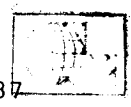


DD/EO  
AEC  
MBD

*25 Nittus*

DDA 87-2288  
30 October 1987



MEMORANDUM FOR: Director of Central Intelligence  
FROM: William F. Donnelly  
Deputy Director for Administration  
SUBJECT: Weekly Report for Period Ending 30 October 1987

*Done  
S.N.  
msc*

1. The Office of Training and Education will serve as the Agency's coordinator for the Women's Executive Leadership Program (WELP). The WELP, sponsored by the Office of Personnel Management, is a year-long training and development program for high-potential women and men (GS 10-12) designed to equip them for future responsibilities as supervisors and managers. The program, administered and managed by Directorate senior training officers, included seven Agency participants in FY-87. Nominees for FY-88 are currently being screened. Agency candidates must be submitted to OPM no later than 15 December 1987.

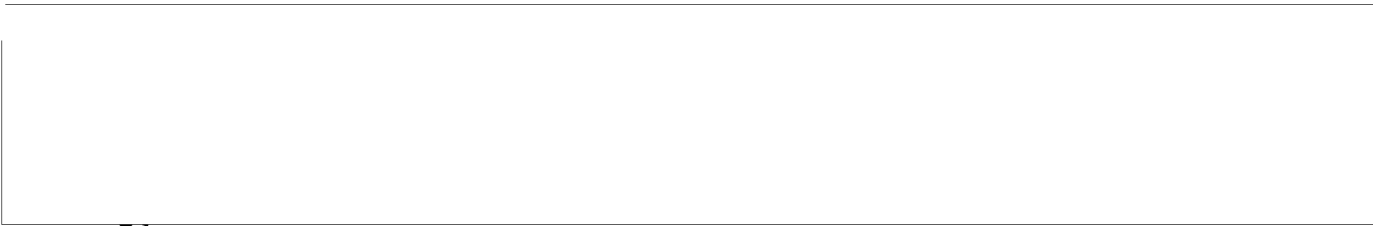
25X1



S E C R E T

S E C R E T

25X1



25X1

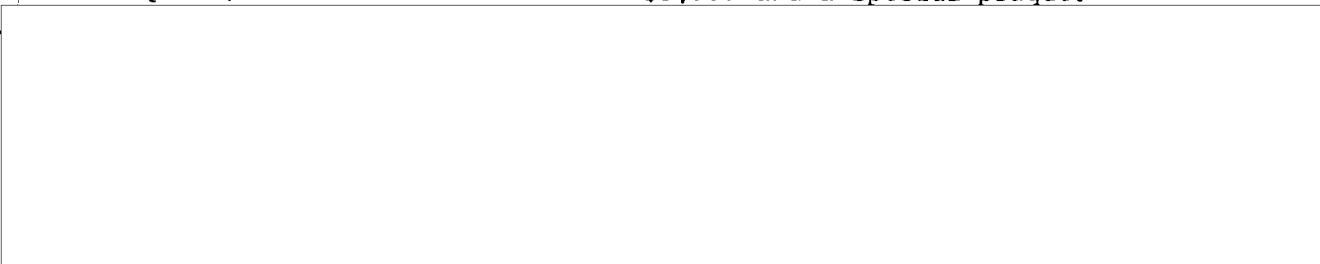
25X1

*J.P.*

6. The Office of Personnel reports that the 1987 Engineer of Year is [redacted], from the Office of Technical Service/DS&T, and the Scientist of the Year is [redacted] from the Office of Research and Development/DS&T. Each will receive \$5,000 and a special plaque.

25X1

*done  
MSL*



William F. Donnelly

S E C R E T

**Page Denied**

30 Oct '87

- \* IAD Nothing to report
- \* NSIC Nothing to report
- \* IAD " "
- SD Attached
- \* PITS Nothing to report
- RELD ✓
- \* MISS Nothing to report
- B+F Nothing to report
- \* TAD Nothing to report
- \* RMS Nothing to report
- \* SS Nothing to report
  
- \* Called
- They call if they have anything

S E C R E T

*DDI 1*  
*EO NA*  
*AEU*  
*ZMS*

29 October 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Harry W. Esterley  
Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 27 October 1987

25X1

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

25X1

d. OL reports that during the period 26 through 28 October, the following New Headquarters Building (NHB) events occurred:

1) Renovations in the Office of Information Technology's second and third floor computer centers in the NHB were completed during this reporting period.

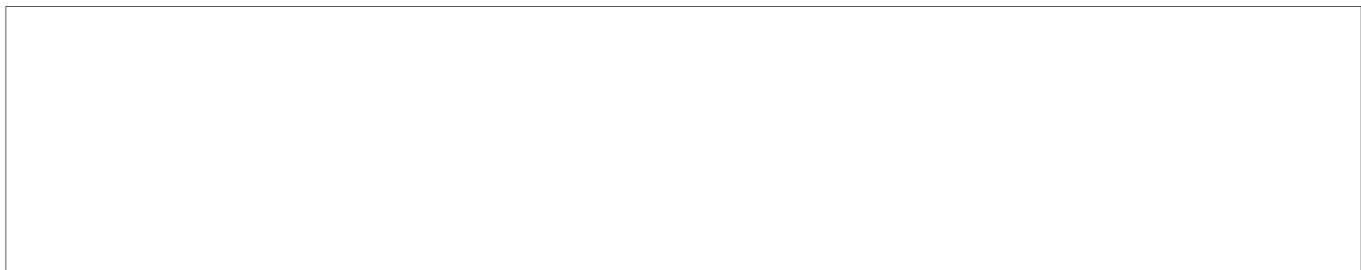
25X1

25X1

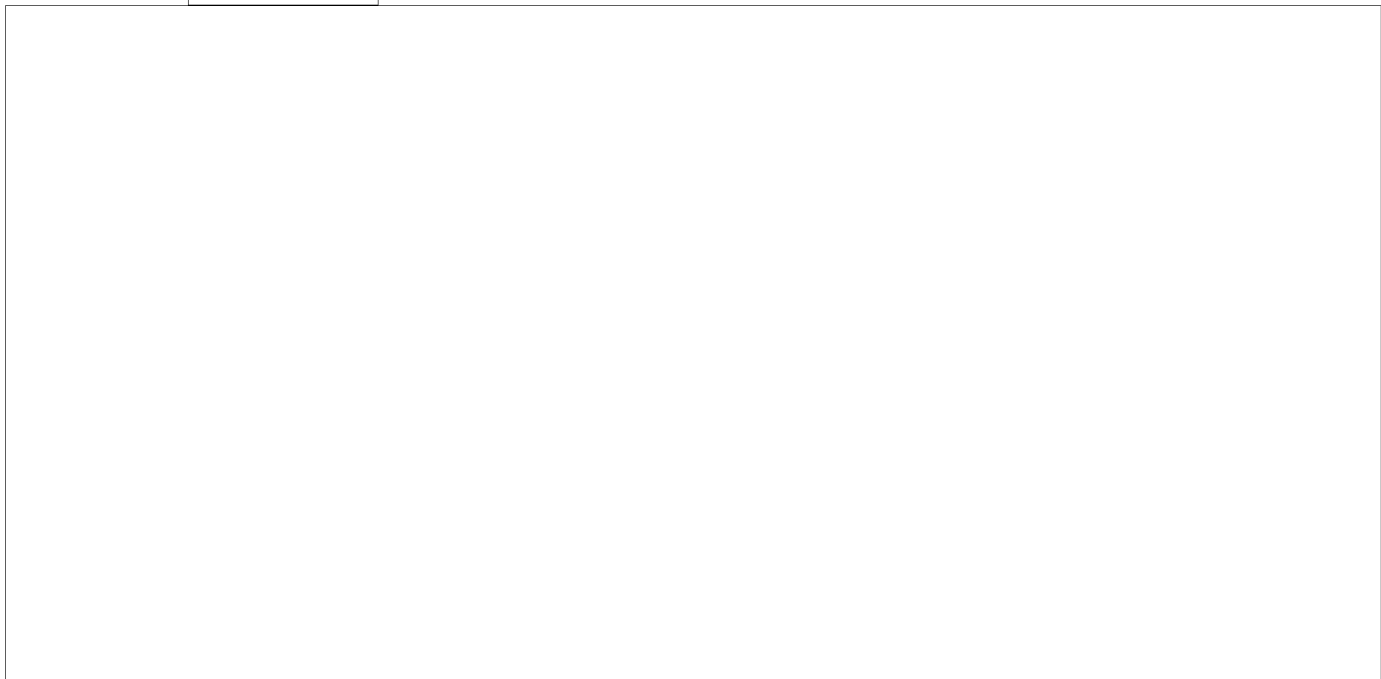
S E C R E T

S E C R E T

25X1 2) OL took possession of the fourth floor (east  
25X1 portion) of the North Tower in the NHB. This area is slated for  
occupancy by the Office of Scientific and Weapons Research in  
January 1988. [redacted]



25X1 f. OL reports that a work order was sent to Allied on  
25X1 8 October to remove or encapsulate asbestos in three areas of the  
kitchen fan room in the Old Headquarters Building cafeteria. Phase  
I was completed the weekend of 23 through 25 October by working  
around the clock. Phase II will begin on 30 October and is  
expected to be finished by 1 November, again working around the  
clock. [redacted]



25X1 i. During the past two weeks, OL received requisitions  
25X1 for [redacted] IBM Selectric III typewriters totaling approximately [redacted]  
million. IBM has discontinued manufacturing this Selectric model;  
however, a significant number from the last production run were set  
aside for Agency consumption pending the identification and  
approval of a replacement typewriter for Agency use. [redacted]

S E C R E T

**Page Denied**

STAT



PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
21 October 1987 - 27 October 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. Representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) met with representatives of the Directorate of Administration, Regulatory Policy Division (RPD) on 21 October to discuss the possibility of creating Regulations on VM, sending these files to P&PD's Electronic Text Editing and Composition System (ETECS), and returning the finished product back to RPD through VM. P&PD representatives explained that the link to ETECS is still only one-way, and although tests have been conducted in returning data from ETECS to VM through magnetic tape, the files have been found to be of minimal value since all ETECS composition and formatting commands must be eliminated before the tape can be read into VM. P&PD has received inquiries concerning the capability in the past, and has explored the possibility of an electronic link from ETECS back to VM, but has found the value of such a link to be minimal when compared to the development cost.

NO

STAT

B. Publication of two versions of the Red Book is continuing in the Office of Logistics, Printing and Photography Division (OL/P&PD). The press work on the  version was completed last week and is awaiting binding. The English language version is on hold awaiting on-site approval of several color separations by the Office of Technical Services. When this approval is obtained, one shift of work will be required in the layout area before printing plates can be made. We anticipate meeting the required due date of early January for this production effort. (A)

STAT

NO

STAT



↓  
Submit when completed.



NO  
STAT  
C. The Office of Logistics, Printing and Photography Division (OL/P&PD) has completed testing of the Autologic Microfilm Recording Unit (MRU) provided by Rachwal Systems, Inc. The MRU functions as a typesetter but produces page images on 70mm film which is used as the basis for the Rachwal Projection Platemaking system. P&PD ran several tests on the MRU and, although several minor problems surfaced, the tests were successful. P&PD anticipates purchase of a MRU in the near future. [redacted]

NO  
STAT  
STAT  
D. The new Heidelberg GTO press has been installed in the Office of Logistics, Printing and Photography Division (OL/P&PD) and is performing well. This press is slowly being phased into production and training of pressmen on this new piece of equipment is going very well. [redacted]

NO  
STAT  
STAT  
F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is still experiencing problems with the tapes created in the [redacted] to produce the bi-weekly payroll microfiche for the Office of Finance. Data "Write Errors" have once again caused major delays in the production of these tedious requests. Adding to this situation, a serious equipment malfunction left P&PD with only one COM recorder for much of the week. Service technicians from TRW were finally successful in their efforts to repair this system after a marathon 16 hour session on Thursday. [redacted]

NO  
STAT  
G. The Office of Logistics, Printing and Photography Division (OL/P&PD) continues to be plagued by fumes of an unknown origin filtering into the Design and Presentations Center (D&PC) in the Headquarters Building. Four employees have been affected by this malady in varying degrees of severity. It has been learned that a herbicide named "Round-up" had been recently applied to the inner court yard which is immediately adjacent to the outside wall of D&PC, and this has been reported to the Office of Medical Services. Thus far, no cause for this problem has been identified, and Allied has replaced all filters in the air handlers serving this area. It should be noted that a customer visiting D&PC, in connection with a job, also was affected by the environment and had to leave the area. It is hoped that the source of this condition will soon be found and corrective action taken. [redacted]

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

STAT

An empty rectangular box with a thin black border, positioned to the right of the word 'STAT'.

OL/FMD WEEKLY REPORT

PERIOD ENDING 28 OCTOBER 1987

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

a. On 22 October 1987, the Interior Design Consultant met with Harold Vogel, sculptor, in order to plan the addition of one star to the Memorial Wall and Book of Honor which had been announced earlier by the DCI. [redacted]

25X1

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

a. On 13 October 1987, an ~~FMD~~<sup>OL</sup> team with assistance from Allied and Kane Movers, started a lengthy project of rearranging the secure, essential and non-essential power in the New Headquarters Building to conform with the furniture layout. The project will last until the last office in the NHB is turned over to the component for occupancy. A deadline of 23 October was given for the third floor so OIT could pull commo and data lines to the 100 holes drilled in the floor tiles. Upon completion of the third floor, a new deadline will be set for the completion of the fourth floor. [redacted]

YES

25X1  
25X1

b. Escort problems: Allied's daily escort requirement is 47 during the day and 34 at night. During this reporting period, Allied received the following number of escorts:

<u>Date</u>	<u>Day</u>	<u>Shortage</u>	<u>Night</u>	<u>Shortage</u>
10/16/87	5	-42	18	-16
10/19/87	12	-35	19	-15
10/20/87	5	-42	20	-14
10/21/87	13	-34	19	-15
10/22/87	7	-40	20	-14

YES  
25X1

The escort problem is very critical. Receiving only 5 of 47 escorts presents many problems in accomplishing work to be done by contractors. [redacted]

25X1

CONFIDENTIAL

ED  
for FMD met with G/SS + discussed this issue

*a major mechanical equipment area which serves the OHB cafeteria.*

c. A quick start memo was sent to Allied on 8 October to remove or encapsulate asbestos in three areas in the kitchen fan room, - Phase I was completed the weekend of 23-25 October working around the clock. Phase II will begin on 30 October and is expected to be finished by 1 November, again working around the clock. [redacted]

YES

25X1

d. The Design Branch has completed design drawings for the Office of Medical Services to reconfigure the medical records area in Room 1D4040 to meet the functional requirements. Work was requested because of a recent reorganization of OMS. [redacted]

NO

25X1

25X1

*OL reports that, on 25 Oct.,*

*modifications to the*

~~e. The Engineering Branch has provided supervision and guidance for the work to complete the 4160 KV bus modifications at the Central Plant. <sup>work completed</sup> The work was done by Delta who is a subcontractor of MCI, who is the NHB contractor. The work consisted of replacing the current transformers to double the capacity and replacing relays to match, removing interlocks and correcting controls and installing new feeders to/from boiler motor control centers.~~ [redacted]

NO

25X1

f. During the past few weeks, there have been some sporadic problems with the five module Emerson UPS systems located in the DCI garage area. One of the modules dropped off line at approximately 0200 hours Sunday, 25 October. The unit was placed temporarily back in service later that day. On Monday, while the system was being worked on by the Allied subcontractor, Tru Power, the second module tripped off and the entire UPS system went into the bypass mode. This occurred at approximately 1400 hours on Monday. The component was notified that the system was in bypass and that repairs were underway. This system is 12 years old and is scheduled to be replaced during the backfill effort. [redacted]

NO

25X1

*OL reports that the*

~~g. The removal of all remaining PCB street light transformers from the Headquarters Building vaults is complete. They were trucked off the compound at approximately 1430 hours on 24 October by a licensed carrier under the supervision of the contractor, Substation Test Company.~~ [redacted]

NO

25X1

25X1

*The remaining units*

h. On Tuesday, 20 October, the Mail and Courier Branch regained partial usage of the South Loading Dock area. The access road to the Loading Dock was temporarily closed to vehicular traffic due to Centrex Construction Company grating and resurfacing the area. Presently, M&CB is awaiting the installation of an extension loading ramp. Courier runs to Agency satellite buildings are still at two runs per day.

NO

[Redacted]

an OIT

~~i. Moves:~~ During the week 19-23 October, ~~Building Services Branch~~ completed relocation ~~for OIT~~ from the 2D area of Headquarters to the 3rd floor [Redacted]. This move included 65 workstations and related equipment. [Redacted]

*OL*  
*moves + renovations*  
*↓*  
*OL include computer renovations*

3. Upcoming Events:

[Redacted]

4. Management Activities and Concerns:

a. The <sup>OL</sup> cross-training program ~~between Building Service Branch~~ [Redacted] is proving to be very beneficial, ~~even in its early stages.~~ Discussions of mutual concern, better communication, and <sup>the</sup> establishment of ~~closer working relationships with our coworkers~~ [Redacted] will prove to enhance ~~our overall efficiency.~~ [Redacted]

b. In response to a recent IG Audit Report on M&CB's accountable records, the Mail and Courier Branch ~~has taken steps in conjunction with FMD's ADP Staff, to modify its software on courier receipts.~~ <sup>is modifying its</sup> The auditors had commented on ~~whether the M&CB conducted a follow-up on outstanding courier receipts.~~ The modified software will allow M&CB to readily identify and put tracers on all outstanding courier receipts.

*YAD*

[Redacted]

Facilities Management Division

**Page Denied**

Next 2 Page(s) In Document Denied

S E C R E T

Notes Not Used in Weekly:

A. Two expeditors from Supply Management Branch (SMB) visited [redacted] on the afternoon of 20 October 1987. The purpose of this visit was to observe and learn the various procedures for processing supply documentation and materials throughout [redacted]. Also, these visitations have proven to be beneficial in providing better communications between SMB [redacted].

25X1

25X1

NO

25X1

25X1

B. Supply Management Branch would like to welcome Karen [redacted] to Central Control and Expedite Section as an expeditor.

25X1

25X1

C. [redacted] a visitor from Office of Security, came through Supply Management Branch (SMB) for three day's training this week. [redacted]

25X1

NO

25X1

D. The training officer from DCB held a class on the ICS on 22 and 23 October. Two members from the Office of Logistics and a member of the Office of Finance were in attendance. [redacted]

25X1

NO

25X1

S E C R E T

**Page Denied**



SUBJECT: Real Estate and Construction Division Weekly Report  
for the Period Ending 27 October 1987

NO  
e. Map Services Center, Office of Information Resources Relocation - The Real Estate and Construction Division, OL, continues to work with the lessor to coordinate the technical aspects of the build-out at the new location of the Map Services Center and has also provided the lessor and the General Services Administration (GSA) with information regarding tenant selections of carpet and various other finishing items.

NO  
25X1  
25X1  
25X1  
GSA approved the lessor's revised cost estimate for the build-out on Friday, 23 October 1987 and has forwarded the entire package which includes the cost estimate, drawings, and the lease document to their legal, and contract clearance sections for review. GSA is expected to give the lessor verbal notice to proceed with the build-out by 30 October. [redacted]

NO  
[redacted]

3. Upcoming Events:

None

4. Management Activities and Concerns:

None

25X1  
[redacted]

**Page Denied**