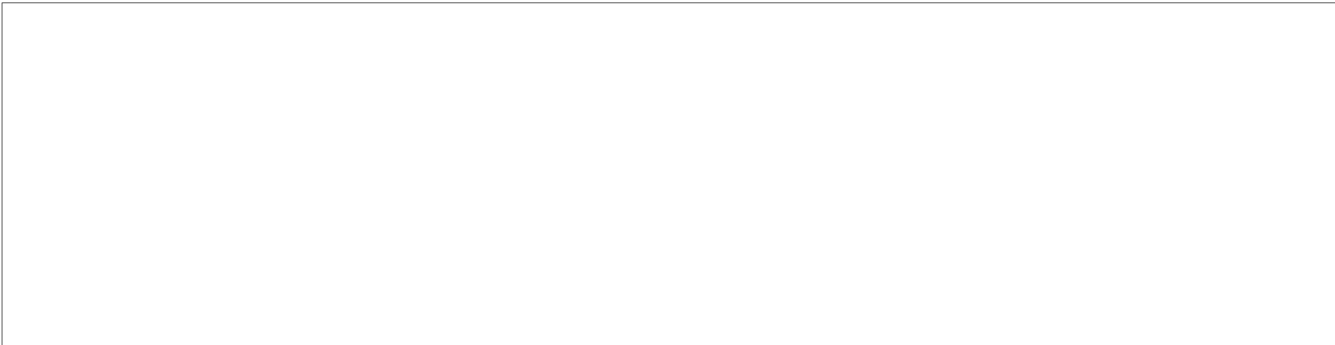


EO/OL
AEC JC
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DDA 87-1117
29 May 1987

MEMORANDUM FOR: Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 29 May 1987



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3. Office of Personnel recruiters encountered protest activities this week in Cincinnati, Ohio; Gainesville, Florida; and Hartford, Connecticut.

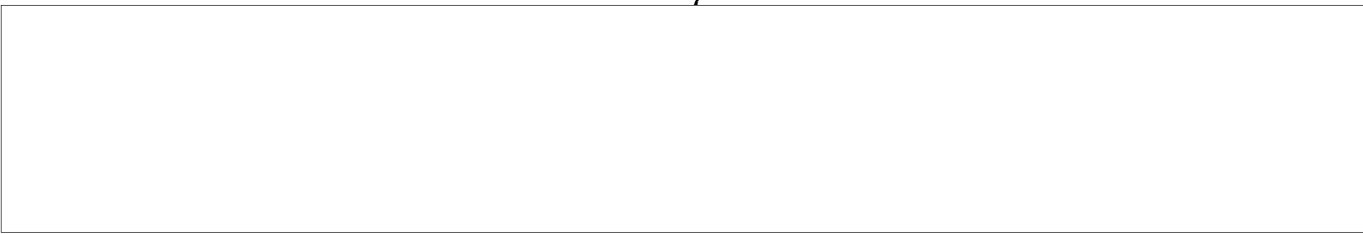
4. The Director of Personnel and Chairman of the Human Resource Modernization and Compensation Task Force met with Dr. James Colvard, Deputy Director of the Office of Personnel Management, to update him on the Agency's ongoing effort to recommend improvements in our personnel system.

5. The Office of Training and Education (OTE) recently completed two total immersion training programs in Arabic. These sessions included operational role playing exercises tailored to the Middle East environment.



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WFD
William F. Donnelly



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28 May 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 26 May 1987 []

25X1

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

* a. The Office of Logistics (OL) reports that activity on

[]

What county Fairfax

25X1

(1) [] - Office of Development and Engineering - 25X1

During the week of 26 May, County inspections for partial occupancy (third floor only) of [] will occur. On 29 May, the status of the County inspection process and the Office of Information Technology (OIT) phone work will be assessed for either a 5 or 12 June start date for third floor move-in. Move-in for the second and first floors will occur through June and July. *see 25X1 attached*

(2) [] - Foreign Broadcast Information Service 25X1

The construction contractor has completed renovations on the third floor and is proceeding on schedule for renovations on the second and first floors. OIT and the Office of Security have begun work on the third floor. Move-in for the third floor is scheduled for early July. Move-in for the second and first floors is scheduled for early August and early September respectively.

(3) Additional Parking - A project to construct approximately 300 additional (temporary gravel) parking spaces is scheduled to begin on 2 June and be complete by 30 June.

(4) Guard Gate and Fence Relocation - Plans ~~for a~~ *work* project to establish two new guardgate locations and to expand the existing fence line are currently under final review by Fairfax County. The project will be accomplished in phases to ensure that the security of the compound is maintained and to allow access to all parking areas at all times. The tentative construction period is 12 June through 17 August. [] 25X1

[] 25X1

S E C R E T

(2)

Contingent on Fairfax County approval and completion of telephone installation by OPI, the third floor move-in will commence on ~~5~~ 5 June 1987.

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Memorial Division personnel

* OL employees spent numerous hours over the Memorial Day Weekend in close coordination with Protocol, Secret Service, White House Communications and various other entities to ensure a successful ceremony.

25X1

(e)

* j. In response to an Office of Communications (OC) request, an OL staff photographer recently traveled to several overseas sites to photograph OC facilities. OL is currently processing the photographs of these facilities. To date, 16 rolls of film have been processed and 400 prints ^{have been} produced ^{involving} the

25X1

* k. For the third consecutive week, ~~the Office of Logistics~~ ^{OL} has received requests for motion picture support of important ceremonies from the DA/Protocol Branch. On 26 May, the swearing-in ceremony for Judge Webster was filmed; on 27 May the Agency Memorial Service honoring employees killed in the line of duty was filmed; and on 2 June the Memorial Service for Mr. Casey will be filmed.

* l. On 21 May, the DDA Management Staff advised OL that the New Building Communications Program Division, Office of Information Technology (OIT), has an FY-87 unfunded requirement in the amount of \$5.5M. These funds are required for a secure switch and secure telephone instruments in the South Tower of the New Headquarters Building. The Comptroller has identified funds to meet this requirement and will initiate action to reprogram them in FY-87 to enable OIT to procure and install the equipment by May 1988, the projected occupancy date for the South Tower.

*not correct
Funds have
not been
identified*

25X1

* m. In a 19 May meeting with Allied Corporation, OL formalized new duties to be performed by an Allied employee. This employee is called the Allied New Headquarters Building (NHB) coordinator and is responsible for insuring an orderly transition into the NHB by Allied operations and maintenance personnel and investigating specific building systems. OL has limited the tasking of this employee to the investigation of problems or status of activities pertaining to utility systems in the NHB.

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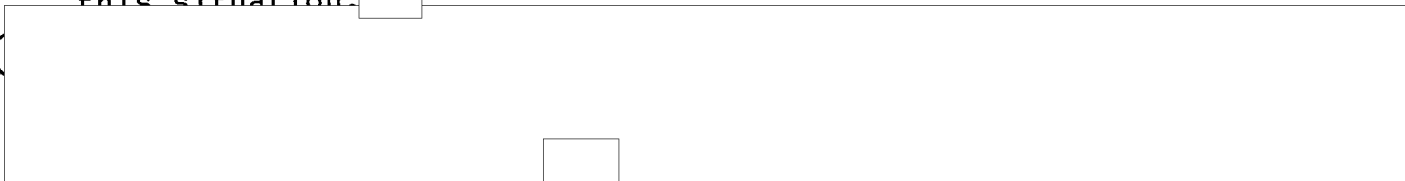
* n. OL reports that on 22 May, the Bid Package (BP) 4 contractor completed work on the inbound lanes at the George Washington Memorial Parkway (GWMP) entrance and traffic entering the compound from the parkway was rerouted to use the newly paved lanes. Phase II construction to realign the outbound lanes at the GWMP entrance is underway. ~~In order for the BP 4 contractor to permit~~ ^{to permit} Phase II construction, traffic traveling from the Route 123 entrance to west lot and the parking garage is being detoured through north parking lot 24 hours a day.

25X1

* o. On 22 May OL learned that the electrical subcontractor (Delta Electric) working for the Bid Package 3 prime contractor

(MCI) has not been on the job since early May. Delta Electric has left the site due to a dispute with the prime contractor concerning payment for work performed. MCI has a history of such problems regarding ~~their~~ subcontractors. At this time, work at the Central Plant is not being affected. However, there is still some outstanding work which needs to be completed under the terms of the contract the Government has with the prime contractor. OL is awaiting attempts by the General Services Administration to resolve this situation.

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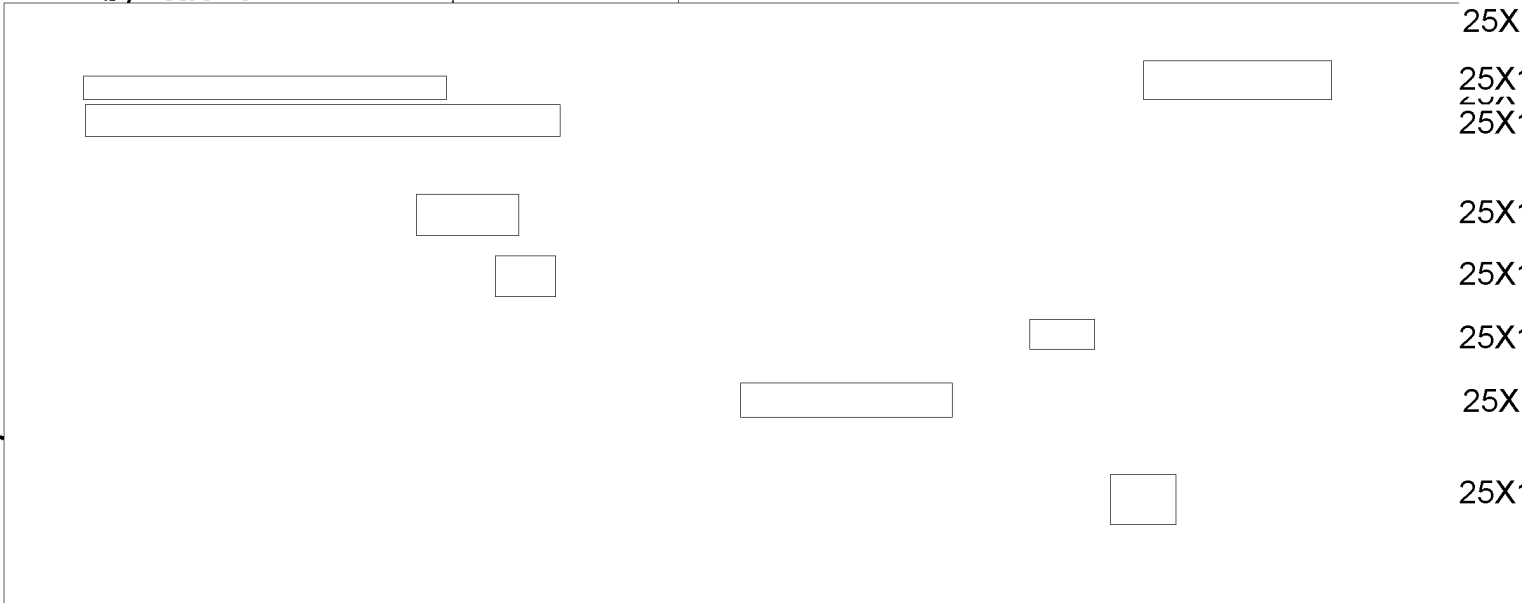
q. On 21 May, representatives from the New Building Project Officer (NBPO), OL, and the DDA Management Staff met to clarify if funds from the two NBPO Construction Budget appropriations (FY-84 and FY-85) are "no year" or "multi year" appropriations and, accordingly, when each must be obligated. According to the Management Staff, the FY-84 funds must be obligated by 30 September 1988 and the FY-85 funds by 30 September 1989. NBPO foresees no obligation problems with either appropriation.

25X1

r. Development of OL's Commercial Logistics Applications System (CLAS) continues. An Engineering Review Board was established for CLAS and has met twice to resolve issues. On 20 May, the Office of Information Technology accomplished the software load of the CLAS package and the test data base. CLAS team members began testing transactions and have found the system to be stable and response time faster than anticipated. On 26 May, the Supply Division Branch Chiefs were briefed on the status of CLAS. Several issues were raised by the Supply personnel that will be addressed by the CLAS teams.

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28 May 1987

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FROM: John M. Ray
Director of Logistics

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25X1

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25X1

(1) [] - Office of Development and Engineering -
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partial occupancy (third floor only) of [] will occur.
Contingent on Fairfax approval and completion of telephone
installation by the Office of Information Technology, the third
floor move in will commence on 5 June. Move in for the second
and first floors will occur through June and July.

25X1

25X1

(2) [] - Foreign Broadcast Information
Service - The construction contractor has completed renovations
on the third floor and is proceeding on schedule for
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of Security have begun work on the third floor. Move in for
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25X1

(3) Additional Parking - A project to construct
approximately 300 additional (temporary gravel) parking spaces
is scheduled to begin on 2 June and be complete by 30 June.

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to establish two new guardgate locations and to expand the
existing fence line are currently under final review by Fairfax
County. The work will be accomplished in phases to ensure that
the security of the compound is maintained and to allow access
to all parking areas at all times. The tentative construction
period is 12 June through 17 August. []

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[]

25X1

S E C R E T

* b. OL reports that the west end, first floor [] is complete with only punch list items remaining to be completed. The OL reallocation of parking spaces at the [] [] is on schedule and permits will be issued beginning 1 June. []

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* c. The metal building structure for the Warehouse Annex Building, [] SD/OL, was delivered to the [] site during the week of 22 May. The contractor will take approximately three weeks to erect the building with completion of the building and turnover to the Government expected by 1 September. []

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25X1
25X1

d. OL has been heavily involved this past week in preparation for Judge Webster's 27 May swearing-in ceremony on the Headquarters compound. Printing and Photography Division, (P&PD) OL, printed and disseminated, within four hours of receipt, 15,000 employee bulletins, 15,000 copies of Judge Webster's biography, and over 1,000 ceremony tickets. In addition, P&PD prepared gold-stamped binders and subject tabs to be used in conjunction with Judge Webster's Agency briefings. Facilities Management Division personnel employees spent numerous hours over the Memorial Day Weekend in close coordination with Protocol, Secret Service, White House Communications and various other entities to ensure a successful ceremony. []

25X1

* e. In response to an Office of Communications (OC) request, an OL staff photographer recently traveled to several overseas sites to photograph OC facilities. OL is currently processing the photographs of these facilities. To date, 16 rolls of film have been processed and 400 prints have been produced for the [] facility alone. []

25X1

* f. For the third consecutive week, OL has received requests for motion picture support of important ceremonies from the DA/Protocol Branch. On 26 May, the swearing-in ceremony for Judge Webster was filmed; on 27 May the Agency Memorial Service honoring employees killed in the line of duty was filmed; and on 2 June the Memorial Service for Mr. Casey will be filmed.

* g. In a 19 May meeting with Allied Corporation, OL formalized new duties to be performed by an Allied employee. This employee is called the Allied New Headquarters Building (NHB) coordinator and is responsible for insuring an orderly transition into the NHB by Allied operations and maintenance personnel and investigating specific building systems. OL has limited the tasking of this employee to the investigation of problems or status of activities pertaining to utility systems in the NHB. []

25X1

* h. OL reports that on 22 May, the Bid Package (BP) 4 contractor completed work on the inbound lanes at the George

Washington Memorial Parkway (GWMP) entrance, and traffic entering the compound from the parkway was rerouted to use the newly paved lanes. Phase II construction to realign the outbound lanes at the GWMP entrance is under way. To permit performance of Phase II construction, traffic traveling from the Route 123 entrance to west lot and the parking garage is being detoured through north parking lot 24 hours a day. [redacted]

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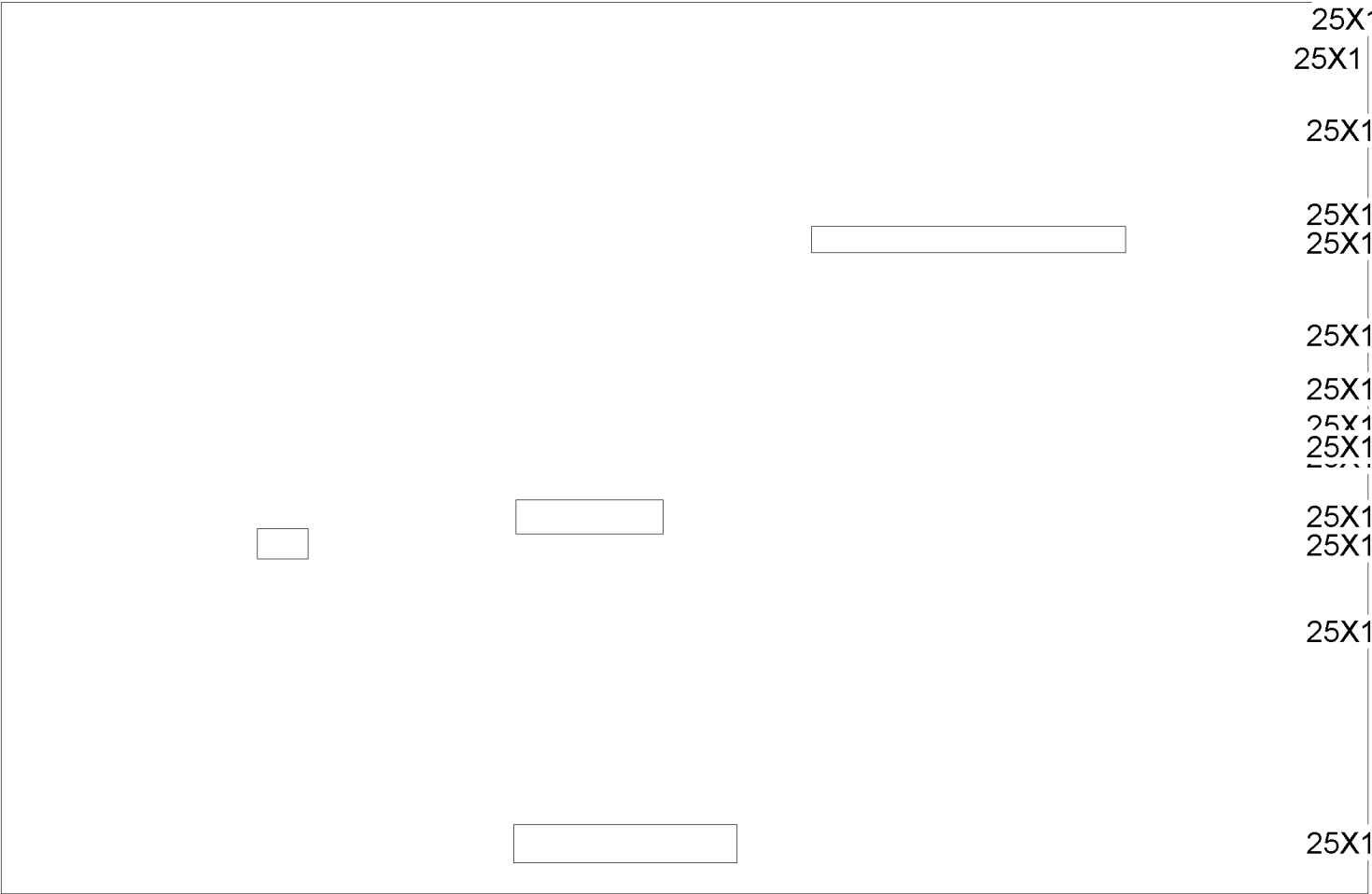
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* n. OL reports that the total Headquarters compound power outage has been delayed due to a component failure in the load management and control system and contractual problems between the electrical subcontractor, Delta Electric, and the general contractor, MCI, Inc. The outage is scheduled for either 14 or 21 June. [redacted]

25X1

* o. OL has negotiated a firm fixed-price contract in the amount of \$1.1 million on behalf of the Office of Communications. The contract consolidated 17 requisitions and will provide uninterruptible power systems and power line conditioners of varying sizes in support of various OC operations. Delivery of all equipment is scheduled for 30 November. [redacted]

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[redacted]

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* q. OL reports that the Occupancy Permit for [redacted] Section 1, [redacted] is still on "hold" pending resolution of several minor problems with the proposed fire alarm system. The discrepancies in the alarm system should be cleared up shortly and the building approved for occupancy. In the meantime, installation of the three shielded enclosures continues and should be completed on schedule. [redacted]

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[redacted]

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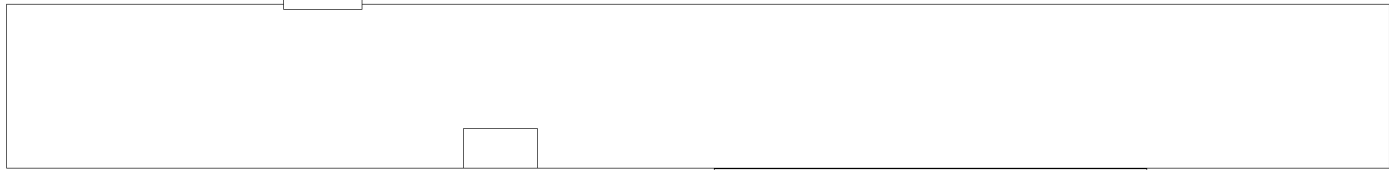
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2. Significant Events during the Coming Week:

a. There will be a partial Headquarters power outage on Saturday, 30 May from 0800 to 1200 hours. The purpose of the outage is to perform electrical work and will result in power being interrupted to the 4F, 3F, 2F and GF corridors of Headquarters Building.



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J. M. John M. Ray