL/NBPO WEEKLY REPORT - PERIOD ENDING 1 MARCH 1987

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

None.

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

a. On 2 March 1987, the Bid Package 3 contractor, in coordination with Allied and Facilities Management Division personnel, began tracing control wires from the Powerhouse to the Original Headquarters Building (OHB). The purpose of this activity is to verify exactly which wire controls which circuit breaker in the OHB so that control of the OHB 480-volt circuit breakers may be transitioned to the new Load Management System. Much information regarding this circuitry is non-existent and the system must be checked wire by wire. [redacted] STAT

NO

b. ~~On 3 March 1987~~, The New Building Project Office, OL, provided a tour ^{on 3 March} for members of the Integrated Logistics Support Plan (ILSP) Working Group. This group consisted of representatives from all directorates working on the ILSP. [redacted] STAT

YES
(M)

~~c. During the weekend of 28 February through 1 March, the Bid Package 4 contractor installed carpeting and vinyl tile at the Route 123 Visitor Control Center (VCC). The contractor is performing general cleanup functions around the center and is putting finishing touches on the building. Once the contractor has corrected any punch list items and the PASS system and green lines have been installed, the Office of Security will then begin occupying the center. J. Marson, X242474. The VCC is expected to be operational by the end of March.~~
OL reports that the contractor completed the installation.

YES
(N)

~~d. Shirley Contracting Corporation, the Route 123 realignment contractor, is installing storm drains and sewage lines along the Route 123 median strip. [redacted] STAT~~

OL reports that
(M)

* ~~e. The New Building Project Office, OL, provided funding of \$79,000 from the New Building Construction Budget for the design and sculpture services of Mr. Laurence M. Ludtke of Houston, TX for a life-size statue of General William Donovan. The statue will be of golden bronze, on a pedestal of white and gray marble. The contract will specify completion and delivery to the Agency in 18 months. [redacted] STAT~~

YES
(D)

3. Upcoming Events:

for next week,

a. On 20 March 1987, the New Building Project Office (NBPO), OL, will provide a briefing and a tour of the New Headquarters Building for managers of the Africa Division, Directorate of Operations. [redacted] STAT

NO

[redacted]

STAT

STAT

ILLEGIB

[Redacted]

NO

b. ~~On 5 March 1987,~~ The New Building Project Office (NBPO), OL, will provide a briefing on the New Headquarters Building and off-site road improvements for the Scattergood-Thorne Planning Committee, [Redacted] STAT
[Redacted] on 5 March STAT

NO

ILLEGIB

c. On 25 March 1987, the New Building Project Office, OL, will brief the Foreign Broadcast Information Service (FBIS) Bureau Chief and other senior officials on the New Headquarters Building. [Redacted] STAT
[Redacted] STAT

4. Management Activities and Concerns:

None.

[Redacted]

[Redacted]

STAT

Chief, New Building Project Office

D/OL
C/FMD/OL



STAT

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
25 February 1987 - 03 March 1987

I. Status of Tasks Assigned by Senior Management:

None.

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

yes *due to*

* A. ~~The last volume of the Congressional Budget Justification Books (CJB) Volume 13A was completed last week marking the end of the publication effort by the Office of Logistics, Printing and Photography Division (OL/P&PD). Although the number of volumes and actual page count was roughly the same as in past years, the CJB's publishing effort went much smoother this year. This can be attributed to better coordination and planning of the project from P&PD and increased automation of submissions from the contributors. It is anticipated that the preparation of the CJB will have less impact on P&PD resources in the future as further technological advances are incorporated in the Division.~~

No

* B. A meeting with representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD), and the Foreign Broadcast Information Service (FBIS) was held on 2 March to discuss the planned acquisition of Interleaf Desk Top Publishing software by FBIS to support the classified composition requirements related to the FBIS Modernization Project. It is P&PD's position that although the classified composition segment is outside of an existing Memorandum of Agreement between FBIS and P&PD, P&PD will support, operate, and manage the system provided FBIS installs hardware and software systems compatible with existing P&PD systems. However, if a system such as Interleaf is installed, FBIS will be required to maintain, operate, and support the system since P&PD has no familiarity with these systems. FBIS representatives agreed to further investigate the ramifications of utilizing a desk top publishing system and will inform P&PD of their decision in the near future.

yes

C. ~~On Friday, 27 February, the Office of Logistics, Printing and Photography Division, Copier Management Program (OL/P&PD/CMP), had a Konica/Royal model 50032MR copier system installed for the Directorate of Operations, Information Management Staff (DO/IMS), in support of their research into the Iranian Arms Sales and the Contra Aid Monetary transfers for various Congressional investigating~~ *system*

on 27 February
committees. The Konica/Royal model was selected on the basis of immediate availability as well as having all of the optional features requested by IMS. [redacted]

25X1

* D. On Friday, 27 February, the Office of Logistics, Printing and Photography Division (OL/P&PD), hosted a meeting of the Laser Disk Interest Group. This meeting centered around a presentation of Sony Corporation's VIEW system which specialized in handling full-color images in an analog format. The VIEW system is one of two systems being currently studied for possible application to P&PD archival needs. Sony also announced its participation with the Smithsonian Institution in the funding of the National Demonstration Laboratory (NDL). The NDL's purpose is to become a clearinghouse for research and information on optical disc technology. [redacted]

25X1

* E. The Office of Logistics, Printing and Photography Division (OL/P&PD), provided priority support for two photography requests this past week. The first job was received from the Office of Security, [redacted]

[redacted]

The quality of the finished product was marginal due to the poor condition of the originals, but the job was delivered on February 27, one day ahead of schedule. [redacted]

* F. The Office of Logistics, Printing and Photography Division (OL/P&PD), completed 64 viewgraphs for the Federal Employees Retirement System (FERS) overview on 28 February, as requested by the Office of Personnel. These viewgraphs are in support of a planned world wide tour by the Director for Administration to brief Agency employees stationed overseas on FERS. P&PD has been requested to produce a second set of viewgraphs for a second briefing team that left on 2 March to conduct concurrent briefings. All material was completed as scheduled. [redacted]

25X1

III. Significant Events Anticipated During the Coming Week:

None.

IV. Management Activities and Concerns:

None.

[redacted]

25X1

~~SECRET~~

[redacted] WEEKLY REPORT
FOR PERIOD ENDING 28 FEBRUARY 1987

25X1

1. Progress Report on Tasks Assigned by Senior Management:

No tasks assigned during this reporting period.

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

a. Receiving activity at the [redacted] has again hit an all time high with respect to tonnage of materiel processed. In the months of January and February 1987, [redacted] has received 965 tons and 887 tons of materiel respectively. The monthly average tonnage for materiel received normally ranges from 500 to 650 tons per month. Items that significantly contributed to this substantial increase in the receiving workload were typewriters for the Office of Security, ADP terminals for the Office of Information Technology, electronic equipment (Harris and/or Cubic communications equipment) for the Office of Communications, furniture for various Agency components and conserv-a-files for the new Headquarters Building. [redacted]

25X1

25X1

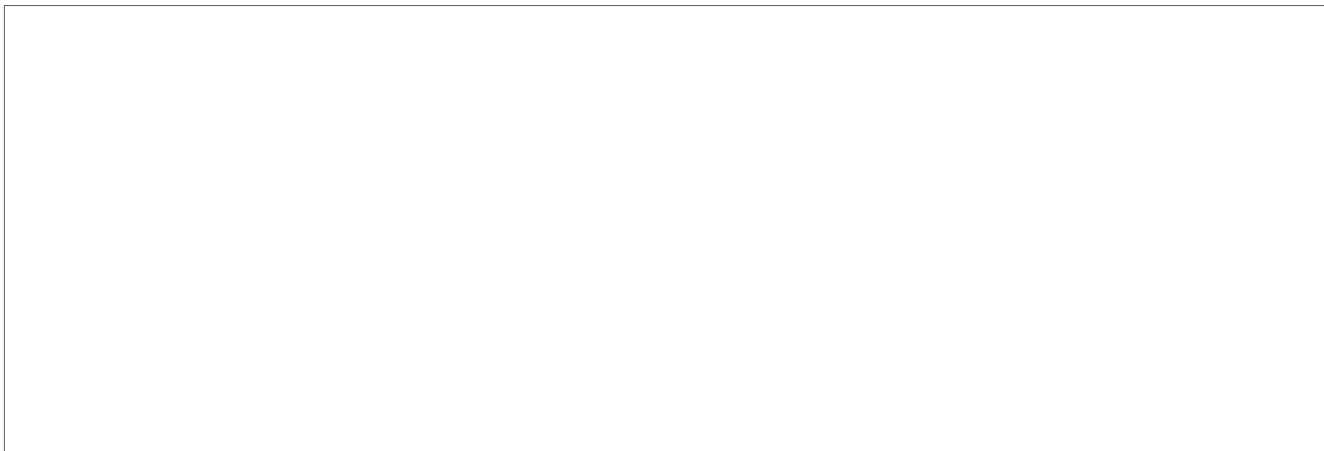
25X1



25X1

~~SECRET~~

S E C R E T



25X1

h. On the 26th of February 1987, a representative from Sealed Air Corporation visited the [redacted], Packing & Crating Section. The purpose of the visit was to discuss new methods and applications of the Insta-Pak, Foam In Place System, with emphasis on labor and material savings. After a short briefing from the representative, several key packing personnel were given an actual hands on application exercise with emphasis on the improved state of the art in the Insta-Pak process. [redacted]

25X1

25X1

25X1

i. Construction activity [redacted] is progressing. As expected, delays have been encountered on several projects because of the inclement weather, i.e., the recent 16" snow fall. Nevertheless, construction is still being accomplished as indicated below. [redacted]

25X1

25X1

(1) [redacted] - The contractor is in the process of constructing forms for concrete grade beams and the basic concrete floor slab. Pouring of concrete is expected by mid-March if the weather cooperates. However, work on installation of storm sewers has slowed due to poor soil conditions being encountered. Apparently gravel will have to be added to provide a firmer footing for the drain pipe. [redacted]

25X1

25X1

25X1

(2) [redacted] The contractor has finally completed erection of the basic building shell. The General Services Administration is currently negotiating with the prime contractor on identification of all sub-contractors prior to commencement of the building interior fit-out work. [redacted]

25X1

25X1

25X1

j. Two [redacted] flights were met at Andrews Air Force Base during this reporting period. Twenty three pieces, 2450 pounds were unloaded and 41 pieces, 4820 pounds were offloaded and delivered to various locations within the Intelligence Community. [redacted]

25X1

S E C R E T

S E C R E T

3. Upcoming Events:

[Redacted]

25X1

c. On Friday 27 February 1987, the second consignment of 210 conserv-a-files for the new Headquarters Building arrived in the area. Fortunately, through coordination with the Building Services Branch (BSB), Facilities Maintenance Division, OL and the Procurement Division, OL, the delivery point was shifted from the [Redacted]

Personnel from BSB handled the immediate off-load of the files. Packing personnel from [Redacted] are scheduled to palletize and band the files for bulk storage beginning on Monday evening, 2 March 1987. Best estimates indicate that it will take two or three nights work to complete preparation of these files for storage. [Redacted]

25X1

25X1

25X1

25X1

4. Management Activities and Concerns:

[Redacted]

25X1

b. The Deputy Chief, [Redacted] will brief the SSA/DDA and his staff on the proposed worldwide support flights Wednesday at 1:30. [Redacted]

25X1

25X1

[Redacted]

25X1

S E C R E T