

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>IMSS</i>		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

For your records

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

11/26
DETA
AEO

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DDA 87-2527
27 November 1987

MEMORANDUM FOR: Director of Central Intelligence
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Weekly Report for Period Ending 27 November 1987

1. During the Office of Training and Education's (OTE) Executive Development elective "CIA and the Congress" last week, Senator David Boren of the Senate Select Committee on Intelligence (SSCI) told the 20 Agency officers in the course that he wants to devote more attention to reviewing intelligence analysis. Both Boren and House Permanent Select Committee on Intelligence (HPSCI) Chairman Louis Stokes expressed willingness to have their committees and not the Government Accounting Office audit the Agency. Boren and Stokes also are concerned that the intelligence committees in the wake of the Iran-Contra investigations are held in lower esteem and regarded with less confidence by their Congressional colleagues.

25X1

2. The Office of Logistics on 19 November sponsored a [redacted] "kickoff" meeting to discuss the planning approach and preliminary master plans for further development of the site. Representatives from the Directorates of Administration and Science and Technology and the Intelligence Community Staff attended the meeting. This marks the beginning of a three- to four-year process to design and construct a 1.2 million-square foot complex [redacted] which will include office space, a computer facility, printing plant, training center, and support facilities.

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3. An Office of Security officer last week discussed with State Department representatives the Agency's strong endorsement for establishing "hardcore areas" in US consulates and embassies in which US personnel would be segregated from local employees.

ALL PORTIONS SECRET

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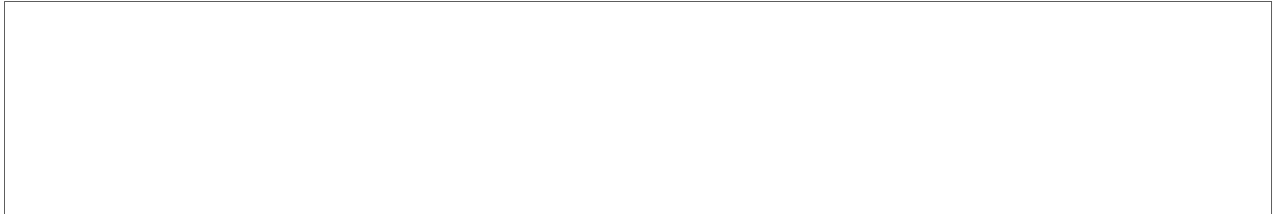
[redacted]

[redacted]

S E C R E T

4. A representative from the Office of Medical Services (OMS) this week spoke to the Senior Executive Association's Annual Conference on Ethics in Government about the psychology and ethics of lying. The audience included senior government officials and members of the media.

25X1



6. The Offices of Information Technology and Medical Services have replaced two automated systems containing medical information with one integrated database. The Medical Information Diagnosis and Artificial Intelligence System (MIDAS) provides OMS greater capabilities for tracking and tabulating medical data and increased flexibility in processing medical lab tests and results.

7. Agency employees as of 19 November contributed \$349,402 to the Combined Federal Campaign, \$61,886 for the Educational Aid Fund and \$35,935 for the Public Service Aid Society.

25X1



William F. Donnelly

ED
cc Div/State
charts.

27 November 1987

NOTE FOR: Deputy Director for Administration
FROM: John M. Ray
Director of Logistics
SUBJECT: Breakfast Bullets for the Week of 30 November 1987

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

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John M. Ray

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S E C R E T

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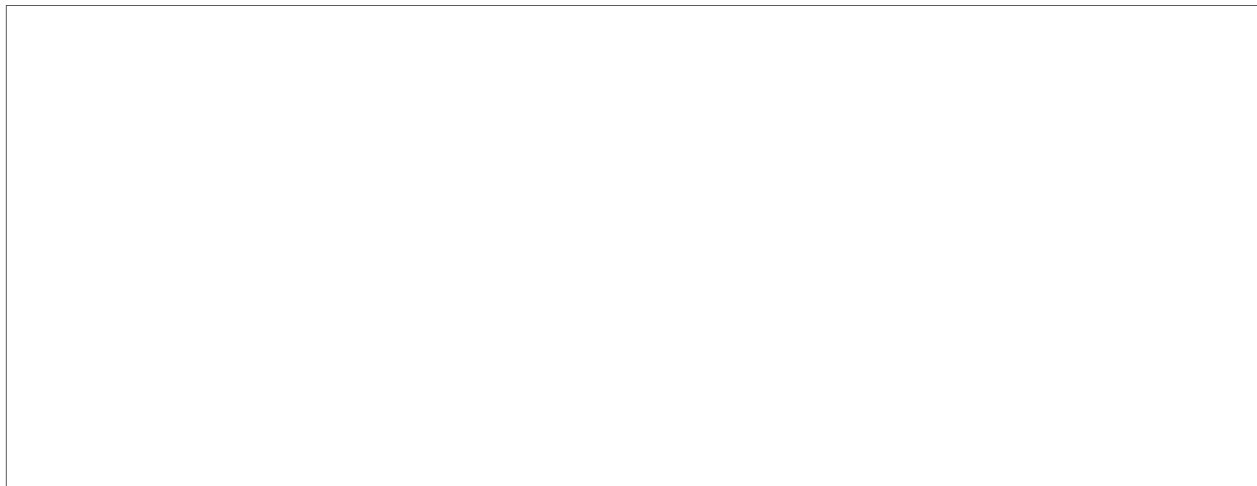
*Div/Staff done
chufs.
JK*

20 November 1987

NOTE FOR: Deputy Director for Administration
FROM: John M. Ray
Director of Logistics
SUBJECT: Breakfast Bullets for the Week of 23 November 1987

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

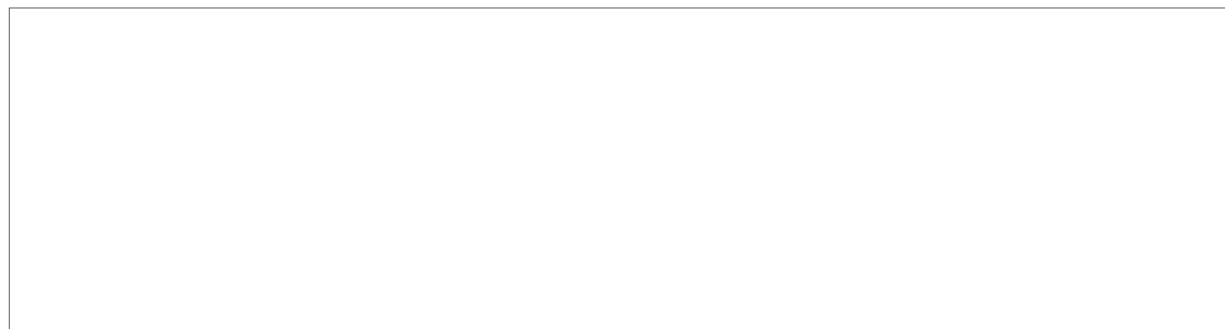
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- Donovan Statue: The six-foot clay model of the statue of Major General William Donovan was inspected by the OL Interior Design Consultant at the studio of the sculptor, Lawrence Ludtke. Molds will be made of this completed figure during the month of December. Casting, welding and burnishing of the statue will take place at a foundry in New York during the winter. Molds are also being made of the original two-foot model and castings could be made if desired. The large statue, which is designed for placement inside the Headquarters Main Lobby, is expected to be delivered in late winter or early spring.

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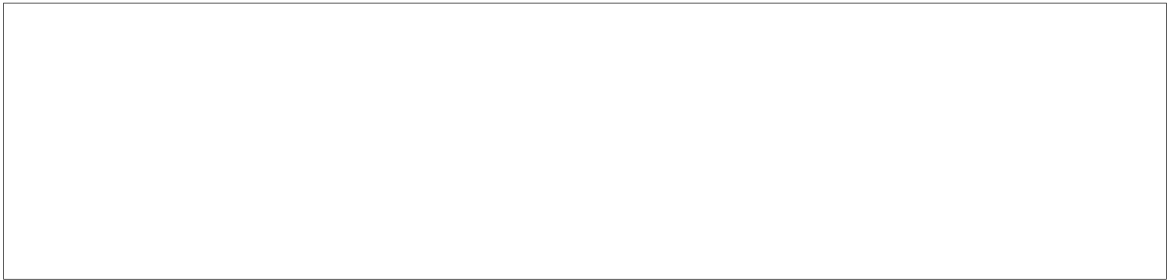
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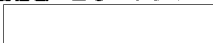


S E C R E T

SUBJECT: Breakfast Bullets for the Week of 23 November 1987

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- ° Congressional Budget Justification Books: The processing of the Congressional Budget Justification Books is well under way in the Printing and Photography Division, OL. This will be the first year that typographical composition of all 13 volumes of the CBJB will be done electronically. 

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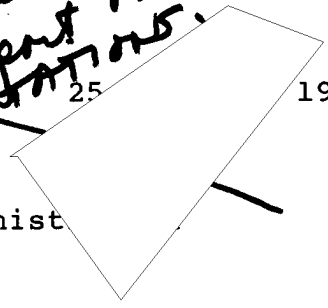
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John M. Ray

*AED - pls advise
all dir/staffs that their
weekly must contain a
detailed report on
visitations.*

2
EO
120



1987

*Pls see
Comments.*

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MEMORANDUM FOR: Deputy Director for Administ

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 24 November 1987

25X1

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

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[Empty rectangular box for reporting events]

S E C R E T

S E C R E T

25X1



f. OL reports that copies of schematic stage drawings and calculations for the cafeteria expansion project were received from Cooper-Lecky Architects on 19 November and distributed to the Offices of Medical Services, Security and Logistics for review and comment by 30 November. In early December, the project manager intends to brief senior OL management and the Cafeteria Committee about the project status.

25X1

g. OL reports that on 21 November the Bid Package 1 contractor returned to the construction site to excavate a series of joints on the southside chilled water line. Two holes were excavated which exposed four joints on the chilled water lines. There was no evidence of leakage, but two loose bolts were found and thus all bolts were tightened. Backfilling of the holes was completed on 23 November. As part of the procedure established by the Facilities Management Division and the New Building Project Office to examine the joints, chilled water was introduced into the line to bring it down to operating temperature. As the water temperature dropped, the leakage rate increased. This phenomenon has been observed in the past. Representatives from OL and the General Services Administration will meet this week to discuss which area will be excavated next.

25X1

A h. On 24 November, OL reports that the Agency took occupancy of the 6th floor of the North Tower of the New Headquarters Building (NHB). A total of 594,000 square feet has been accepted in the NHB. This is 52 percent of the total space within the NHB. The only other office space in the North Tower to be accepted is 30,000 square feet on the 4th floor, west area. This area is being finished as general open space. The target date for acceptance of this area is 5 December. Although the office spaces have been accepted and are in good physical shape, additional finishing must be done in the public areas of the North Tower, such as vending area, stairwells, restrooms and corridors.

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S E C R E T

S E C R E T

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PLS ADV
AC/REC'D
WULD L
A DETAIL
BRIEFING
ON THIS.*

25X1 i. On 19 November, representatives from OL and the Office
of Real Property Development, General Services Administration
(GSA), met to discuss a variety of items related to GSA's
delegation of authority for maintenance, operations (M&O) and lease
management. Changes to the proposed Memorandum of Understanding
(MOU) for delegation of lease management authority were discussed.
25X1 This delegation applies to Key, Ames, Chamber of Commerce, [redacted]

25X1 [redacted] GSA agreed to all CIA
proposed changes except a provision which would allow a 30-day
period for GSA approval of an alteration project rather than 60
days. GSA will consider a compromise to allow only 30 days under
special circumstance. GSA also proposes to amend the present MOU
on M&O at the Headquarters Compound to include the
25X1 Scattergood-Thorne Property [redacted] However, before this
can be done, there are budget considerations and disputed payments
25X1 for Headquarters [redacted] which must be settled. OL
25X1 requested a written proposal from GSA. [redacted]

*WATCH
OUT!*

2. Significant Events Anticipated During the Coming Week:

25X1 [Large redacted area]

[Redacted signature box]

John M. Ray

S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 24 November 1987

1. Progress Report Tasks Assigned by Senior Management:

None

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

25X1/e

NO

(1) Classroom Training Building - Real Estate and Construction Division, OL engineers continue to provide on-site management of the construction activity of the Classroom Training Building. The sewer line, which had been disapproved, has been repaired to the satisfaction of the design engineer. Final sewer hookup should be completed the week of 22 November 1987. The general contractor will remove his trailer the week of 22 November 1987.

25X1

S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 24 November 1987

Yes

d. Delegations of Authority from the General Services Administration - On 19 November 1987, representatives of Real Estate and Construction Division, OL met with the cleared General Services Administration (GSA) liaison representative from the Office of Real Property Development, GSA Central Office to discuss a variety of items related to GSA's delegations of authority for maintenance and operations (M&O) and lease management. A summary of these discussions follows:

(1) Changes to the proposed Memorandum of Understanding (MOU) for Delegation of Lease Management Authority were discussed. This delegation applies [redacted]

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[redacted] GSA agreed to all of our latest changes except a provision which would allow a 30-day period for GSA approval of an alteration project rather than 60 days. GSA will consider a compromise to allow only 30 days under special circumstances. A response is expected by 24 November 1987.

(2) GSA proposes to amend the present MOU on M&O at the Headquarters Compound to include the Scattergood/Thorne Property [redacted]. However, before this can be done, there are budget considerations and disputed payments for Headquarters [redacted] which must be settled. RECD requested a written proposal from GSA. [redacted]

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e. [redacted] Office of Technical Services - In conjunction with representatives of the Office of Technical Services (OTS), Power Sources Branch, and Contracts Management Staff, Real Estate and Construction Division (RECD/OL) has become involved in the leasing and engineering aspect of developing a new [redacted] facility for OTS. The lease of the facility will be accomplished by the OTS contractor; however, RECD has been assisting with specific advice on the terms and conditions of the proposed lease. A final document is expected in early December. [redacted]

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WEEKLY REPORT FOR AGENCY CONTRACTS GROUP

FOR PERIOD ENDING

23 November 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:

a. Agency Contracts Group, Office of Logistics, issued a contract to Computer Associates International, Incorporated in the amount of \$250,000.00. This contract provides for Fiscal Year 1988 site licensing of an assortment of Computer Associates (formerly Integrated Software Systems) graphics software on behalf of Office of Information Technology, Engineering Group. Obtaining the site license, rather than purchasing or leasing the software by individual CPU, resulted in annual savings of over \$1.0 million to purchase and \$757,000.00 to lease.

b. Agency Contracts Group, Office of Logistics, issued a purchase order totalling \$35,000.00 to Kolinar Corporation, Incorporated on behalf of the Office of Information Technology, Engineering Group to renew maintenance of the Software for Fiscal Year 1988.

c. Agency Contracts Group, Office of Logistics, issued a delivery for \$37,065 to Ramtek Corporation. This order was issued on behalf of three Agency components: Office of Information Technology; Office of Scientific and Weapons Research; Office of Soviet Analysis; and Office of African and Latin American Analysis, to renew maintenance of the Colorgraphic Terminals and Peripheral Devices for Fiscal Year 1988.

d. Agency Contracts Group, Office of Logistics, issued a purchase order for \$42,104 to Lundy Electronics and Systems, Incorporated. This order was issued on behalf of the Operations Implementations Staff to renew maintenance of the Optical Character Reader System for Fiscal Year 1988.

S E C R E T

S E C R E T

e. Agency Contracts Group, Office of Logistics, issued a contract to NCR Comten Incorporated of Rockville, Maryland in the amount of \$1,064,940.36 for the maintenance of NCR Comten front end processors and related hardware currently installed throughout the Agency in Office of Information Technology supported computer centers.

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f. On 20 November 1987, Agency Contracts Group, Office of Logistics, issued a firm fixed price delivery order to Apollo Computers Incorporated in the total amount of [redacted] This delivery order is for preventative monthly maintenance of the Apollo Computer hardware and software systems. [redacted]

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g. Agency Contracts Group, Office of Logistics, negotiated a Firm Fixed Price purchase order on behalf of the Office of Training and Education with Scandrett-Rush Associates to provide five runnings of a training course entitled "Women in the Work Force". The purchase order is valued at \$10,500 and the period of performance is 13 November 1987 through 30 September 1988. [redacted]

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h. Agency Contracts Group, Office of Logistics, issued a modification effective 10 November 1987 providing an additional [redacted] in funding to a cost reimbursement contract with the New York City firm of [redacted] Total funding on this contract is now [redacted] This action was initiated on behalf of the Office of Personnel. The period of performance is through 9 July 1990 and provides for the immediate purchase and resale of homes belonging to Agency employees who are transferred within CONUS. [redacted]

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i. Agency Contracts Group, Office of Logistics, awarded a [redacted] Variable-Quantity/Firm-Fixed-Price contract to [redacted] [redacted] The contract provides for the acquisition of services necessary for the repair and calibration of Office of Communication equipment which was originally manufactured by the Contractor. The contract period of performance is 1 October 1987 through 30 September 1988. [redacted]

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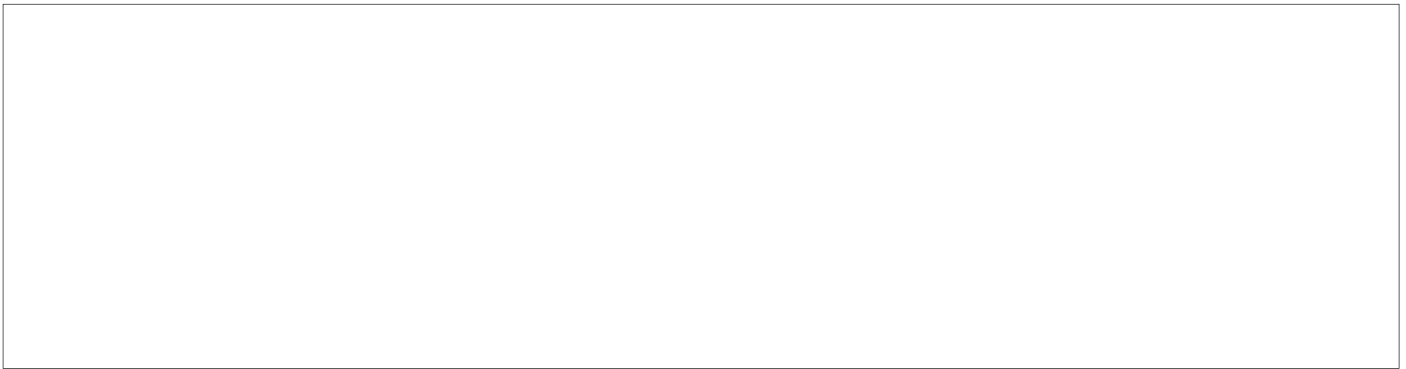
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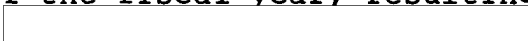
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j. Agency Contracts Group, Office of Logistics, recently negotiated a Firm Fixed Price type contract with Overseas News & Information Services, Inc. The contract was issued on behalf of the Office of Information Resources, Information Services Division, Visual Media Branch for use and replication of video material which will be used for operational purposes overseas. The amount of the contract is \$60,000 and the period of performance is 1 October 1987 to 30 September 1988. [redacted]

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1. Agency Contracts Group, Office of Logistics, renewed the Office of Information Resources' (OIR) contract for maintenance of their NBI word processing equipment. This year, the renewal includes an annual maintenance discount of 15% for every month the contract remains above \$250,000 and 10% for every month the contract remains above \$100,000. The contract is currently written for approximately \$297,000. The contract is expected to remain above the \$250,000 mark for a good part of the fiscal year, resulting in an estimated savings of some \$35,000. 

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3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

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OL/NBPO WEEKLY REPORT - PERIOD ENDING 25 NOVEMBER 1987

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

a. On 19 November 1987, the Chief, New Building Project Office, OL, conducted a tour of the New Headquarters Building for the Executive Officer, OL, and Chief, Procurement Management Staff, OL.

STAT
STAT

b. On 20 November 1987, the Chief, New Building Project Office, OL, conducted a tour of the New Headquarters Building for the General Counsel and six members of his staff.

STAT

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

a. Activity levels have increased on the ground floor area of the Center Section of the New Headquarters Building which is to be occupied by the Office of Technical Service. Masonry walls have been painted, the ceiling grid has been started, and casework is being installed.

STAT
SIAI

b. On ~~Saturday~~, 21 November 1987, the Bid Package 1 contractor returned to the construction site to excavate a series of joints on the southside chilled water line. Two holes were excavated which exposed four joints on the chilled water lines. There was no evidence of leakage but two loose bolts were found. All bolts were tightened. Backfilling of the holes was completed on 23 November. As part of the procedure established by Facilities Management Division (FMD), OL, and New Building Project Office (NBPO), OL, to examine the joints, chilled water was introduced into the line to bring it down to operating temperature. As the water temperature dropped, the leakage rate increased. This phenomenon was been observed in the past. NBPO, FMD and General Services Administration will meet the week of 23 November to discuss which area will be excavated next.

Yes

STAT

c. On 23 November 1987, the Bid Package 3 contractor (MCI) showed up at the construction site with representatives from National Airmotive and Williams and Lane (W&L) unannounced with no prior coordination. The MCI representative stated they were at the site to install generator No. 7 and start it up. (This unit was repaired by National Airmotive in California and returned to the site on 9 November). W&L was MCI's original generator contractor. In November 1986, W&L was suspected of deliberately disabling Agency generators. They and MCI traded legal barbs, each suing the other for breach of contract. MCI prevailed in the suit. MCI has now had a falling out with Stewart and Stevenson (the most recent MCI generator subcontractor) over lack of payment. Consequently, MCI has renewed their relationship with W&L. However, in a meeting on 23 November, MCI was

no

unable to satisfy GSA's contractual requirements for allowing them to proceed with the generator installation. New Building Project Office, OL, and Facilities Management Division, OL, are assessing the technical impact of W&L's proposed installation plan. General Services Administration is assessing their contractual position in this matter. [redacted]

STAT

d. On 24 November ~~1987~~, the Agency took occupancy of the sixth floor of the North Tower of the New Headquarters Building (NHB). This brings to 594,000 the total square footage which has been accepted in the NHB. This is 52 percent of the total space within the NHB. The only other office space in the North Tower to be accepted is 30,000 square feet on the fourth floor west area which was to be occupied by the Polygraph Division, Office of Security. This area is now being finished as general open space. The target date for acceptance of this area is 5 December 1987. Although the office spaces have been accepted and are in good physical shape, additional finishing must be done in the public areas of the North Tower, such as vending areas, stairwells, restrooms, and corridors. [redacted]

1/3

STAT

e. During the week ending 21 October ~~1987~~, Shirley Contracting Corporation, the Route 123 realignment contractor, installed the top coat of pavement along east and westbound Route 123 and the CIA entrance road. The roadway is scheduled to be striped in the next few days. [redacted]

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INCLUDE
NEXT WEEK

f. On 21 October ~~1987~~, Miller Electric Co., the Bid Package 2 electrical subcontractor installed the overhead lights in the telephone closets in the South Tower of the New Headquarters Building. The New Building Project Office, OL, is monitoring progress of the telephone closets in the South Tower in an effort to make closets available to the Office of Information Technology by 18 December 1987. [redacted]

STAT

g. On 21 November 1987, installation of the permanent power supply from the New Headquarters Building to the new North Loading Dock was completed. The dock had been supplied temporary power from the Original Headquarters Building since January 1987. The outage necessary to complete this work was coordinated with Facilities Management Division, OL. [redacted]

STAT

3. Upcoming Events:


The second session of training on the operation and maintenance of the Uninterruptible Power System (UPS) equipment in the New Headquarters Building is scheduled for the week of November 30 through 4 December 1987. Ten engineers and technicians from Facilities Management Division, OL, and Ogden Allied Services will attend. [redacted]

STAT

4. Management Activities and Concerns:

None.

STAT


Chief, New Building Project Office

D/OL
C/FMD/OL

CONFIDENTIAL

OL/FMD WEEKLY REPORT

PERIOD ENDING 24 NOVEMBER 1987

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

a. On 19 November, the sculptor, Harold Vogel, added a star to the Memorial Wall and the name of William F. Buckley to the Book of Honor in the Headquarters lobby. [redacted]

ready to go
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25X1

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

a. During a routine transformer inspection by Allied personnel, a small hole was discovered in a cooling fin of the transformer which contains hazardous PCB fluids and provides electrical service to [redacted]. After confirmation that approximately 100 gallons of PCB leaked into the soil, the Environmental Protection Agency was notified and a licensed PCB disposal expert was contracted to remove 15 barrels of contaminated soil for testing. The transformer has been taken out of service and arrangements are being made to replace the damaged transformer with an oil filled type. [redacted]

25X1 NO
negative

b. Shortages of up to 70 percent are still occurring for day-time security escort allocations. Discussions continue with Headquarters Security Division, Office of Security (HSD/OS) to improve this situation.

No

c. Excavations continue on the Headquarters compound southside chilled water line to examine the integrity of suspected leaking joints. Whenever found, loose bolts are being retightened to specifications. Facilities Management Division (FMD) and New Building Project Office (NBPO) continue to develop plans to examine the remaining portions of the line, since only 20 percent of the southside system has been excavated to date. During the excavation and examination phase, the northside line continues to be the primary supplier for Headquarters building chilled water needs for computer and air conditioning systems.

No reports in 11/20

d. FMD personnel escorted Office of Technical Services (OTS) and Office of Medical Services, Safety Division (OMS/SD) personnel to Smith Hinchman and Grylls in Detroit on 19 & 20 November 1987 for a 35 percent completion review of the design effort of the OTS space in the New Headquarters Building (NHB). A meeting is scheduled for 7 December to review final construction drawings.

Yes

CONFIDENTIAL

CONFIDENTIAL

e. A 90-percent completion package of the master plan for the backfill project was reviewed on 16 November. Delivery of the final RTKL package is scheduled for 8 December. Concurrent with the design of Office of Imagery Analysis (OIA) space, utility requirements for chilled water and electric risers and a sprinkler system are being developed to incorporate into the construction package. (?)

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Refer to when final

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3. Upcoming Events:

a. Copies of schematic stage drawings and calculations for the cafeteria expansion project were received from Cooper-Lecky Architects on 19 November and distributed to Safety Division/OMS, Physical Security Group/OS, and within FMD for review and comment by 30 November. In early December, the project manager intends to brief senior OL management and the cafeteria committee about the project status.

Handwritten: Yes

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4. Management Activities and Concerns:

a. Concurrent activities are centering on planning adjustments relating to the delay in opening the NHB and accelerating personnel replacement in the M&CB. A headquarters notice has been submitted in draft relating to reduction in courier service as a result of significant personnel loss. In the facilities area, test results are expected this week on the degree of PCB contamination in the soil. A worst case scenario has been developed. Plans to get an early start on the backfill infrastructure upgrade are underway and the Integrated Logistics Support Program (ILSP) Staff is now addressing heavy equipment rigging and chemical transfer requirements for the OTS move.

Handwritten: No

b. Personnel Actions (all in M&CB):

- (1) Resigned:
- (2) Reassigned:

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Chief
Facilities Management Division

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
17 NOVEMBER 1987 - 23 NOVEMBER 1987

I. STATUS OF TASKS ASSIGNED BY SENIOR MANAGEMENT:

NONE.

II. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED DURING THE PRECEDING WEEK:

25X1 [Redacted]

dm
NO

B. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD), IS STILL IN THE PROCESS OF PRINTING THE REDBOOK. DURING THE PAST WEEKEND FIVE SHIFTS OF OVERTIME WERE USED ON THE SIX-COLOR PRESS TO PRINT ONE SIGNATURE. TWO MORE SIGNATURES REMAIN TO BE PRINTED PLUS THE COVER, AND IT IS ESTIMATED THAT 12 OR 13 MORE SHIFTS WILL BE REQUIRED TO COMPLETE THE PRESS WORK ON THIS PUBLICATION. P&PD STILL EXPECTS TO COMPLETE THIS JOB ON SCHEDULE.

Yes

25X1 C. THIS WEEK THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD), INSTALLED AND TESTED A KONICA 1503Z COPIER AS PART OF AN INVESTIGATION INTO SMALL COPIERS REQUESTED BY THE PLAIN TEXT PROCESSING EQUIPMENT BRANCH OF THE OFFICE OF SECURITY (OS/PTPE). THE KONICA 1503Z IS A STEP-UP SIZE OVER A PERSONAL COPIER BUT IS STILL RATHER SLOW AND SOMEWHAT NOISY. DURING THE COURSE OF THE STUDY ADDITIONAL COPIERS WILL BE TESTED AND EVALUATED WHILE IN USE IN P&PD.

no

25X1 D. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD), EXPERIENCED A SEVERE PROBLEM WITH THE COM RECORDER USED TO PRODUCE 16MM MICROFILME ON THE 17TH OF NOVEMBER. THE PROBLEM RESULTED IN THIS MACHINE BEING UNABLE TO ADVANCE FILM DURING LONG PRODUCTION RUNS. A TECHNICIAN FROM TRW ATTEMPTED TO RESOLVE THE PROBLEM FOR THE NEXT THREE DAYS, BUT ALL OF THESE ATTEMPTS WERE UNSUCCESSFUL, AND A CALL WAS PLACED TO TRW'S COM SOFTWARE EXPERT BASED IN CALIFORNIA. THIS EXPERT WAS DUE TO ARRIVE IN P&PD ON THE 23RD OF NOVEMBER, AND TRW WAS CONFIDENT THAT A MODIFICATION TO THE PROGRAM THAT CONTROLS FILM ADVANCE WILL CORRECT THE PROBLEM. IN ADDITION, THE 16MM CAMERA ON THE DICOMED RECORDER, WHICH SERVES AS BACKUP FOR THE 16MM PRODUCTION DEVICE, ALSO BECAME INOPERABLE DUE TO A SUSPECTED CAMERA MALFUNCTION. TERMINAL DATA CORPORATION (TDC) CORRECTED THIS PROBLEM ON 23 NOVEMBER AND ALL 16MM PRODUCTION HAS BEEN COMPLETED ON THE BACKUP RECORDER.

no

25X1 E. REPRESENTATIVES OF THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD), THE OFFICE OF INFORMATION TECHNOLOGY (OIT), AND DICOMED CORPORATION MET ON 19 NOVEMBER TO DISCUSS DETAILS OF THE WORK PLAN FOR IMPLEMENTING THE INTEGRATED GRAPHICS SYSTEM BETWEEN THE AGENCY'S MAINFRAME COMPUTER SYSTEM AND P&PD'S DICOMED EQUIPMENT. A GREAT DEAL OF INFORMATION WAS EXCHANGED, AND SEVERAL MODIFICATIONS TO THE DICOMED MENUS WERE AGREED UPON. DICOMED EXPECTS TO BEGIN INSTALLATION AND IMPLEMENTATION OF THIS SYSTEM IN MID-FEBRUARY.

no

III. UPCOMING EVENTS:

NONE.

IV. MANAGEMENT ACTIVITIES AND CONCERNS:

NONE.

25X1 [Redacted]

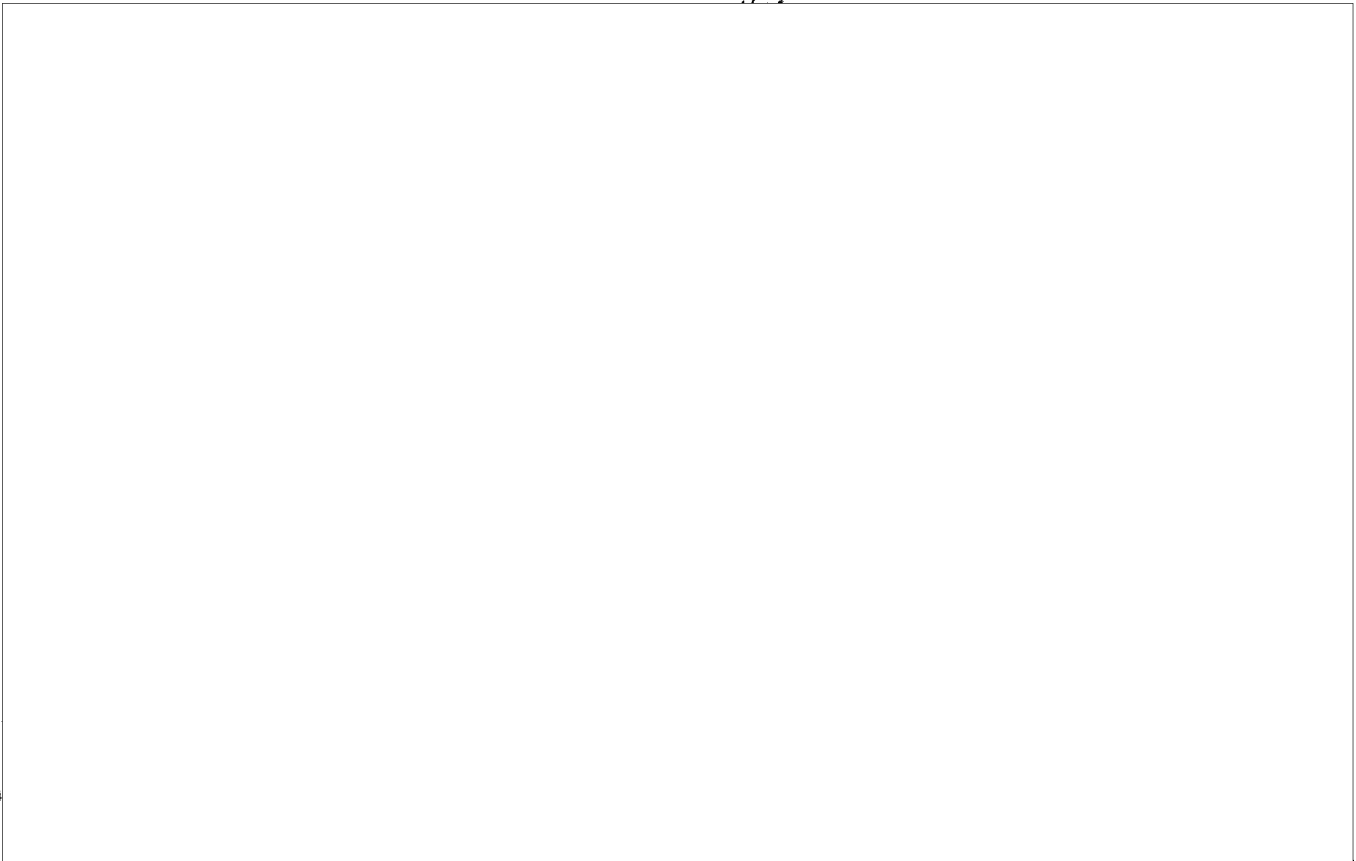
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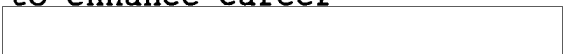


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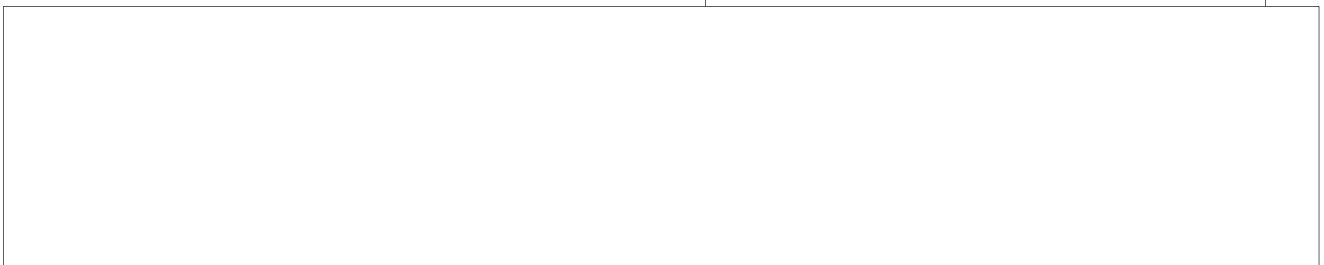
I. During the week of 9 November, all MLS careerists received a memorandum from the Chief, Supply Division, emphasizing SD's commitment to training and detailing all training completed as recorded in LETTS. Employees were asked to review the listing for accuracy and completeness and were encouraged to enroll in training courses for self improvement to increase their value to OL and to enhance career opportunities available to them.

Handwritten signature or initials.

25X1



25X1



K. The Forms Manager, Supply Management Branch, Supply Division, met with the Chief, Planning Services Staff, Office of Production Management, Printing and Photography Division (P&PD) on Thursday, 19 November in an attempt to preclude production errors that slow the forms replenishment process.

S E C R E T

S E C R E T

The role of each participant--the Forms Manager, the Information Management Officer, and the Production Staff/P&PD, was examined to determine whether any changes might assist P&PD. It was determined that no changes are necessary, just diligence by all involved in the process. The Forms Manager expressed appreciation for the cooperative spirit and helpfulness of the Production Staff.

25X1
25X1

[Redacted]

L. The Data Control Branch, Supply Division, has begun cleaning up the on-line activity file, which has exceeded some 182,000 records, causing queries on this file to take well over one hour to complete. The deletion process to date has removed over 110,000 records. With approximately 42,000 more records to delete, it is anticipated that this cleanup process will be completed by 25 November.

25X1

[Redacted]

III. UPCOMING EVENTS:

None.

IV. MANAGEMENT ACTIVITIES AND CONCERNS:

None.

25X1

[Redacted]

S E C R E T

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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 24 November 1987

1. Status of Tasks Assigned by Senior Management:

25X1 On 19 November, the Chief, Procurement Management Staff (OL/PMS) conducted a visitation with the Chief, SDG Contracts Staff, Office of Development and Engineering. This meeting covered an overview of the significant changes occurring in the procurement system and their effects on the SDG environment. The meeting was considered successful. [redacted]

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

25X1 a. Agency Contract Review Board (ACRB) Activities:

[redacted]

b. Automation Activities:

25X1 (1) [redacted] met with [redacted] Office of SIGINT Operations, to discuss definition and structure of the acquisition planning process in the Agency, especially in reference to a draft Acquisition Planning Guide written by [redacted]
25X1 This collaborative work between procurement and program offices will expand with the next revisions of the draft document. [redacted]

25X1 (2) [redacted] discussed with three vendors details of their procurement software packages. Such software will be used

25X1 [redacted]

SUBJECT: OL/PMS Weekly Report for 24 November 1987

in the personal computer systems being developed for the contract teams. One vendor, Systems Exploration Inc., is developing an expert system for contract generation. The Office of Research and Development and OL/PMS are considering the same application so that some joint effort may be appropriate. This avenue is being explored further. A second vendor, EG&G Washington Analytical Service Center, will present a demonstration [redacted] on 25 November. The third vendor, Compusearch, has agreed to install a test bed version of the Federal Acquisition Regulations (FAR) clauses on the prototype Contract Team Local Area Network (CTLAN) in OL/PMS.

(3) The decision was made to establish the CTLAN Working Group, chaired by [redacted] to define the content, structure, and procedures for the CTLANs being developed and to help define relationships between CTLANs and the Commercial Logistics Application System project. This group will begin work in the first week of December. [redacted]

(4) On 18 November, the Chief, PMS/OL and [redacted] attended a demonstration of GRID Systems Corporation products, current versions of which are already in use in the contracting system. These new products offer increased potential to significantly improve the procurement process. [redacted]

c. Contract Officer Intern Program (COIP):

In a continuing effort to meet with all COIs, the Chief, PMS/OL met with [redacted] on 23 November to review her progress with the COIP and the remaining actions which must be accomplished before her successful completion of the program. [redacted]

d. FOCI Meeting:

The Chief, PMS/OL attended a FOCI panel meeting to review a case submitted by the Directorate of Intelligence Contract Team (DI/CT). Further information is to be provided by the DI/CT, supporting this waiver from FOCI restrictions. [redacted]

e. Special Assignments:

(1) [redacted] reported that he researched and drafted language for the CO's Certificate of Appointment. [redacted]

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

*P.E. —
Where are his?
dates + map.*

SUBJECT: OL/PMS Weekly Report for 24 November 1987

25X1 (2) [] furnished information on the financial
25X1 status of Delta Data Systems Corporation to the ADP and
25X1 Engineering Branch, Procurement Division, OL, . []

25X1 (3) [] also discussed with the General Services
25X1 Administration the availability of electronic FAR updates and
25X1 determined that electronic updates will be unavailable for at
least 60 days. []

f. Procurement Newsletter:

25X1 [] reported that the Procurement Newsletter
25X1 is in the process of being prepared for mid-December
distribution. []

g. CONIF Activity:

25X1 CONIF input [] contracts and [] amendments into its system
25X1 during the past week. []

h. Personnel Activities:

25X1 a. [] part-time secretary in the office,
25X1 is still on extended annual leave due to the serious illness of
25X1 her mother. [] is scheduled to report to the Chief,
25X1 PMS/OL this week and is expected to request that she be placed
in a leave without pay status through 1 January 1988. []

25X1 b. []
25X1 [] are on annual leave this week. []

3. Upcoming Events:

25X1 Representatives from Peat Marwick Main and Company are
25X1 scheduled to meet with the Chief, PMS/OL and [] on
24 November to discuss an upcoming workshop for all COs. []

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep senior management apprised of
significant management activities and concerns as appropriate.
[]

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

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 24 NOVEMBER 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. TECHNICAL GROUP

25X1 (1) EXDINR (Executive Dining Room System). [redacted] visited the Executive Dining Room on 17 November to observe the computer hardware which had been delivered for the new point-of-sale system. All equipment which was ordered appears to be present. During this visit [redacted] also noted equipment configuration questions regarding the necessary cabling requirements. She will purchase the equipment during this week.

25X1 (2) EXDINR. [redacted] will visit EDR to view the projected hardware configuration and reinvestigate any questions or concerns, and to deliver his Point-of-Sale User's Manual for approval. After approval has been given he will begin programming the system. He will also deliver the two PICK Operating Systems software for this system.

25X1 (3) FARS (Federal Automated Requisitioning System). [redacted] generated the skeleton of the IDMS/R FARS application. The application displays each of the menus and allows the user to move between all of the menus. She is currently working on process code to add records input through the menus.

(4) ICS-FARS Communication. The initial requests have been transmitted without problems, but the receiving requests were not received. The extract was relaunched and the requests were received without error. Currently, a review is being conducted to discover the location of the problem. A modification is being done to modify the JCL to print the system and error messages.

25X1 (5) FCS. Currently, testing is being done with the latest version of the converted Logistics Automated Data System (LADS III) with its 15 new addendum items. General Electric plans to deliver the complete set of system documentation and the LADS Query software on 20 November.



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INFORMATION AND MANAGEMENT SUPPORT STAFF
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25X1 (6) [redacted] is currently writing several user manuals that will help the FCS system administrator in starting up the system and managing the different Logistic Automated Data System (LADS) files and user 'mini-disks'. The General Electric LADS Training Manual and Operations Manual is presently being proof read.

25X1 (7) [redacted] coordinated several outgoing cables with OC/FMD/TLG, updating the five OC field sites on the progress of FCS and reminds them of the security and hardware requirements. [redacted] and [redacted] will be in [redacted] on 30 Nov. to install the FCS hardware and software and to load AMCA's inventory data.

25X1 (8) [redacted] has completed and tested changes on ICS for four RFC's. The changes were approved by the Data Base Manager and moved into production early in November. The two most notable changes were a change to prevent the creation date of activity records from changing when the ICS/GAS interface is run on a different date from the creation date, and a change in the ICS/CONIF interface procedure that will count records received from CONIF.

25X1 (9) ICS (Inventory Control System). [redacted] contacted [redacted] OF/ADP Staff, regarding the Automated Strips Payment System (ASPS) conversion, which is [redacted] responsibility. The ASPS system receives input through an interface with ICS. [redacted] is converting the ASPS from a GIMS system to a NOMAD system. While doing this, he will also enhance the processing of ASPS to include FEDSTRIP processing. The ASPS conversion will entail a change to the ICS interface procedures which extract the data to be picked up by ASPS. [redacted] informed [redacted] that the memo needed to be sent to the ICS Data Base Manager as soon as possible, so that his requirements can be looked at and the changes scheduled.

25X1 (10) The changes to the receiving procedure on ICS which is executed from the 1006 menu, have been completed. Computation problems were corrected in the procedure, which flagged 10% differences in actual and total cost. In correcting the computations, [redacted] changed the computations to flag 10% differences in actual and estimated

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 24 NOVEMBER 1987


prices instead of total costs. In addition, he added code that would not allow processing if the total estimated cost differed by more than \$10K from the actual total cost. The changes have been submitted to the Data Base Manager for testing.

(11) Currently, 19 new reports are being added to the Inventory Control System (ICS) end-of-month process. These reports will be added to the two PLI programs that presently format and produce 62 stock status monthly reports.

25X1





B. PLANNING

The OL Quarterly for the Fourth Quarter FY 87 was held in the Auditorium at Headquarters on 19 November 1987 and in room 2C19  Building on 20 November. In addition to presentations by four speakers, a video tape covering significant activities of the Office of Logistics for FY 87 was shown. The written narrative and design of the presentation were done by IMSS Plans, the graphics were completed on an expedited basis by the Design and Presentations Center, OL/P&PD, and the video tape was produced by the Motion Picture and TV section, OL/P&PD.

25X1

Done last week

 of MP/TB/P&PD/OL, was the narrator. 

25X1

C. CLAS

(1) Effort on developing the test packets for the prototype of 1.2 continues. The live database is now ready to be initialized with the data to be used during the testing. Prototyping is scheduled to start on 7 December.

(2) Cullinet brought another functional analyst on board for support to the Purchasing and Accounts Payable Teams which should provide some relief.

D. ADP TASK FORCE

The ADP Task Force met on Monday and had a full agenda. Minutes will be released by Wednesday. The Task Force is now meeting weekly vice bi-weekly to keep the momentum going.

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 24 NOVEMBER 1987

E. RECORDS MANAGEMENT

25X1 On 19 October, [] the Information Review Officer,
25X1 Directorate of Administration, IRO/DA, visited the RMO/OL.
25X1 [] has recently been appointed the IRO/DA. [] is
being reassigned. The purpose of the visit was for an
overview of OL's records management program and
accomplishments. []

D. REGULATIONS

(1) The following regulations originated in OL were
published:

25X1 [] Classified Contract Security
CIA Contract Review Board

(2) The following regulations originating outside OL
were coordinated and approved:

25X1 []

3. Significant Events Anticipated During the Coming Week

4. Perspective of Staff Activities

25X1 []