

DDA 87-2107
2 October 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: Henry P. Mahoney
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 2 October 1987

1. IBM, after several meetings with Office of Security TEMPEST personnel, has agreed to assist the Agency in developing an electronic TEMPEST typewriter to replace the IBM Selectric III, which is no longer in production. IBM also is willing to refurbish old Selectric III typewriters to provide the Agency a supply of TEMPEST typewriters that will last for at least another 1 1/2 years.

[Redacted]

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[Redacted]

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ALL PORTIONS SECRET

[Redacted]

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~~SECRET~~

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7. The Office of Training and Education hosted a meeting of 60 representatives from 20 government agencies and several academic organizations to exchange information on computer-based language testing and teaching, materials development, and research. The State Department, CIA and the Defense Language Institute are conducting major reviews of Russian language programs and have agreed to pool resources to avoid duplication.

8. The Federal Women's Program sponsored a pilot running of "Culture, Power and Gender Dynamics" for 20 Agency managers representing all directorates. The course will replace both the Professional Men's Course and the Women's Executive Leadership Development Course and will emphasize how culture impacts on the individual and group successes of men and women in the Agency.

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Henry P. Manoney ✓

S E C R E T

1 October 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 1 October 1987

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

a. The Office of Logistics (OL) reports the following
New Headquarters Building (NHB) activities:

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(2) On 28 September, the Cray computer was delivered
to the New Headquarters Building. A Cray installation team
was in position and immediately began installation in the
first-floor computer room.

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S E C R E T

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c. Support rendered by the Facilities Management Division and the Printing and Photography Division, OL, contributed substantially to making the Family Day activities a great success. Approximately 4,000 attendees visited the participating buildings making this the Agency's largest open house on record. The cafeteria had prepared 500 meals, but due to the large attendance, actually served 1,500 meals. [REDACTED]

25X1

d. OL reports that on 24 September, the Art Selection Panel for the New Headquarters Building (NHB) met and toured potential display areas for placing major works of art to be commissioned especially for utilization in the NHB. A committee, appointed by the Agency Fine Arts Commission, presented an overview of Agency ground rules to the panel members which includes Jack Cowart, National Gallery of Art curator; Allan Stone, Washington Project for the Arts Director; and Uriko Yamaguchi, McLean artist. The National Endowment for the Arts Committee will prepare a package of potential projects and artists and will present their proposals to the Agency at a meeting next month. The New Building Project Office obligated \$400,000 for the General Service Administration "Art in Architecture Program" on 22 April 1987.

25X1

e. OL provided support to the Agency's 40th Anniversary on 30 September, including electrical and sound support, as well as construction of a stage and other platforms adjacent to the Headquarters quadrangle. OL provided 600 rental chairs, 160 swivel chairs for dignitaries, 15 brown leather chairs for the stage area, carpet and bunting for the stage, and set up tables in various areas for refreshments. In addition, OL provided bus service to all outlying buildings. [REDACTED]

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r. On 29 September, representatives from OL met at the [redacted] with budget personnel from the Intelligence Community Staff to discuss and coordinate printing production plans for the annual 13-volume Congressional Budget Justification Books. [redacted]

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s. The Printing and Photography Division, OL, processed a number of rush photographic requests this week. The jobs included

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a request from the Office of the Director of Central Intelligence

[Redacted]

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2. Significant Events During the Upcoming Week:

None

[Redacted]

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JM John M. Ray

S E C R E T

DD/L —
ED —
Dis/State
Chiefs.
JM

25 September 1987

NOTE FOR: Deputy Director for Administration
FROM: John M. Ray
Director of Logistics
SUBJECT: Breakfast Bullets for the Week of 28 September 1987

Following are some OL activities which you may wish to include in your discussions with the DCI on Monday:

[Redacted]

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2. Cray Computer - The Cray Computer, consisting of 72 pieces, will be delivered on 28 September for installation in the New Headquarters Building.

[Redacted]

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4. End of FY 87 Activity - The Agency-wide procurement system has an estimated [Redacted] of unobligated requisitioning authority in process. All things being equal, we expect to complete obligation of this amount by 30 September. The unobligated authority is broken down as follows:

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- Directorate of Operations
- Directorate of Administration
- Directorate of Intelligence
- Directorate of Science and Technology
- Material Procurement Allotment
- Office of the DCI

[Redacted]

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All Portions classified SECRET

[Redacted]

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
23 September 1987 - 29 September 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. Preliminary design of a system to track Personal Computer hardware and software within the Office of Logistics, Printing and Photography Division was begun last week. Completion of the design and the initial building of the system is expected during the upcoming week. 

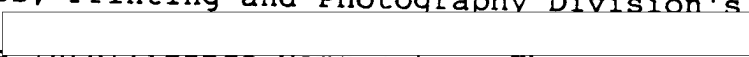

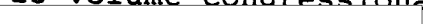
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B. On Tuesday, 22 September, the Office of Logistics, Printing and Photography Division Copier Management Program, conducted an assessment of copier needs for the Chamber of Commerce Building. As a result of the on-site evaluation the building's copier needs will be addressed as one of the first actions in FY-88. 


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C. The CIA Contracting Manual being prepared for the Office of Logistics, Procurement Management Staff, that arrived in Printing and Photography Division in late August, is finally out of the proof stages. Etecs had over 600 pages to process. The final text count was 552 pages which arrived in its final form on the 24th of September. Production is underway and completion is scheduled for 2 October 1987. 

STAT

* D. On Tuesday, 29 September, representatives of the Office of Logistics, Printing and Photography Division's planning staff are meeting  with budget personnel  from the Intelligence Community. The purpose of the meeting is to discuss and coordinate printing production plans for the annual 13-volume Congressional Budget Justification Books. 

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E. This past Saturday, 26 September, the Office of Logistics, Printing and Photography Division participated in the Agency's "family day", giving tours and answering questions about the various production processes used in the division. During the course of the day the division had 426 "guests" tour the facility. [redacted]

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F. The Office of Logistics, Printing and Photography Division processed a number of rush photographic requests this week. The jobs included a request from the Office of the Director of Central Intelligence for a total of 4500, 5x7 and 8x10 color prints of the Director's recent trip [redacted] and the Office of Security requested that prints be made of seven rolls of color film and three rolls of black and white film pertaining to security at [redacted]

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III. Upcoming Events:

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None.

IV. Management Activities and Concerns:

None.

STAT

[redacted]

OL/NBPO WEEKLY REPORT - PERIOD ENDING 30 SEPTEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

[Redacted]

STAT

or 18 January 1988. [Redacted]

STAT

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

a. On 24 September 1987, the bus shelter for the Route 123 Visitor Control Center was delivered to the Headquarters compound. The shelter is expected to be installed on 30 September 1987. [Redacted]

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b. On 26 September 1987, Shirley Contracting Corporation, the Route 123 realignment contractor, started roadwork at the intersection of Route 193 and the Turkey Run Access Road. The construction will temporarily impact those employees who use Turkey Run Road to access the Headquarters compound. For approximately two weeks, the road surface at the intersection will be covered with crushed stone. Two-way traffic will remain open through the intersection during peak rush-hour periods. During non-peak hours, only one lane of traffic will be open and a flagperson will be directing traffic. An Employee Bulletin No. 1580, dated 3 September and prepared by the New Building Project Office (NBPO), OL, briefly addressed this construction work. In addition, NBPO prepared a Logistics Note to alert employees to the construction. NBPO also alerted representatives of the Federal Highway Administration and the National Park Service to the construction. [Redacted]

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c. On 28 September 1987, the Cray computer was delivered to the New Headquarters Building. Installation began immediately in the first floor computer room. The non-secure and secure telephone switches have been installed and are currently undergoing the 30-day test. [Redacted]

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d. Testing of the Uninterruptible Power Supply (UPS) systems continues in the New Headquarters Building. The 72-hour, full-load test for the seventh UPS system commenced on 28 September and the 15-minute battery test is scheduled for 1 October. The eighth and last UPS system is undergoing repair, and testing is expecting to begin in mid-November. [Redacted]

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[Redacted]

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f. On 29 September 1987, the New Building Project Office, OL, completed the securing of the office space on the ground and first floors of the North Tower of the New Headquarters Building. This will enable Contel to begin pulling station telephone wires in these areas. [Redacted]

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3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

[Redacted]
Chief, New Building Project Office

STAT

D/OL
C/FMD/OL

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 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) FCS (Field Computer System). General Electric, (GE) started correcting numerous system bugs in the LADS III converted software on 21 September. GE first base-lined the LADS software running in OL/IMSS with the version operating in the GE facility in Reston. This process uncovered and corrected several software differences between the two systems. GE will be working in OL/IMSS until all problems resulting from the conversion are resolved. 25X1

B. PLANNING

(1) The first annual update of the OL "Yellow Pages" has been completed and has been sent to P&PD for printing. 25X1

C. CLAS

(1) The first CLAS Skills Workshop was held on 23 September. The attendance was excellent considering the year-end workload in OL. The workshop consisted of viewgraph presentations by the Supply Team, Purchasing Team, and the Accounts Payable Team. This was the first opportunity many employees had to view Cullinet software screens and functionality. To provide all OL employees an opportunity to attend the Skills Workshop, it will be scheduled to run again on 23 October 1987, after the year-end processing is complete. 25X1

(2) The CLAS Project Teams are attending the annual Cullinet Software User Convention during the week of 28 September. This convention, which is usually attended by approximately 5,000 people, allows opportunities to meet other government users, attend seminars and demonstrations on the new 1.3 release, and get information on Cullinets new products and marketing directions. 25X1

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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 1987**

(3) On 25 September the CLAS Purchasing, Supply, and Accounts Payable teams provided OIT with an extensive list of functional testing requirements in the form of a Requirements Traceability Matrix (RTM). The RTM will provide a tracking/auditing mechanism for our prototyping efforts. [redacted]

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D. CLAIMS

(1) The Claims Review Officer, [redacted] gave a personal property claims presentation to the Field Administration Class on 24 September 1987 at the [redacted]

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E. RECORDS MANAGEMENT

(1) In compliance with Executive Order 12356, OL Divisions and Staffs were requested to keep a count of the number of classified documents originated in their office during the period 14 - 20 September 1987. 436 Secret and 380 Confidential documents were originated in OL during this time period. The statistics were submitted to OIT/CSG/IRMD and will be used to compile a report to the Director of the Information Security Oversight Office. [redacted]

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F. REGULATIONS

(1) The following regulation originating outside OL was coordinated and approved:

[redacted]

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(2) The following regulations originated in OL and were submitted for publication:

[redacted]

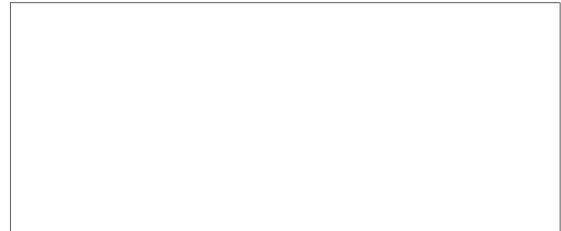
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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 29 SEPTEMBER 1987**

EB - , Transfer of Headquarters Audiovisual
Responsibilities
EB - , Employee Art Exhibit - Request for Entries

3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities



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f. Procurement Division, Office of Logistics, issued modification number one to a contract with IBM under the Computer Systems Software Engineering Program (CSSEP). This modification awards CSSEP Task 15 for Systems Network Architecture Support and Task 16 for Message Processing System and Electronic Cable Origination Handling System Support on behalf of the Office of Information Technology Engineering Group (OIT/EG). The negotiated amounts for these tasks are \$112,500 and \$145,090 respectively, with a total negotiated savings of \$35,841. 25X1

g. Procurement Division, Office of Logistics, continues to reduce the numbers of unsettled contracts on-hand. In August 1987, Procurement Division (PD) settled some 1,114 contracts while issuing only 666 new contracts. Through August of fiscal year 1987, PD has settled 7,692 contracts while adding only 6,443, thus settling 19 percent more than received for the period. Significant progress was most noteworthy in the June through August timeframe, when 3,266 contracts were settled, compared to only 1,809 in the same period last year. This improved performance is attributable to increased resources devoted to the effort: PD used summer hires to track down necessary paperwork and move the process along; Audit & Certification Division of the Office of Finance assigned three part-timers to work the problem, and Contracts Support & Audit Division of the Office of Finance pushed through a large number of final audits.

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

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M. On 23 September 1987, representatives from the Office of Technical Service (OTS), DS&T; Supply Management Branch; Data Control Branch; and Contract Information Branch met to discuss requisition procedural changes created as a result of changing Allocation 61 (DDS&T/OTS materiel) from a Costed to a No-Cost Allocation. The changes will be effective 1 October.



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III. UPCOMING EVENTS:

NONE.

IV. MANAGEMENT ACTIVITIES AND CONCERNS:

NONE



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OL/FMD WEEKLY REPORT

PERIOD ENDING 30 SEPTEMBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

a. None

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

a. Family Day was held on Saturday, 26 September, from 9:00 a.m. to 4:00 p.m. It was a total success with approximately 4,000 attendees to all buildings. Maintenance Branch, Building Services Branch, ADP Staff, Allied and the cafeteria all supported the open house. The cafeteria was prepared to serve 500 meals and because of the large attendance they actually served 1,500 meals. [redacted]

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b. The Engineering Branch, Operations, has trained a drafter/designer in the use of the Computerized Aided Drafting (CAD) System and has procured a full single screen CAD terminal. With this capability, Engineering Branch will most effectively use the New Headquarters Building CAD database and will develop an Original Headquarters Building CAD database. These computerized databases will be the focus for collecting and reflecting all as-builts and future changes, thus always assuring the availability of current facility drawings. [redacted]

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c. On Tuesday, 22 September, an outage was held for maintenance on Exide batteries for 400 hz Emerson UPS System. The batteries were taken off line at 1900 hours and returned at 2300 hours. A total of 40 battery straps were replaced on 20 battery cells. The UPS system did not need to be shutdown and was used as a line conditioner and frequency converter during the outage. There was no loss of power to the component. [redacted]

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d. On 24 September, the Art Selection Panel for the New Building met and toured potential areas for major works of art. The committee appointed by the Agency Fine Arts Commission presented an overview of Agency background and principles to the panel which included Jack Cowart, National Gallery of Art

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curator; Allan Stone, Washington Project for the Arts director; and Yuriko Yamaguchi, McLean artist. The NEA committee will prepare a package of potential projects and artists and will present their proposals to the Agency members at a meeting next month. The New Building Project Office obligated \$400,000 for the GSA "Art in Architecture Program" on 22 April 1987.

[Redacted]

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[Redacted]

25X1

[Redacted]

25X1

3. Upcoming Events:

a. Facilities Management personnel are providing support for the Agency's 40th Anniversary on 30 September 1987. They will be responsible for electrical and sound support, as well as construction of a stage and other platforms. In addition, FMD is providing 600 rental chairs, 160 swivel chairs for dignitaries, 15 brown leather chairs for the stage area, providing carpet and bunting for the stage, and setting up tables in various areas for cupcakes, drinks, etc.

[Redacted]

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[Redacted]

25X1

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4. Management Activities and Concerns:

a. Personnel

New - [Redacted] will report to Mail and Courier Branch on 10/1/87

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[Redacted] Chief
Facilities Management Division

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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 28 September 1987

1. Status of Tasks Assigned by Senior Management:

Coopers and Lybrand (C&L) Implementation Update:

(1) The Chief, Procurement Management Staff (OL/PMS) met with the Procurement Policy Panel on 23 September. Discussions included the CIA Contracting Manual (CCM) and position requirements for the pending procurement reorganization. All members present concurred with the current status of these efforts which are targeted for completion in fiscal year 1987.

[Redacted]

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(2) [Redacted] continues with the development of the Acquisition Planning Guide Supplement to the CCM. An initial draft will soon be ready in order to begin coordination with procurement and program office personnel. [Redacted]

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(3) The first production run of the CCM will arrive within a few days. [Redacted]

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

a. CONIF Activity:

CONIF processed 661 contracts and 341 amendments during the past week. CONIF personnel are working very hard in order to keep on top of the end-of-the-fiscal year rush. [Redacted]

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b. Computer Support to Contract Teams:

[Redacted]

25X1

[Redacted]

25X1

SUBJECT: OL/PMS Weekly Report for 28 September 1987

[REDACTED] 25X1
[REDACTED] 25X1

c. Status of Funds in Project Offices:

Reports to all contract team chiefs regarding the status of funds in their respective programs offices will be sent by OL/PMS, beginning in September 1987, and will continue monthly thereafter. [REDACTED] 25X1

d. Government-Furnished Property (GFP):

OL/PMS is continuing to study past and current GFP reports to determine its accuracy. Of particular concern is the lack of consistent reporting by all contractors. [REDACTED] 25X1

e. Electronic Update of General Services Administration (GSA) Debarred Contractor List:

[REDACTED] continue to define the system requirements for electronically receiving unclassified weekly updates from GSA of the debarred, suspended, and ineligible contractors list. [REDACTED] 25X1
[REDACTED] 25X1

f. Training:

Two contract officer interns will attend a 1-week OF/CSAD training class in October. This is an attempt to cross-familiarize the auditors and contracting officers, which should lead to better communication and greater efficiency. [REDACTED] 25X1

g. Agency Contract Review Board (ACRB Activity):

On 22 September, eight cases were presented to the ACRB for review; five were walk-on cases. All eight cases were recommended for Director of Logistics approval. One waiver was issued. These cases represented a total dollar value of \$11,685,415. [REDACTED] 25X1

3. Upcoming Events:

None of significant nature. [REDACTED] 25X1

4. Management Activities and Concerns:

None of a significant nature. [REDACTED] 25X1

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